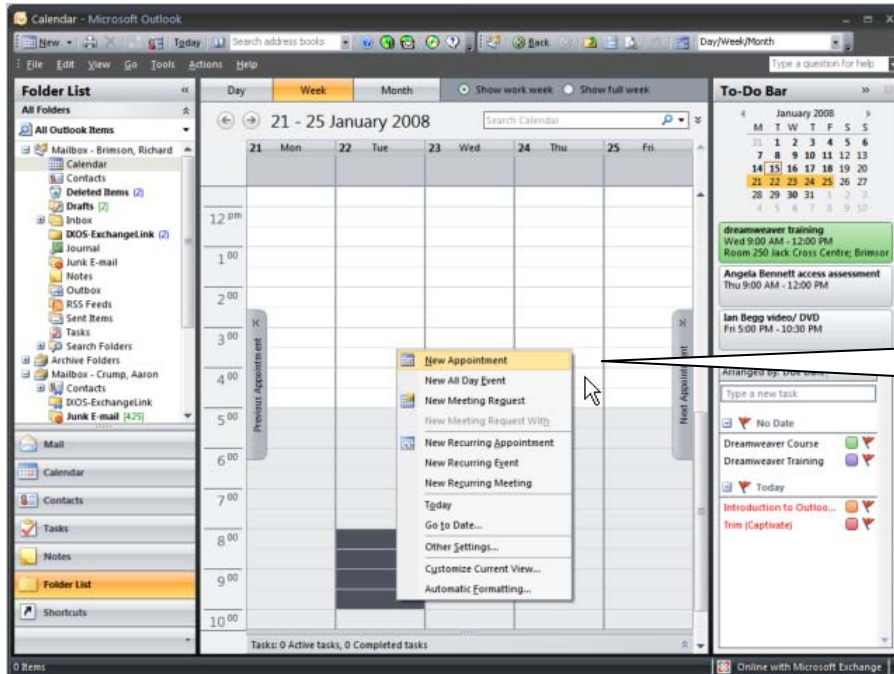


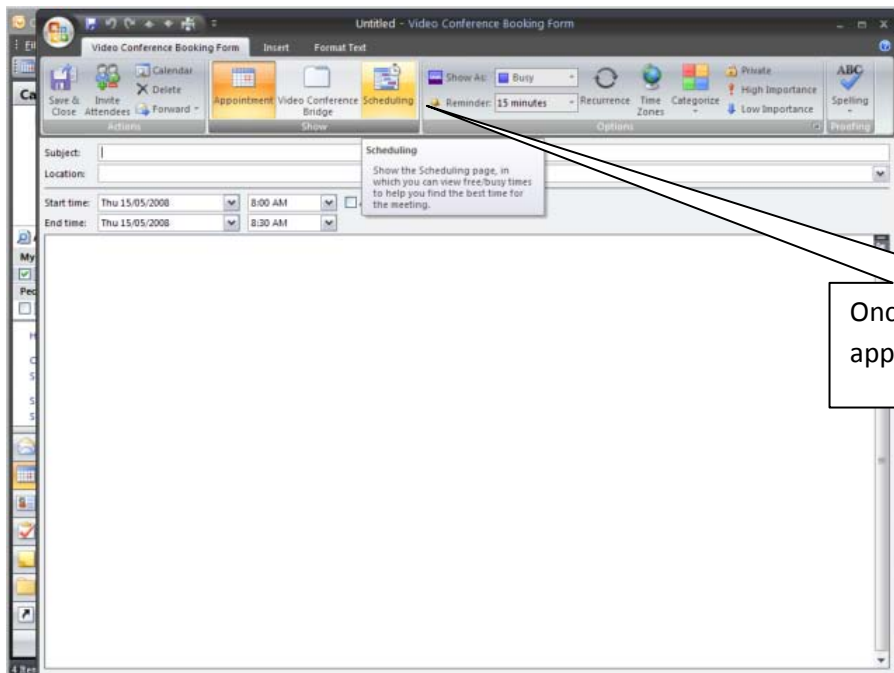
Booking a videoconference in Outlook

This booking system will only be supported in Outlook 2007

Just remember that video Conferences start at the exact time you booked them, so if the conference hasn't started, then phone 84357 and press 1 when prompted.



