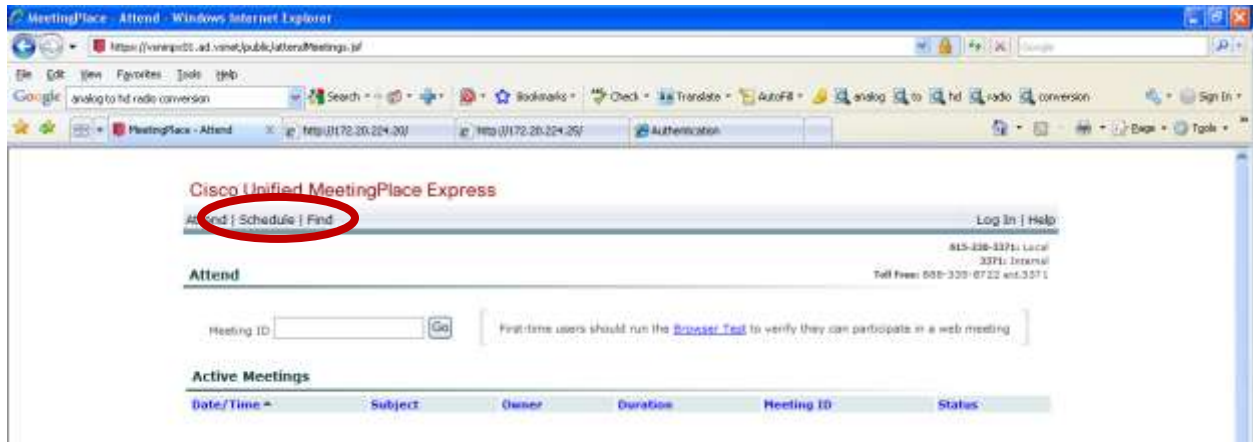
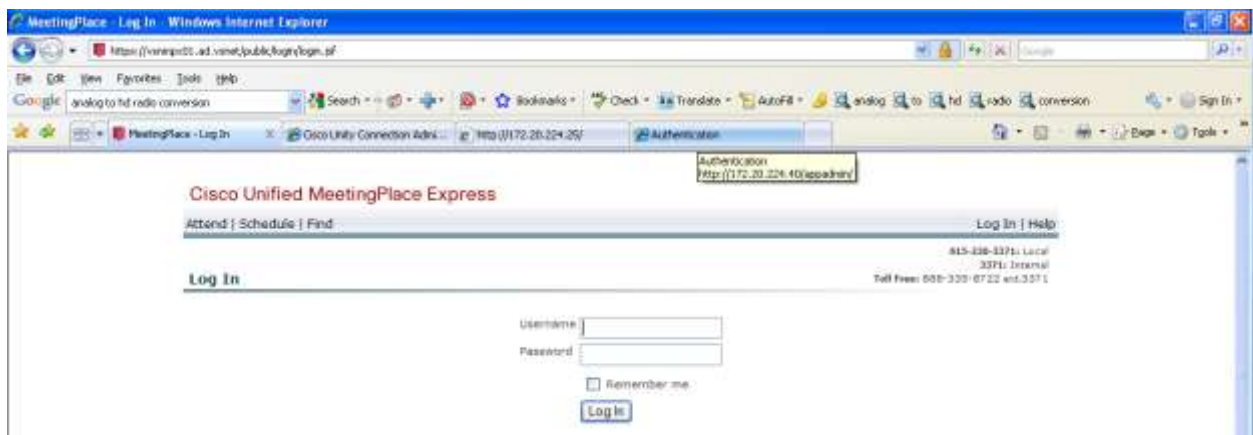


