

HOW DO I...? Quick tips

How to Schedule and Manage a Meeting or Appointment

There are 2 types of Video rooms.

1. 'Always There' video rooms belong to groups or individuals. Account holders can logon and use these at any time. They can also invite 'Guests' without an account to join the room by sending them a link. See 'How do I... Use 'Always There' Group or Individual Video Rooms'.
2. Scheduled meetings or appointments. These are temporary, secure video rooms that are only accessible by the people you invite and only for the period of the meeting. See below.

Step 1 – Quick Meeting Set up

1. Logon
2. Select **the appointment / meeting tab** on the dashboard
3. Click **new appointment**
4. Enter the **title, date and time** for the meeting
 - If it's a recurring meeting, set up recurrences as well
5. Select the **group** responsible for the meeting
6. Click **Book this Meeting**
7. Either

Email around the Guest access information as instructed. This will give them a link to join the meeting without needing to logon. ***Important*** - at least one logged on account holder needs to be in the room otherwise anyone using the guest link will be **disconnected after 1 minute**.

or

Use the RSVP function to invite participants and manage responses etc. (see advanced)

Step 2 – Advanced scheduling features

The platform lets you set up locations (Local Venues), invite participants and manage RSVP's etc.

1. **Add locations for this meeting.** When you invite people using the RSVP tab, they can choose to attend at a location already set up or elect to add their own.
2. **Use the RSVP tab to invite people.** This feature lets you formally invite people and manage their responses, print attendance lists etc.

You can choose to invite people using their email address or their name (if they are in your Groups) or you can invite entire groups. Hit 'update' when you have finished.

An invitation will be sent with a link for people to register their response (the system will guide them through getting a logon if they don't have one)

3. **Edit the meeting.** Use the edit link at the bottom of each page to edit that page.

Step 3 – In – Meeting Moderator Functions

Moderators can see the participants controls (mute audio, mute video, disconnect etc.) as well as add new participants; connect other video conference systems etc.

1. How to become a moderator
 - a. Be the meeting owner
 - b. During the meeting, enter the moderator password (given to the meeting owner) and hit 'upgrade'
 - c. A moderator in the meeting can upgrade any other participants to moderator status
 - d. Anyone that has been given a meeting support capability by the account administrator

2. What can moderators do?
 - a. Mute / un-mute audio individually or for all participants
 - b. Mute / un-mute video individually or for all participants
 - c. Enable Auto-mute. This feature automatically mutes people as they join the meeting so they don't cause an interruption. NB they must be un-muted by a moderator before they can be heard.
 - d. Manually refresh participant list. The list refreshed automatically but this can take up to 30 seconds. The participants list is in order of joining (last person joined first).
 - e. View Guest connection instructions tab
 - f. View 'Add' tab. This lets moderators add people via Vidyo or traditional video conference systems to the meeting.

To add a person via Vidyo select them from the drop down list (must be on-line)

To add another video conference system enter the name of the room or the SIP / H.323 IP address of the video conference system you want to add.