Right click the time slot and select New Appointment



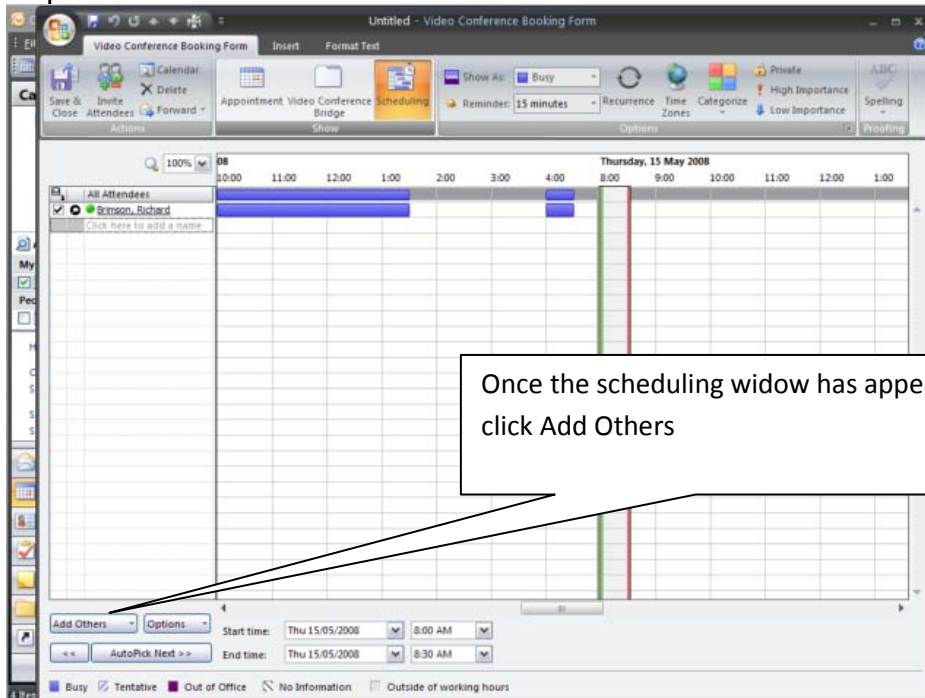
Once the New Appointment appears, click scheduling

Some important things to know.

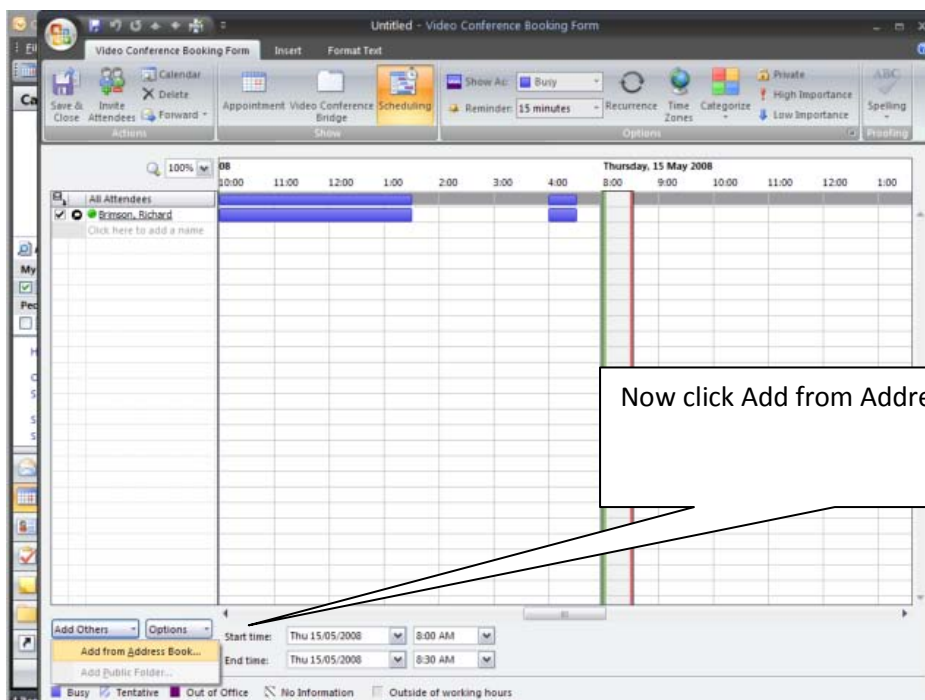
You are not allowed to make the meeting reoccurring, you will have to book those separately.

