

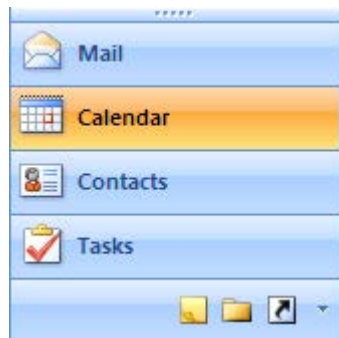
# Booking a videoconference using Microsoft Outlook 2007

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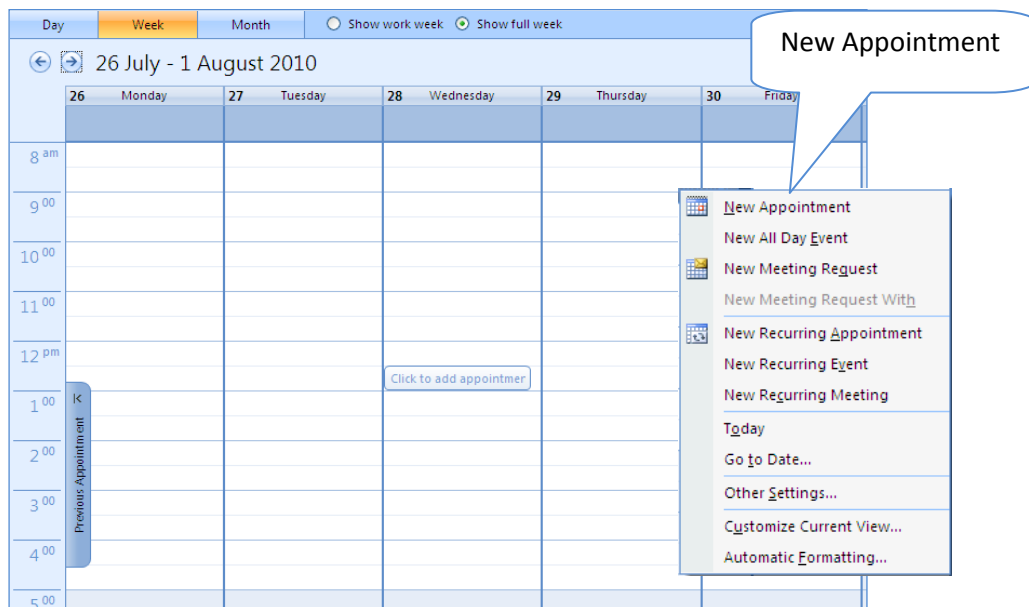
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# Booking a Video Conference using Microsoft Outlook 2007

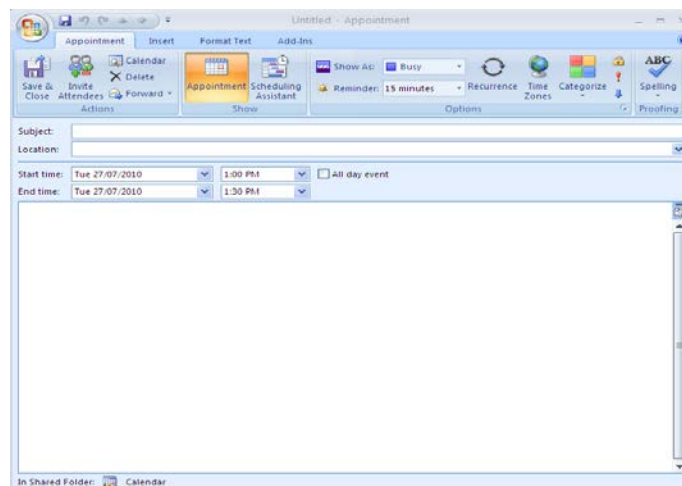
Open Microsoft Outlook 2007 and choose 'Calendar'.



Choose the date and time from the calendar by right clicking and selecting 'New Appointment' from the resulting options



A 'New appointment' window will open and you can start to enter the details for your Video Conference.