Teleconference Calls

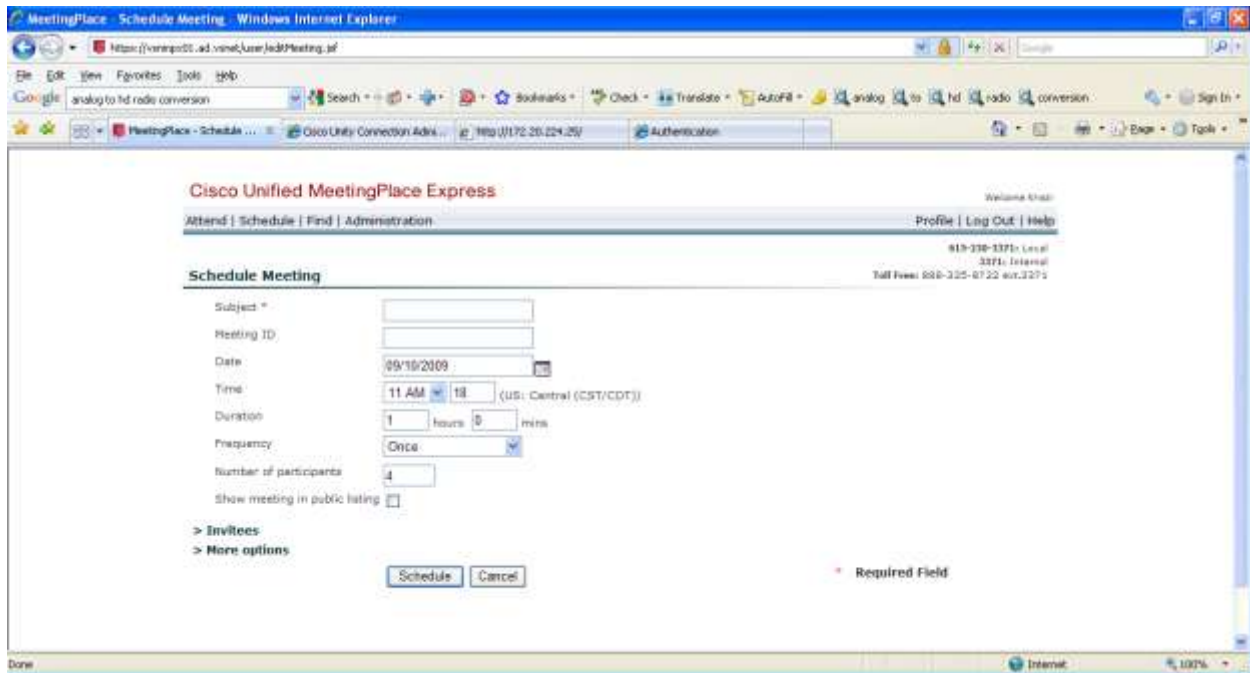
To schedule a conference call, go to <https://vsnmpx01.ad.vsnet.>



Click on the schedule button circled in red above.

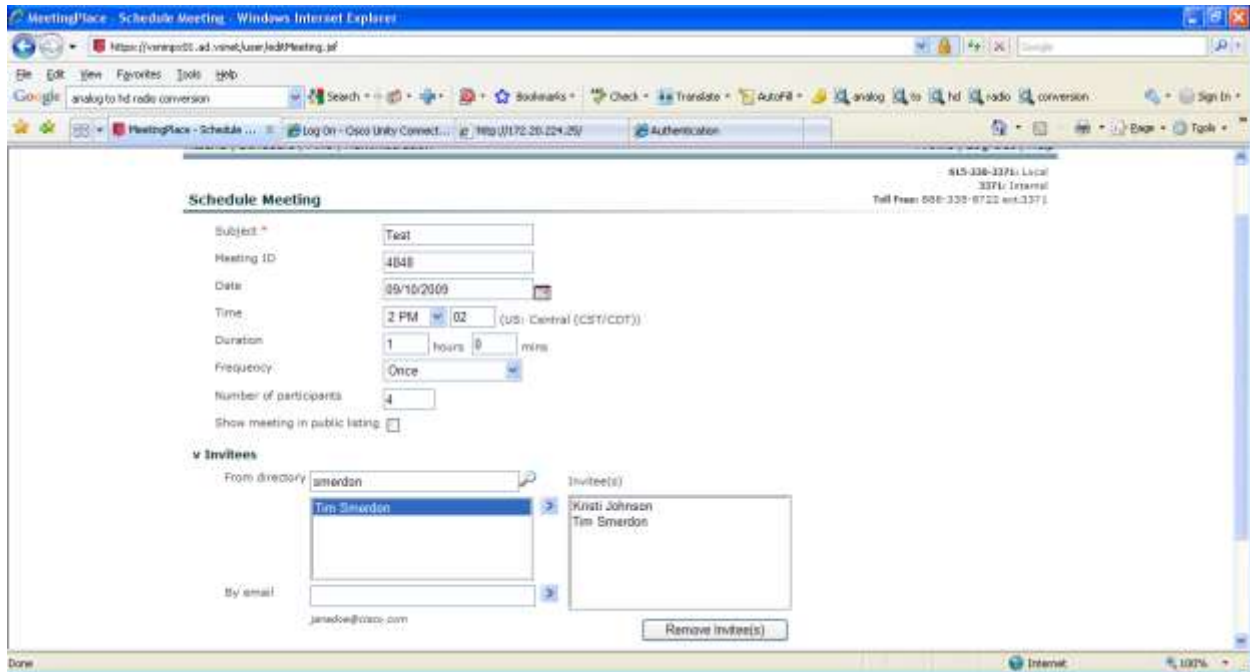


You will then be asked to enter your username and password. These are the same as your daily login to your computer.