If you want to delete a booking, you should contact the service desk and have them do this for you.

You are able to update the video conference with new video conference units if required.

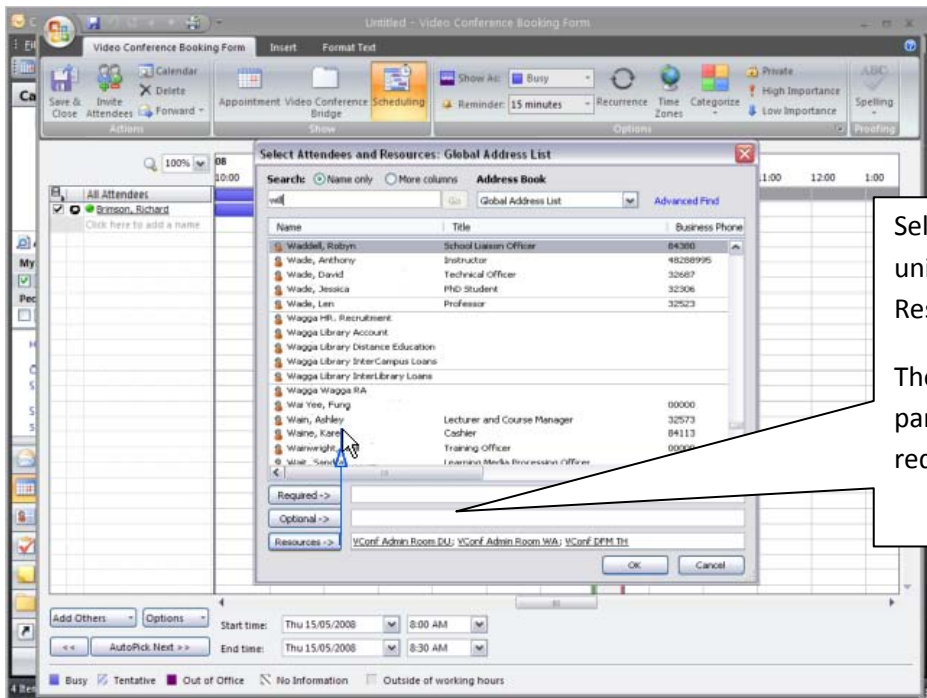
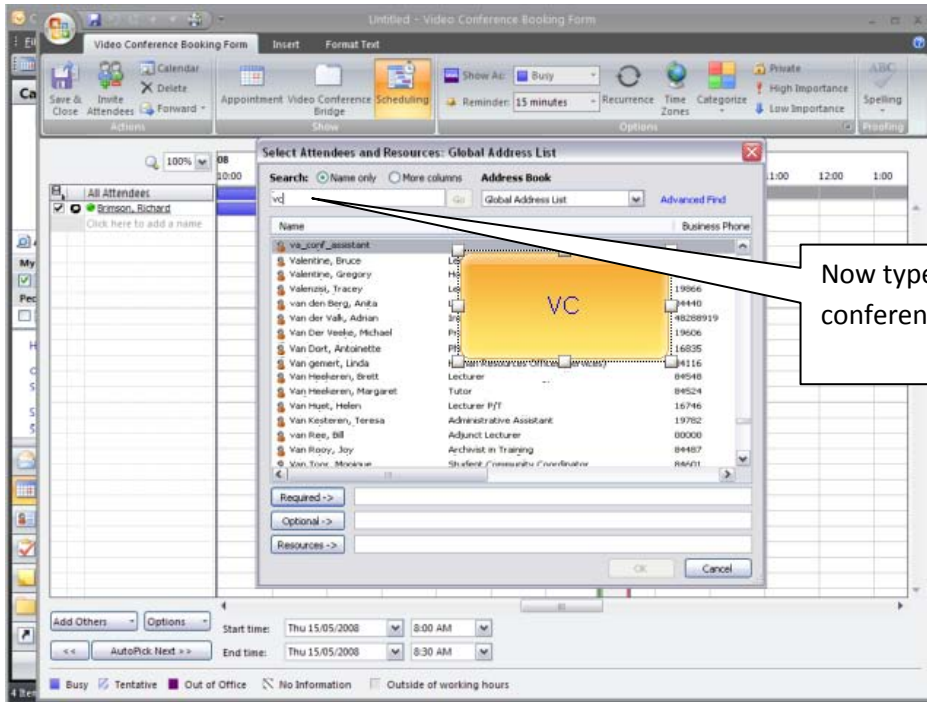