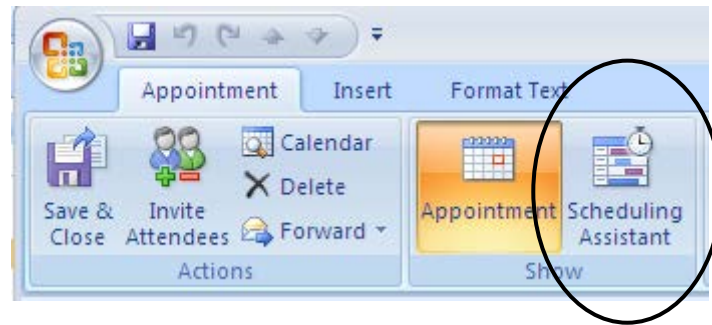


Enter details for the **'Subject'** but don't enter anything into the **'Location'** bar, this will auto-fill when you have selected the Video Conference rooms you wish to book. Update the start and end times.

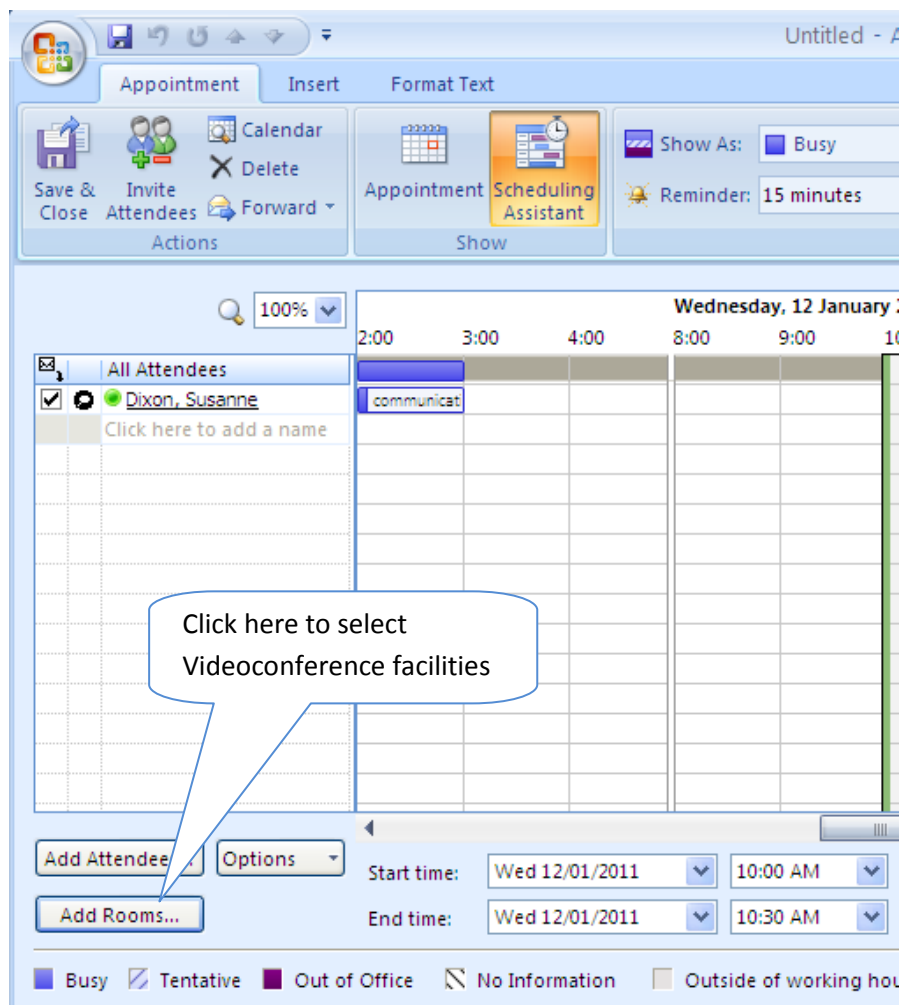
Once you have entered the start and finish times you can invite your attendees and then select the rooms you wish to use.

## Selecting your Videoconference facilities

Click on the **'Scheduling Assistant'** icon in the ribbon at the top of the window.

