

How to Schedule a Video Bridge Conference Meeting

1. While in Outlook, create a New Skype Meeting. (Figure 1). (Note: you must be signed into Skype for Business)

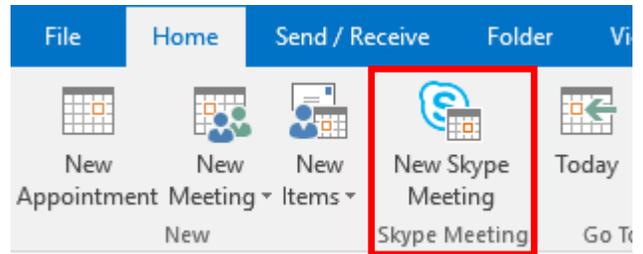


Figure 1

2. Invite OIT Conference Room A2 or B (Figure 2) and all other staff required to attend. The body of your invite will auto-populate with your Skype meeting information.

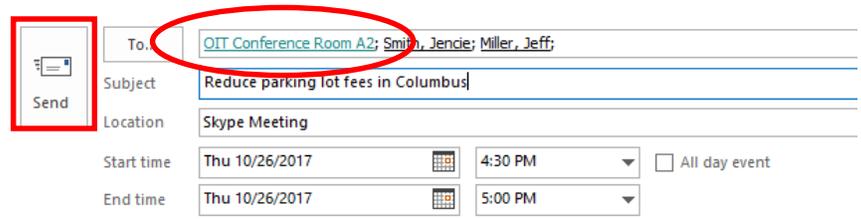
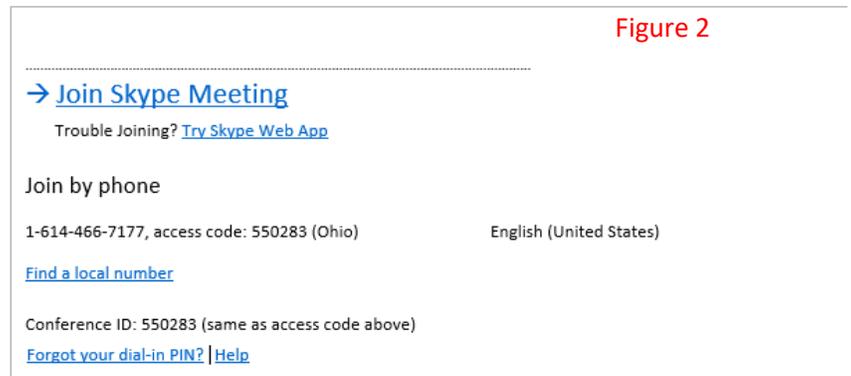


Figure 2

3. Click Send.



4. When it is time to attend your meeting, go the appropriate meeting location (A2 or B) and wake the touch board by tapping on the screen. A few seconds prior to the start time of your conference, the grey "Join" button will change to the color green. (Figure 3).

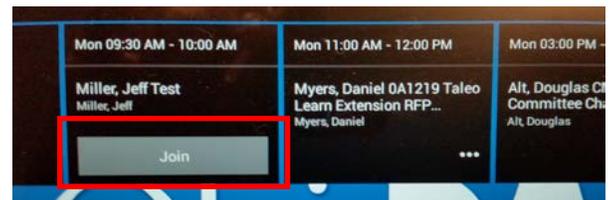
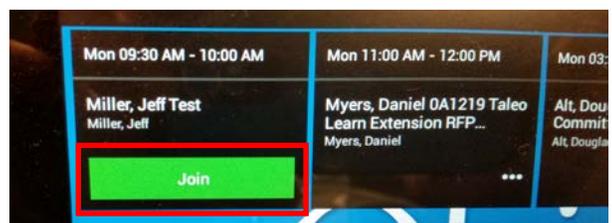


Figure 3

5. Touch **Join**. Done.
(Note: This feature only works when you book the meeting through your "New Skype Meeting" button in Outlook)



Important notes:

- A2 can display notebook content via USB or HDMI. Conference room B is USB only.
- Currently, if a notebook has an encrypted USB port, the Polycom system will not allow you to display your content via the USB cable; you may want to share this with outside vendors planning to present from their notebooks.
- Mac users: When using the USB connection, open My Computer, open drive People+Connect IP, open the MAC folder and run the .exe.
- Even if you do not plan to use the video bridge system during your meeting, going forward, it is best to book all meetings via the Skype button in Outlook for rooms A2 and B.