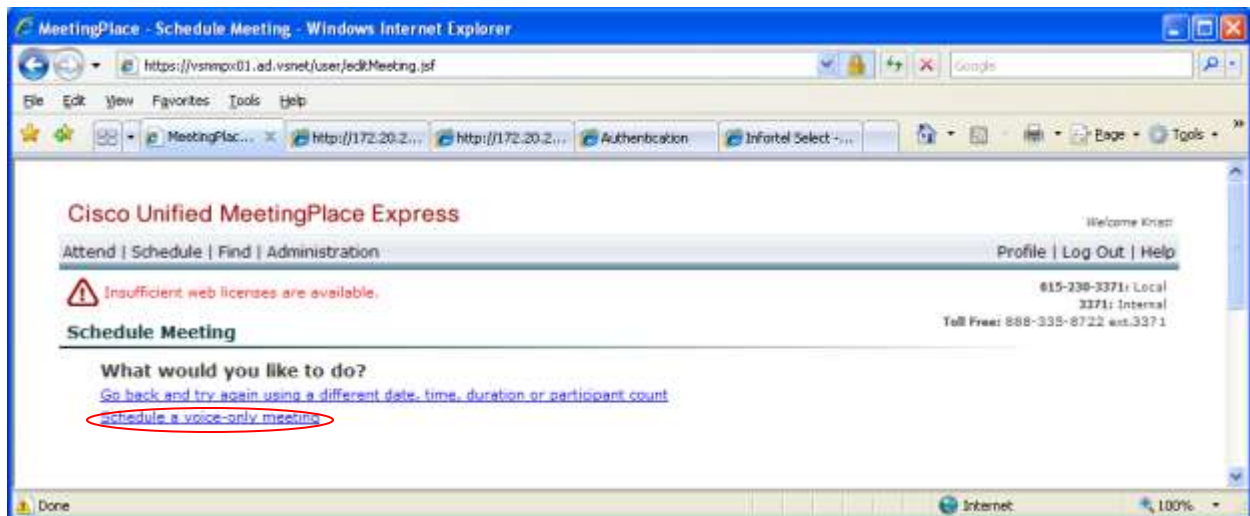


On this page:

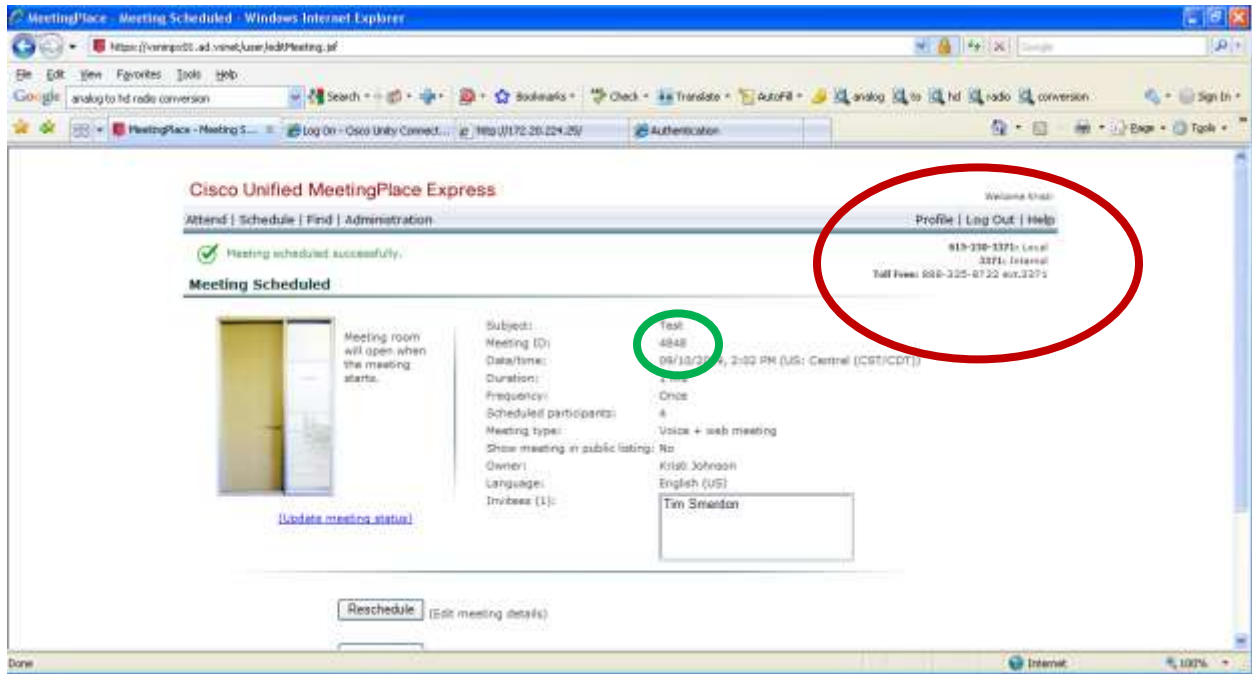
- In the subject field, enter the name of your meeting.
- The meeting ID can be any 4 digit number of your choosing.
- Choose the date of your meeting
- Enter the time of your meeting (minutes should be entered field on the right)
- Enter the duration of your meeting
- Enter the frequency (this can be set up for a recurring meeting)
- Enter the number of participants (this can be up to 25)
- Click on "Invitees"