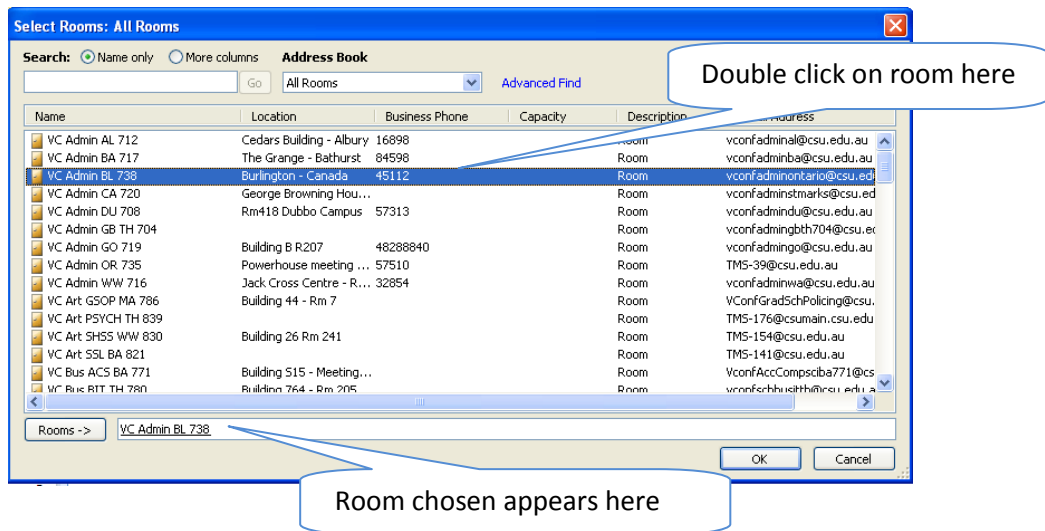


The resulting screen will now have an **'Add Rooms'** icon and you can search for and select your Video Conference facilities from the resulting 'All Rooms List'.



A list of CSU Videoconference facilities will appear.

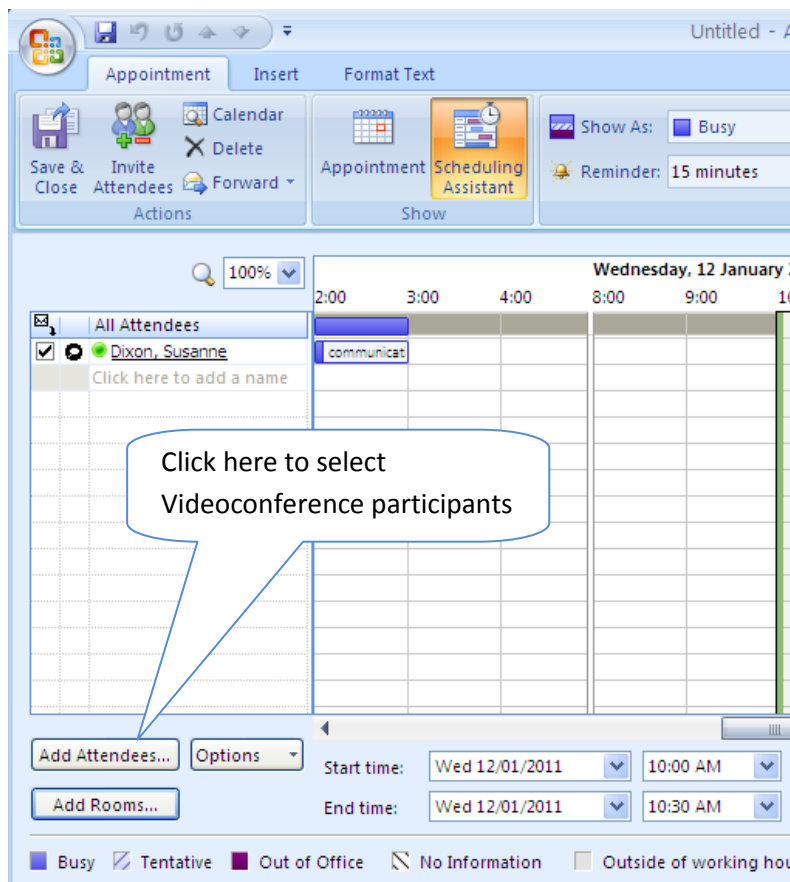
Double click on each room you require and the rooms chosen will appear in the 'Resources' bar.



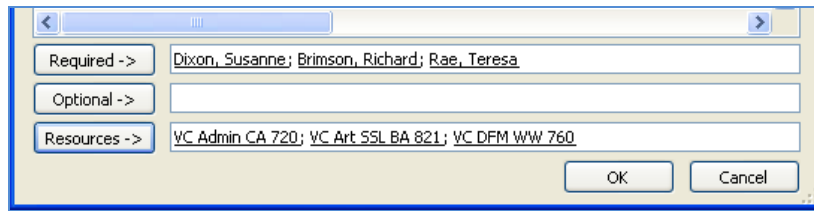
Each must be selected separately. When you have selected all the rooms you require click on OK.