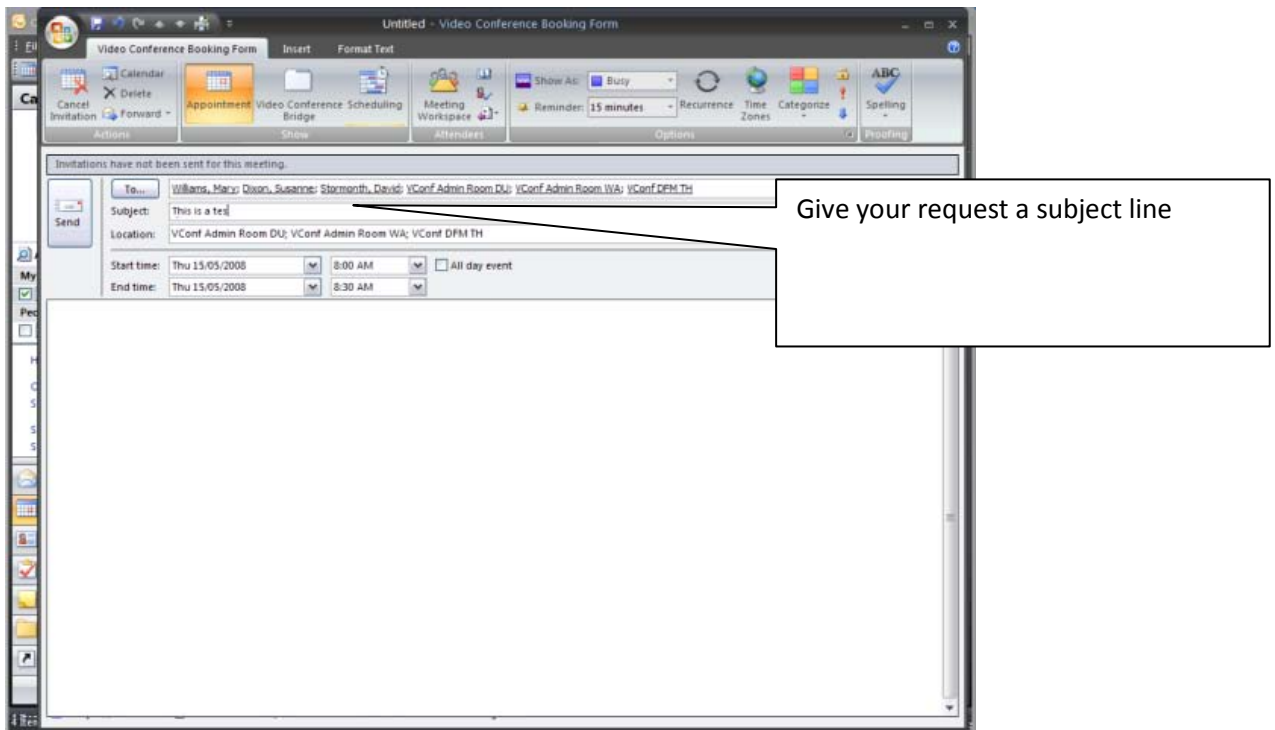
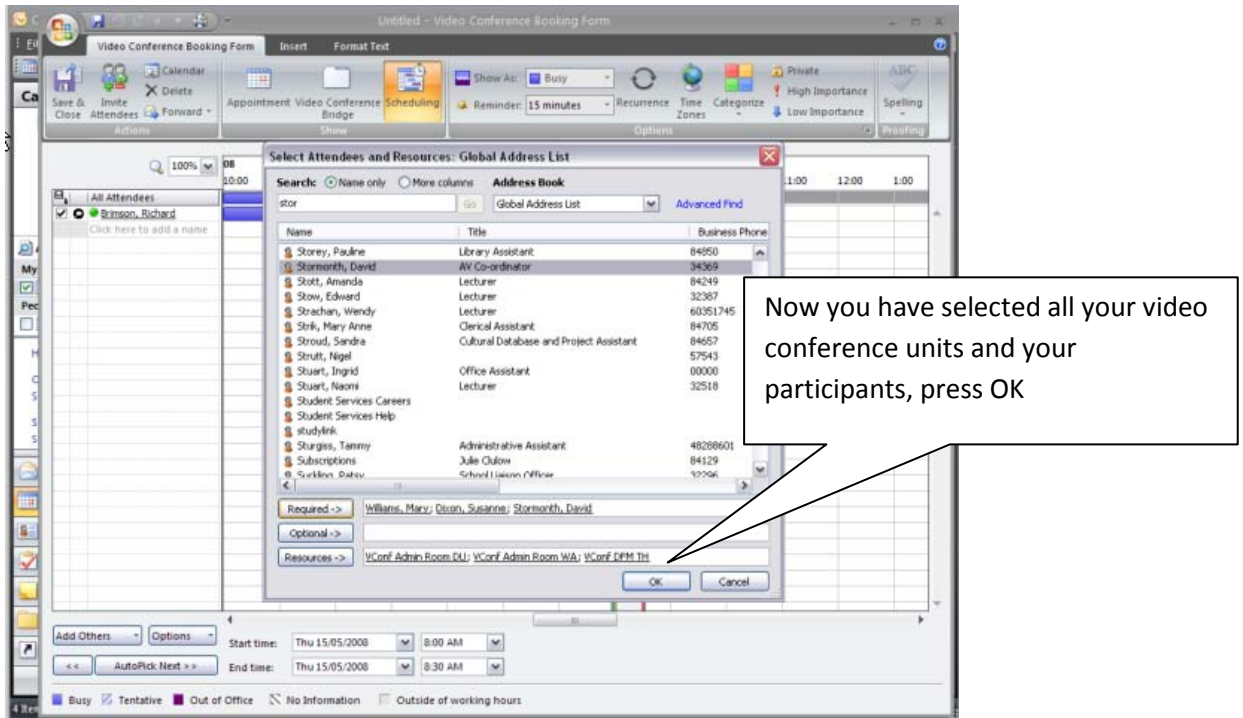
Once the scheduling window has appeared, click Add Others