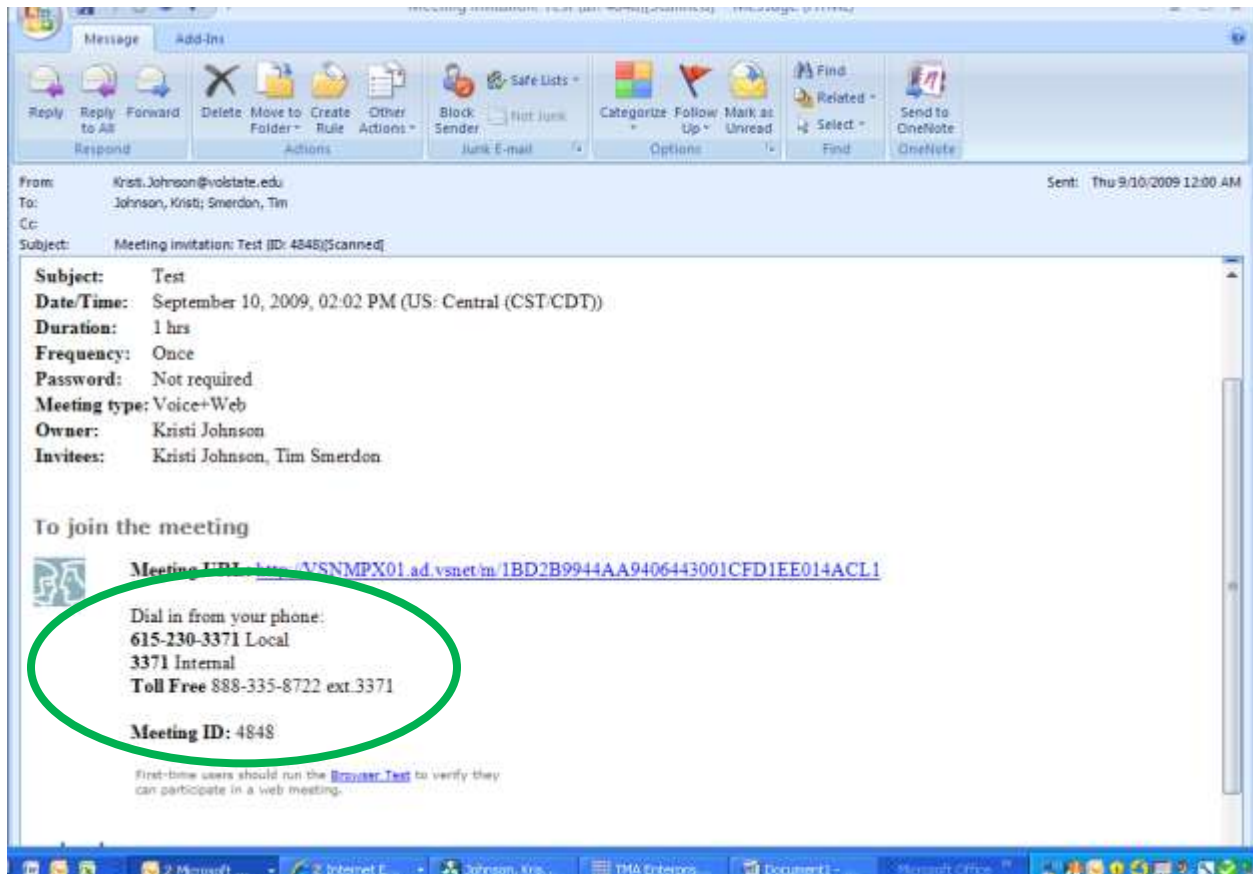
You may search the corporate directory to add invitees to the meeting. When their name shows up, click on their name on the left hand side and click on the arrow to the right. Click on "Schedule". The system will send them an invitation with login information. (Please note: unless the person that you are inviting has logged into the system before, they will not have a profile and will not show up in the directory).



If you receive this screen, click on "Schedule a voice-only meeting", circled in red above.



Information for logging into the teleconference call is located in the top right corner, circled in red above. You will also receive an email containing this information that you can forward to off campus attendees. Remember, when callers are entering the conference call, they will be asked for the Meeting ID. This is the number that you assigned, circled in green above.



Above is an example of the email invitation that is sent to invitees. Please note the call in information.