## Selecting your Videoconference participants

Once you have selected your rooms you need to select the Video Conference attendees. To do this click on the 'Add attendees' icon and you will see all full list of CSU staff to choose from.



When you have selected all the participants as well as all the VC rooms required the bottom of the window will look like the picture below, and you need to click on OK.

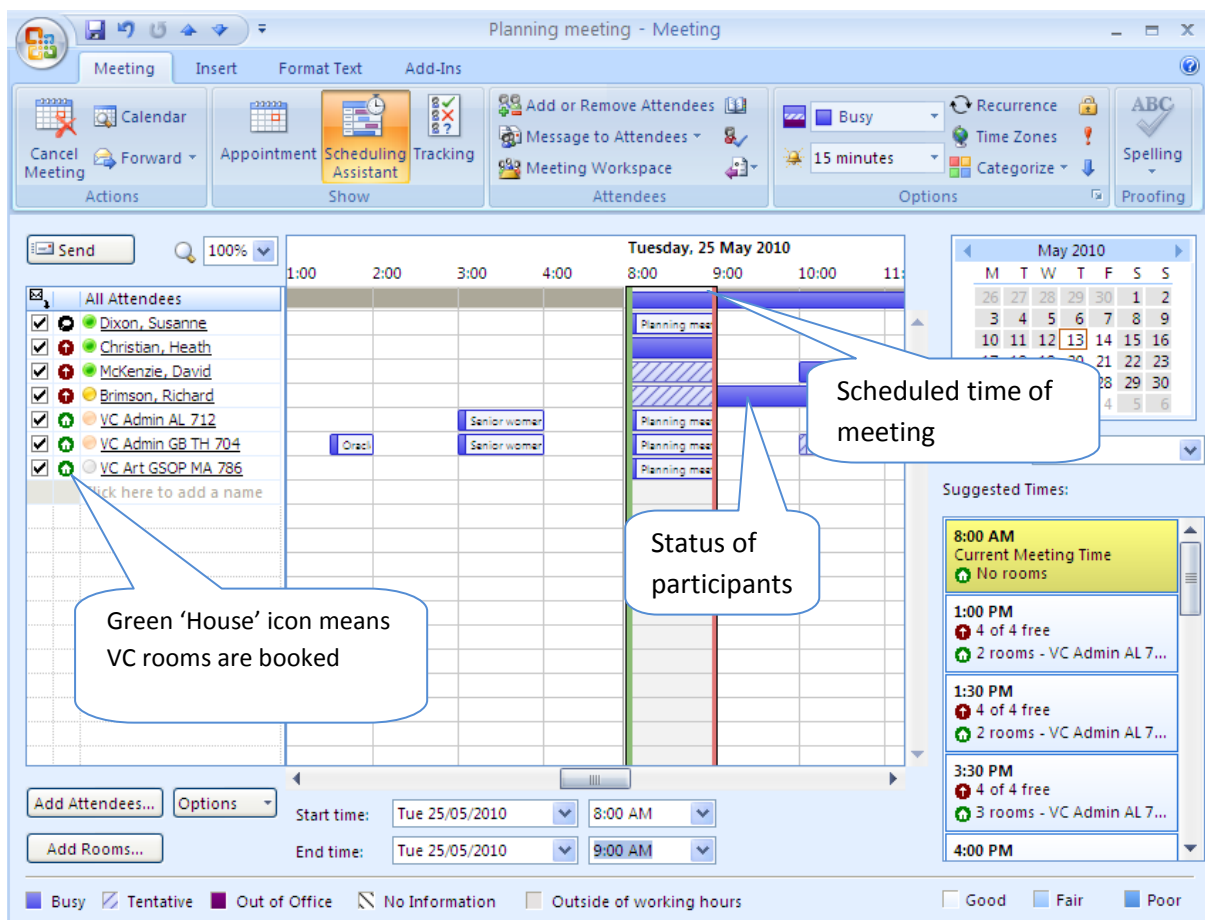


You will now see your resource and participants listed on the 'Scheduling' screen and you can check to see if the participants are busy and also if the rooms required are available. The period booked for the meeting will be showing with a green line for the beginning and a red line for the end.

The image below shows a booking and the Scheduling Assistant is telling us the availability of the participants. It will also show if the VC Rooms are already booked for another conference.

**Blue** shows that the participant is busy

**Purple** shows if a participant is out of the office



You can add more rooms or participants to your appointment at any time by using the 'Add Rooms' and 'Add Attendees' icons at the bottom of the window.

