

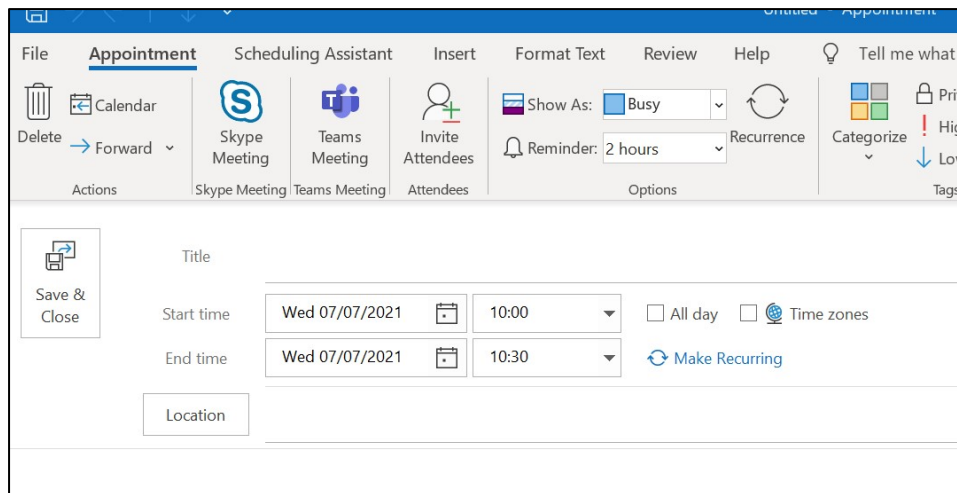
How to schedule a Video Conference meeting

This is a Guide to scheduling a Video Conference meeting in Teams using your Outlook calendar.

Microsoft has marked Skype as "end-of-life" to be replaced by Teams. This Guide therefore replaces the previous one which referenced Skype.

Step 1: Create the Meeting Calendar Entry

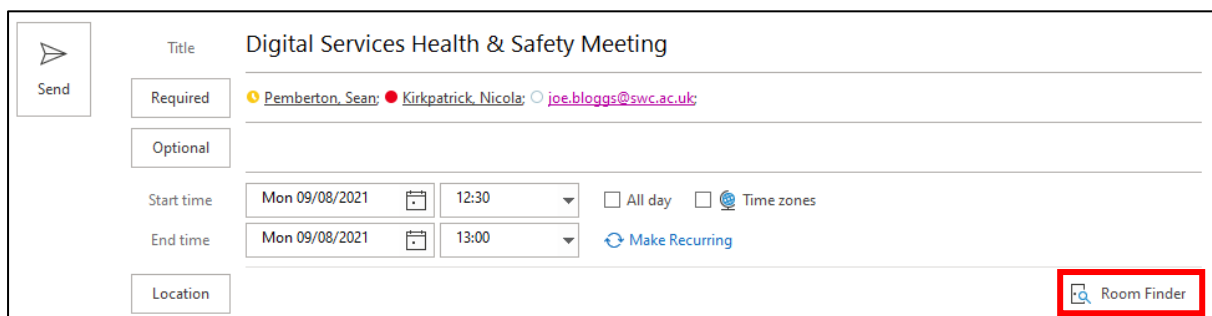
- Open your calendar in Outlook.
- Go to the date you want to hold your meeting, and then double-click on the desired start time. That will open a window where you can begin adding further details:



The screenshot shows the Outlook Appointment window. The ribbon includes File, Appointment, Scheduling Assistant, Insert, Format Text, Review, and Help. The Appointment ribbon has sections for Actions (Delete, Forward), Skype Meeting, Teams Meeting, Attendees (Invite Attendees), Options (Show As: Busy, Reminder: 2 hours, Recurrence), and Tags (Categorize, Hide, Location, Tags). The main area contains a 'Save & Close' button, a 'Title' field, 'Start time' (Wed 07/07/2021, 10:00), 'End time' (Wed 07/07/2021, 10:30), and a 'Location' field. There are checkboxes for 'All day' and 'Time zones', and a 'Make Recurring' button.

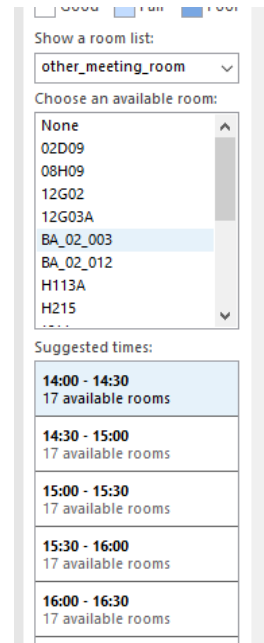
Step 2: Enter all relevant details

- Enter a suitable meaningful meeting name to the Title section.
Note - This will be the name displayed on the videoconferencing endpoints so users must be able to recognise their specific meeting.
- Add participants. You can include participants external to Ulster University.
- Double check your Date, Start and End times and amend if necessary.
- Add your video conferencing locations using the Room Finder pane on the right-hand side of your screen.

