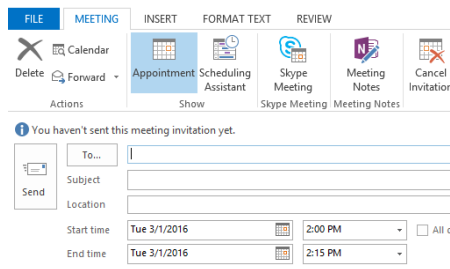


Virtual MeetMe Rooms in Outlook Calendar

Users can set up videoconferences or telephone conferences in Outlook Calendar, by simply scheduling an available MeetMe room. Users can connect to a MeetMe conference via a telephone, a web browser, or a videoconference room.

To schedule a MeetMe room in Outlook:

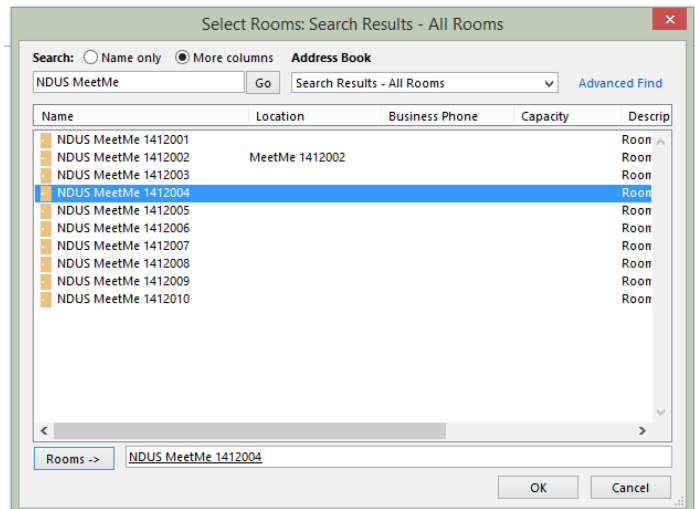
- ▶ Go to Calendar and click on New Meeting
- ▶ Click on Rooms tab



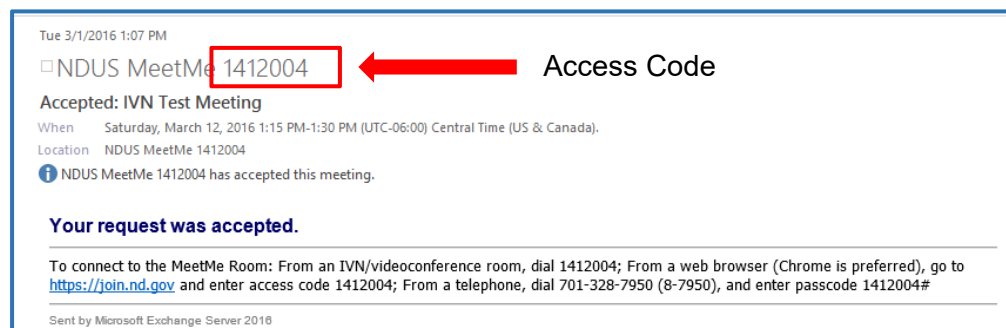
- ▶ Search for a series of rooms that start with NDUS MeetMe.
- ▶ Select any room from the NDUS MeetMe list. Double click on it and click OK.
- ▶ Enter title of meeting in subject line
- ▶ Select date and time of meeting.

NOTE: to allow participants time to access the meeting you may wish to start it 5 minutes prior to the actual event.

- ▶ Use Scheduling Assistant to check room availability.
- ▶ If the room is available, click send.
- ▶ You will receive the below email confirmation. It will include the access code instructions on how to connect to the conference. Should you not use the Scheduling Assistant and book a room, you will receive a message, "room declined due to conflicts" if it is busy.



You can send these instructions to your meeting participants OR for more detailed instructions, provide the information on the next page. Don't forget to include the access code.



To cancel the meeting: in your Microsoft Outlook Calendar, click on the date and time, and select Cancel Meeting.

MeetMe room connections options:

Videoconference Room

- For a videoconference room
 - ▶ Reserve and book a video conference room on your campus. Contact your IVN Campus Coordinator.
 - ▶ On your video conference monitor screen, 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

- Campus locations that support 5-digit dialing can dial 8-7950
- All other locations can dial local numbers within your area to connect to a MeetMe room or dial the Bismarck number – 328-7950.

| | |
|-------------|----------|
| 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 |

- Once connected, **enter access code** _____ followed by the # sign.

Web Browser

- Enter URL: <https://join.nd.gov/>. You should have a web cam and built in microphone or headset (Chrome is preferred, 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.