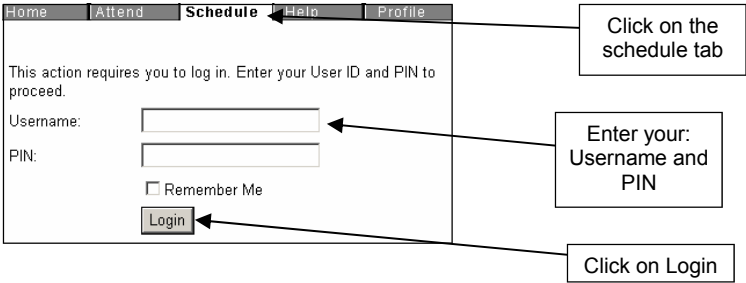


eConference Center Scheduling Meetings Via The Web

Scheduling Via The Web

Point your web browser to your eConference Center

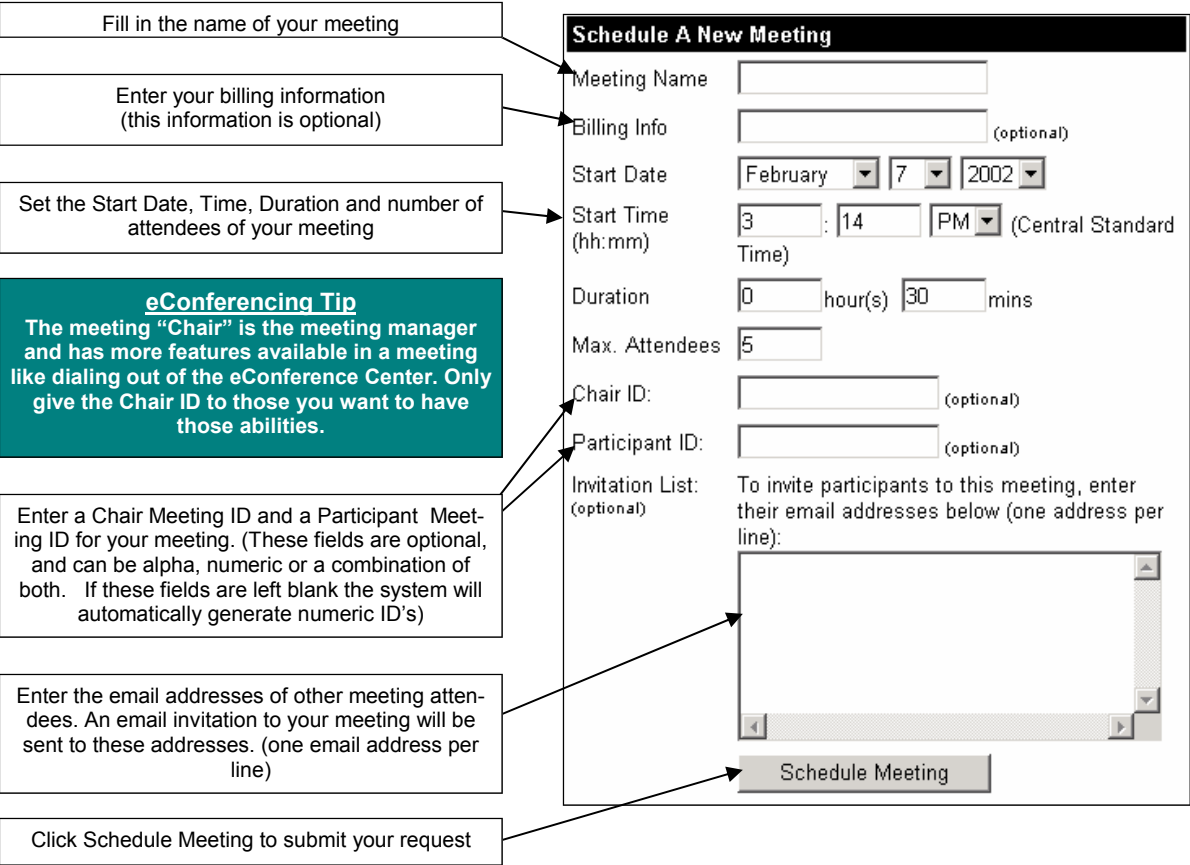


Click on the schedule tab

Enter your: Username and PIN

Click on Login

eConferencing Tip
 If your eConference will involve a larger number of participants or will require operator assistance, please contact an eConference Coordinator by calling into your eConference Center. Your eConference Coordinator will be able to assist you with all of your specific needs.



Fill in the name of your meeting

Enter your billing information (this information is optional)

Set the Start Date, Time, Duration and number of attendees of your meeting

eConferencing Tip
 The meeting "Chair" is the meeting manager and has more features available in a meeting like dialing out of the eConference Center. Only give the Chair ID to those you want to have those abilities.

Enter a Chair Meeting ID and a Participant Meeting ID for your meeting. (These fields are optional, and can be alpha, numeric or a combination of both. If these fields are left blank the system will automatically generate numeric ID's)

Enter the email addresses of other meeting attendees. An email invitation to your meeting will be sent to these addresses. (one email address per line)

Click Schedule Meeting to submit your request

eConferencing Tip
 When your meeting has been scheduled you will see the Meeting Detail confirmation. Please verify the meeting settings and take note of the dial in phone number as well as the Participant and Chair Meeting ID's. You will need this information to attend your meeting.