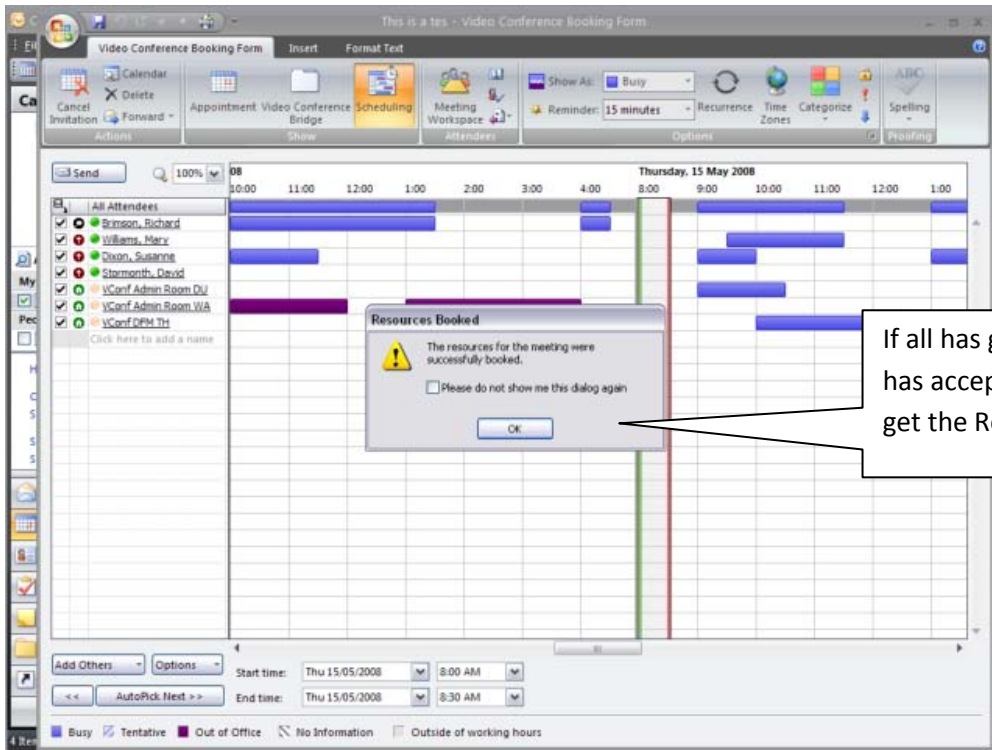
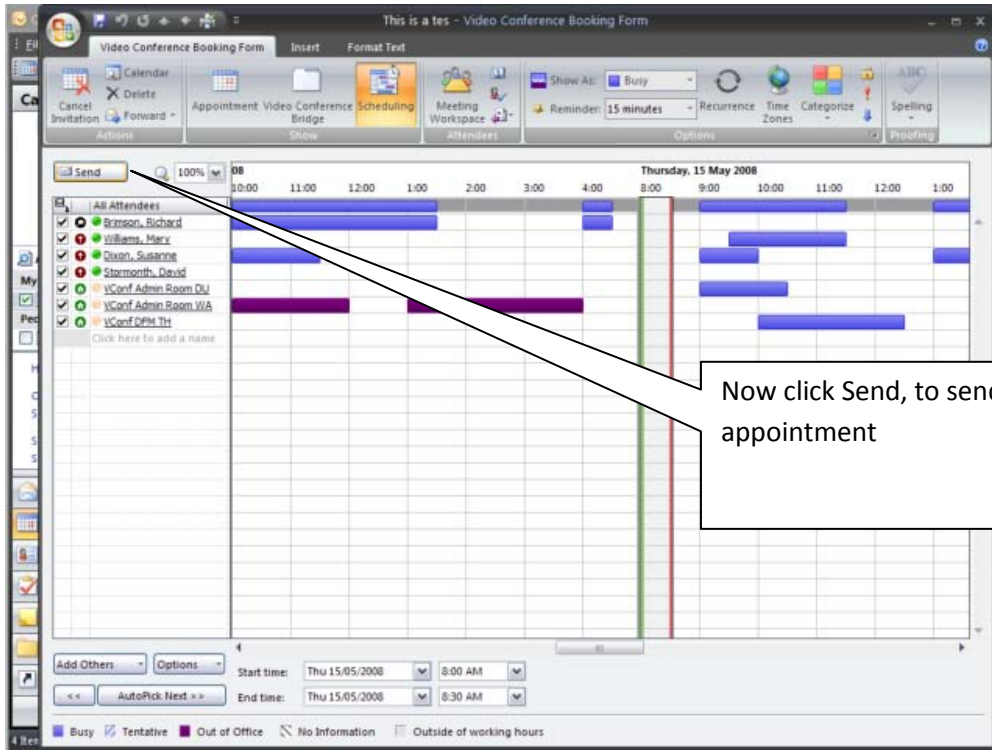