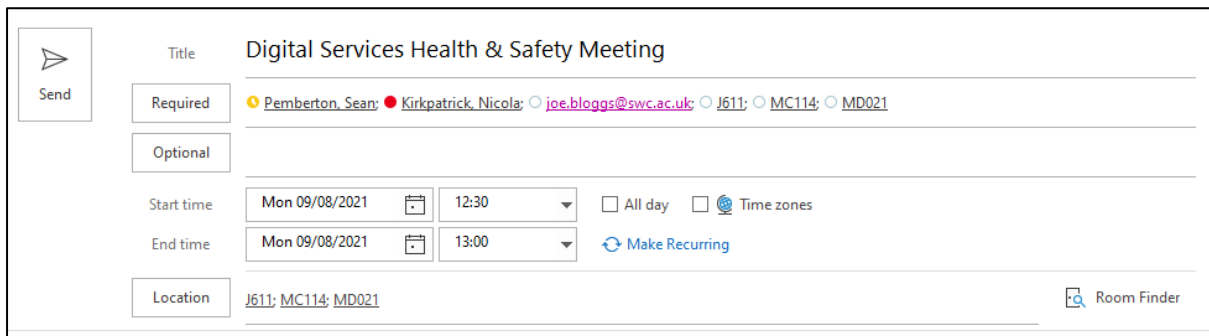


The screenshot shows the Outlook Appointment window with the following details filled in: Title: Digital Services Health & Safety Meeting; Required attendees: Pemberton, Sean; Kirkpatrick, Nicola; joe.bloggs@swc.ac.uk; Optional attendees: (empty); Start time: Mon 09/08/2021, 12:30; End time: Mon 09/08/2021, 13:00; Location: (empty). A 'Room Finder' button is highlighted with a red box in the bottom right corner.

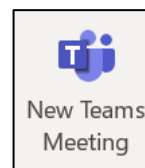
- This will bring up the Room Finder pane. In here, click on the “Show a room list” field, to bring up a list of types of rooms:
- In this list, click on, for example, “other_meeting_room” to see a list of rooms with suggested times below:
- Now click on a room name to add it to your meeting. If you are adding more than one room, hold down the “CTRL” key as you click each of the rooms to highlight them in blue:



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



- Click on the ‘New Teams Meeting’ button on your calendar entry Ribbon.




- Your Invite 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:

- Teams web app – The "Click here to join the meeting" link allows users to connect from their own device if they have use of a webcam and microphone.
- External organisations can connect with their hardware/software video conference platform by dialling a unique "dial-string". That "dial-string" is made up of the Video Conference ID combined with the UU Specific Address. See Appendix A below for more details on the "dial-string".

Microsoft Teams meeting

Join on your computer or mobile app
[Click here to join the meeting](#)

Join with a video conferencing device
 903776206@ulster.ac.uk
 Video Conference ID: 128 715 225 1
[Alternate VTC dialing instructions](#)




Note - When externals have been invited to a meeting, we advise running a test with them several days before the actual event. Any problems encountered can then be rectified before the meeting proper.

- Add any meeting notes or attachments to the calendar entry as normal and click the 'Send' button.
- Check your Inbox to ensure you receive Acceptances from the video conference rooms you selected.

□ MD008A

Accepted: ISD Health & Safety meeting

When 16 October 2017 12:00-12:30 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.
 Location BA_02_012; MD008A

 MD008A has accepted this meeting.

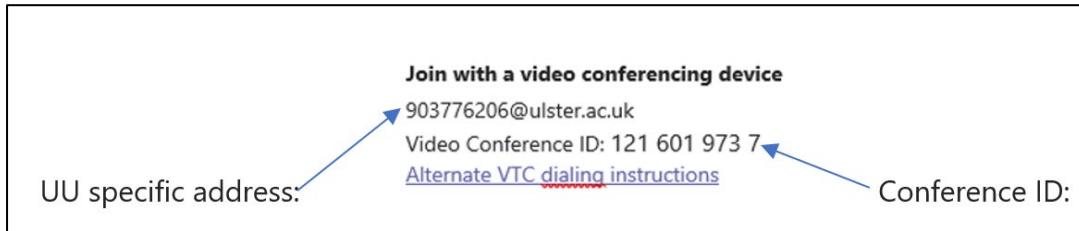
Your request was accepted.

Appendix A - Creating the "dial-in string" to join from an external unit

External attendees with a video-conferencing endpoint can join by using a "dial-in string". This is created from two items in the Teams Meeting Invite:

- the UU specific address
- the Conference ID.

Those two items are found in the Invite here:

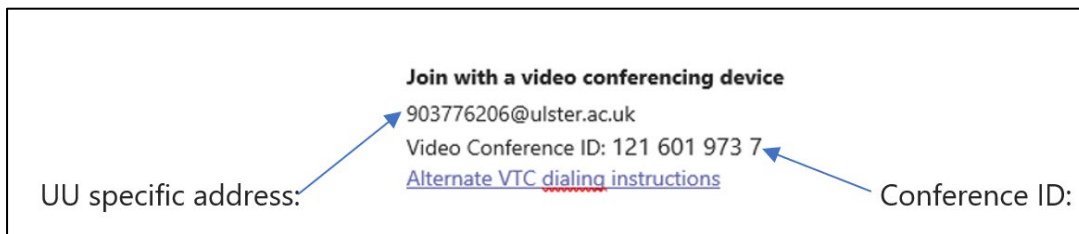


To create the dial string:

- Take the UU specific address: 903776206@ulster.ac.uk
- Then add before the @:
 - a full-stop
 - and then the conference id - with any spaces in it removed

Worked Example:

Therefore, using these Invite details:



We do the following:

- Take the UU specific address - 903776206@ulster.ac.uk.
- Add before the @:
 - a full-stop
 - then the Conference ID - 121 601 973 7
 - with spaces removed - 1216019737
- to get the final dial-string:
903776206.1216019737@ulster.ac.uk

Summary Graphic

