

The facilitator or moderator of your event should provide you with the access code.

Videoconference Room

- Reserve and book a video conference room on your campus.
- On your video conference monitor screen, use the remote and select Place a Call and click Enter.
- Using the remote for the video conference unit, **enter access code:** _____ and click on the Call Button or Enter.
- **Hang up when the event is completed.**

Telephone

- Participants can dial 701-328-7950
- Campus locations that support 5-digit dialing can dial 8-7950
- The local numbers on the right can all be dialed to connect to a MeetMe room.
- Once connected, **enter access code** _____ followed by the # sign.

Bismarck	328-7950
Devils Lake	662-9350
Dickinson	227-7450
Fargo	239-7150
Grafton	352-4250
Grand Forks	787-6550
Jamestown	253-3050
Minot	857-7510
Valley City	845-8850
Wahpeton	671-1570
Williston	774-2750

Web Browser

- Enter URL: <https://join.nd.gov/>. You should have a web cam and built in microphone or headset (Chrome is preferred, but Firefox will work).
- **Enter the access code:** _____ and your name.
- Click on Settings to set your camera and microphone. Click connect.
- Once in the meeting you will be able to:



Mute Mic Disconnect Camera Hang Up Share Content Share PDF

- Chat is visible only to others participating via the web browser.
- To present content, you will need to use Chrome and download the extension, <http://www.pexip.com/extension> and follow instructions as they appear on the screen.
- **Hang up when event is completed.**