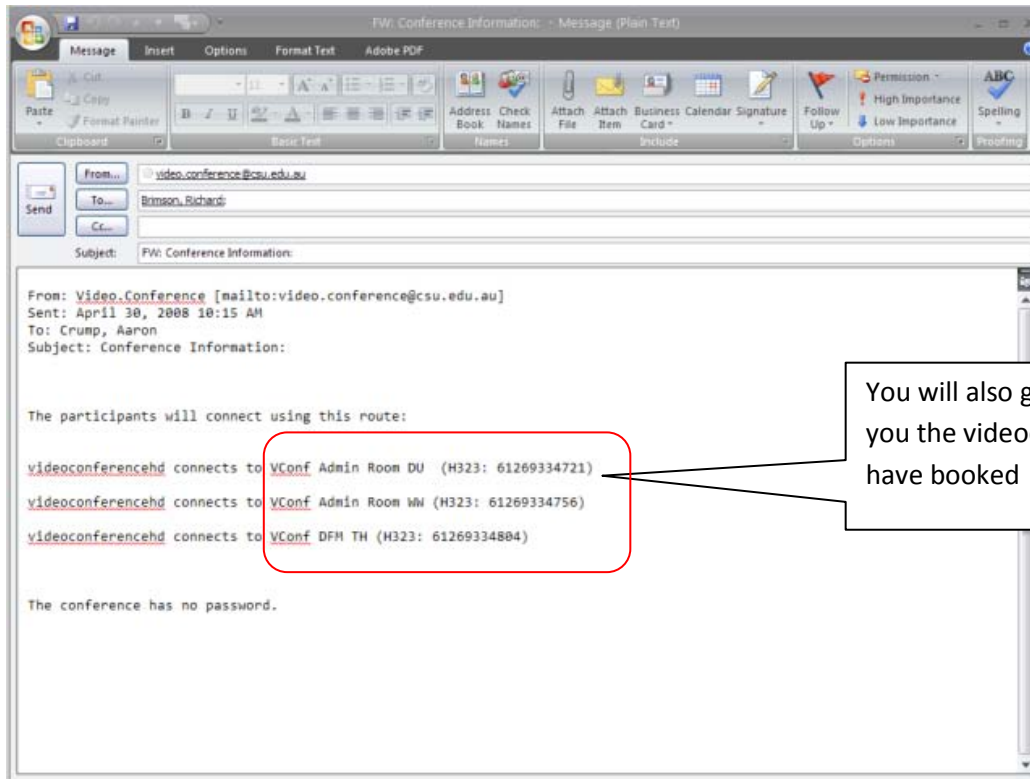
Now click Add from Address Book...

S:\Administrative\Information Technology\Customer Services Management\Education and Training Team\Current Training Modules\Video Conferencing









Entering a Video Conference by telephone

Anyone can join a Video Conference by telephone the same way as you would join a teleconference using a Conference ID which you can obtain by calling the Service Desk prior to the day of the meeting.

If this is an issue during a conference ring 32368

Please visit the DIT web site for further information.

<http://www.csu.edu.au/division/dit/staff/training/videoconferenceindex.html>

Service Desk
Local Call Australia 1300 653 088
International + 612 6338 4357
Within Australia 02 6338 4357
CSU Internal 84357