

How to schedule a Video Conference meeting through my outlook calendar

Before you schedule a video conference meeting, please ensure rooms requiring pre-booking through the Physical Resources Helpdesk, or other departments, have been **confirmed** before you proceed with your calendar entry.

Rooms that **do not** require pre-booking, are shown in the table below.

Belfast	Magee	Coleraine	Jordanstown
BA-02-012	MD008A	H113A	08H09
BA-02-003	MD122	H215	12G02
	MC114	J611	2D09
	MD026	J813C	

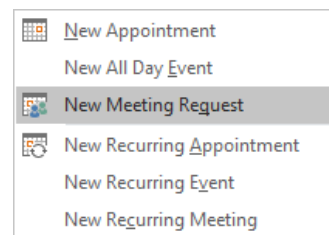
Once confirmations are returned for rooms where it is required, you may then create your video conference meeting using the following 2 steps.

Step 1: Create Meeting Calendar Entry

Open your calendar view and create a meeting calendar entry. This can be achieved in several ways and you can choose for yourself which method suits you.

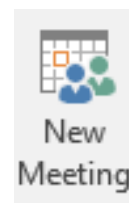
Example Methods

1. Right Click on the selected day/time slot, and choose 'New Meeting Request'



OR

2. Click the New Meeting button on the Ribbon at the top of your window



Step 2: Enter **all** relevant details

- A Add participants. You can include participants external to Ulster University.
- B Enter a suitable meaningful meeting name to the Subject section.

Note - This will be the name displayed on the videoconferencing endpoints so users must be able to recognise their specific meeting.

- C Double check your Date, Start and End times and amend if necessary.

To... [McAlister, Stephen](#); [Pemberton, Sean](#); [joe.bloggsr@swc.ac.uk](#)
 Subject
 Location
 Start time
 All day event
 End time

D Add your video conferencing locations using the Room Finder pane on the right hand side of your screen.

Room Finder

◀ October 2017 ▶

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Good Fair Poor

Show a room list:

Choose an available room:

- None
- 08H09
- BA_02_012
- H113A
- MD008A

Suggested times:

- 08:00 - 08:30**
4 available rooms
- 08:30 - 09:00**
4 available rooms
- 09:00 - 09:30**
4 available rooms
- 09:30 - 10:00**
4 available rooms

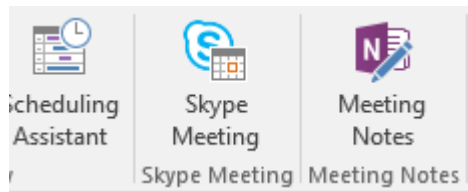
Clicking the drop down list arrow under 'Show a room list' lets you see 'Immersive VC rooms' or 'Other meeting rooms'. To add any of these rooms to your meeting calendar entry hold down CTRL on your keyboard and click the rooms required.

The 'Suggested times' feature lets you see if all rooms and features are available according to their calendars and lets you see alternatives which makes scheduling meetings for numerous participants easier.

Once you have made room selections, check that they have appeared within both the 'Locations' and 'To' sections of the calendar entry.

To... [McAlister, Stephen](#); [Pemberton, Sean](#); [an.other@swc.ac.uk](#); [BA_02_012](#); [MD008A](#)
 Subject
 Location
 Start time
 All day event
 End time

E Click on the 'Skype Meeting' button on your calendar entry Ribbon.



Note - If you cannot see the Skype Meeting button click File → Options → Add-ins → Go. In the dialog box that appears, check that 'Skype meeting Add-in for Microsoft Office 2016' is ticked, and click OK

This asks the system to make this a video conference capable meeting.

It then displays details in the main text pane informing participants what other methods they may use to attend the meeting if unable to attend from one of the selected locations along with relevant **unique** connection details.

Skype web app – allows users to connect from their own device if they have use of a webcam and microphone.

→ [Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Join by phone allows the participants to join on an audio only basis from anywhere in the world.

Join by phone

[+442870123435](#) (Coleraine)

[Find a local number](#)

External organisations may connect using their hardware/software video conference platform by dialling the uniquely generated ConferenceID@ulster.ac.uk.

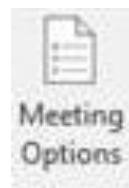
Conference ID: 1292239

[Forgot your dial-in PIN?](#) | [Help](#)

Note - ISD recommend allowing a minimum of 5 working days when scheduling meetings where any new external organisation is to attend to allow them time for testing etc. If you receive technical queries from an external organisation that you are trying to set up a meeting with, either before making the calendar entry or after, please direct these to servicedesk@ulster.ac.uk.

E Give permissions to your External participants to make presentations at the meeting if required.

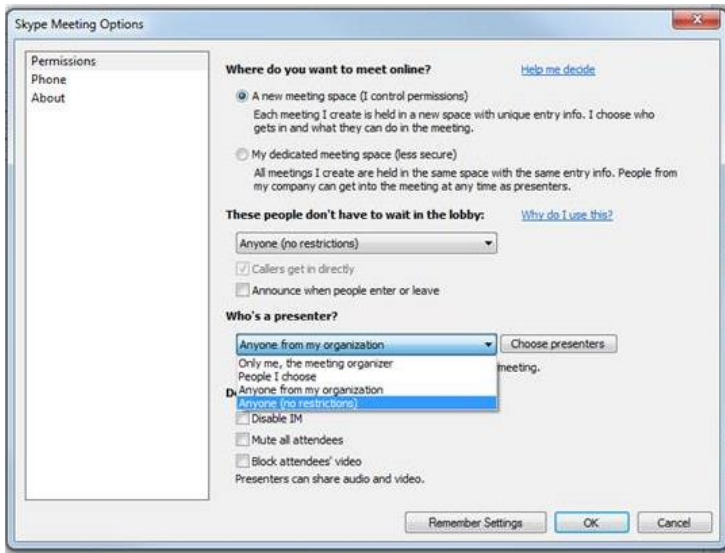
1. Click the 'Meeting Options' button



2. Click 'Permissions'

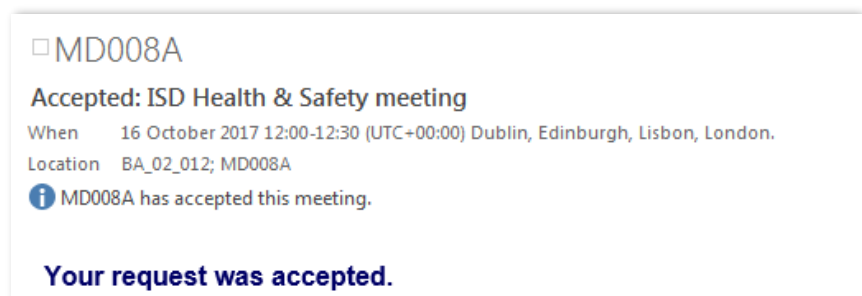
3. Select 'Anyone (no Restrictions)' from the 'Who's a presenter?' drop down box.

4. Click 'Go'



F Add any meeting notes or attachments to the calendar entry as normal and click the 'Send' button.

G Check your Inbox to ensure you receive 'Acceptances' from the video conference rooms you selected.



Important Information

Please note you will now be able to make amendments and cancellations to these meetings yourself by editing your calendar entry. **BUT**...remember to cancel any Room Booking requests through Physical Resources where rooms booked through them are no longer required.