## Adding information

By clicking back on the **'Appointment'** tab in the ribbon at the top of the window you will be able to add information to your Video Conference booking before you send the invitation out to the participants. For instance you can type some instructions about what to expect in the meeting or you can simply invite the participants.

If you are going to add an agenda or any information of a sensitive nature it is best to send this in a separate email to the participants as the information on the booking will be viewable in the calendar for other users booking VC Rooms.

## Sending your appointment

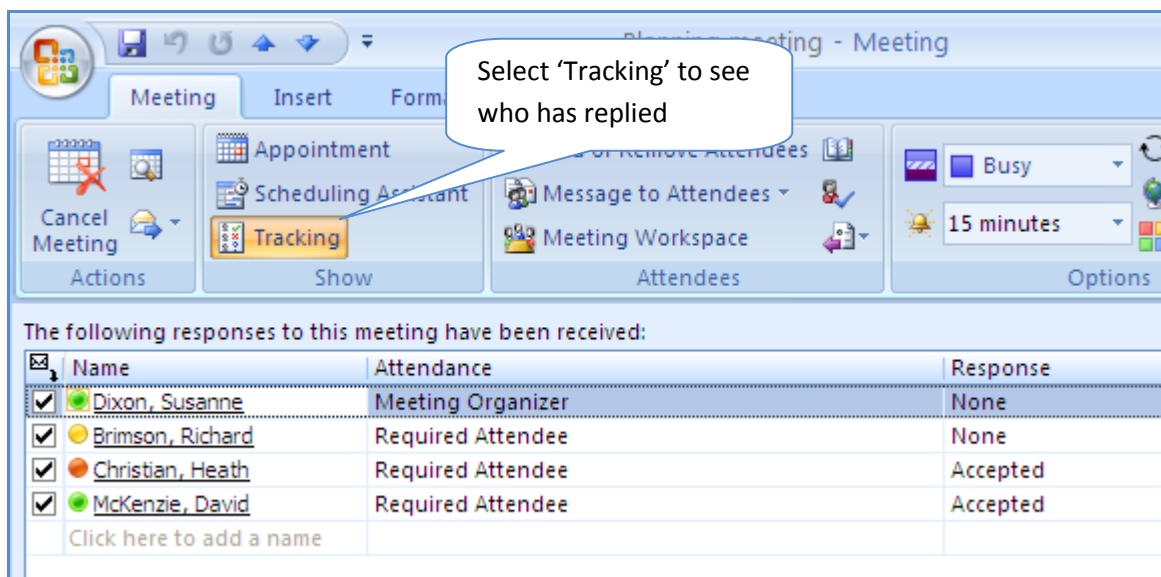
Now you just need to click on the **'Send'** icon and a number of different things will happen.

- The Video Conference rooms will be automatically booked for you, you will immediately see a pop up message acknowledging your booking and a confirmation will be sent to you via email



- The invitation will be sent to the participants
- The Video conference meeting will be added to the participants individual calendars

You will be notified when the participants either accept or decline the meeting, and at any time you can open the calendar item and, by selecting **'Tracking'** will be able to see how many participants have replied to the invitation and their response. See below:



The following responses to this meeting have been received:

Name	Attendance	Response
<input checked="" type="checkbox"/> Dixon, Susanne	Meeting Organizer	None
<input checked="" type="checkbox"/> Brimson, Richard	Required Attendee	None
<input checked="" type="checkbox"/> Christian, Heath	Required Attendee	Accepted
<input checked="" type="checkbox"/> McKenzie, David	Required Attendee	Accepted
<a href="#">Click here to add a name</a>		

If you wish to cancel a Video Conference contact the IT Service Desk on ext 84357.

## Other information that might be useful for you

### Entering a Video Conference by telephone

Anyone can join a Video Conference by telephone. To do this you need to have the 'Conference ID' which you can obtain by looking on the 'Video conference Booking Information' page on the web. You will find it here:

<http://wsww01/vcbookings/>

### Booking one videoconference room and have others join

You can book one videoconference room and have others join by telephone or by desktop VC.

1. Add your room in the normal way following the instructions above.
2. Contact the service desk before the conference to get a bridge added. That way it will be given a conference id and other participants will be able to join.

Follow the steps above to join by telephone.

## Using Microsoft Office Communicator 2007R2 to join a conference

### *How do I setup up Conference bridges in my contact list?*

In the search box in MOC type in "Video Conf Codian". Right click each bridge (there are 3) and select "add to contacts"

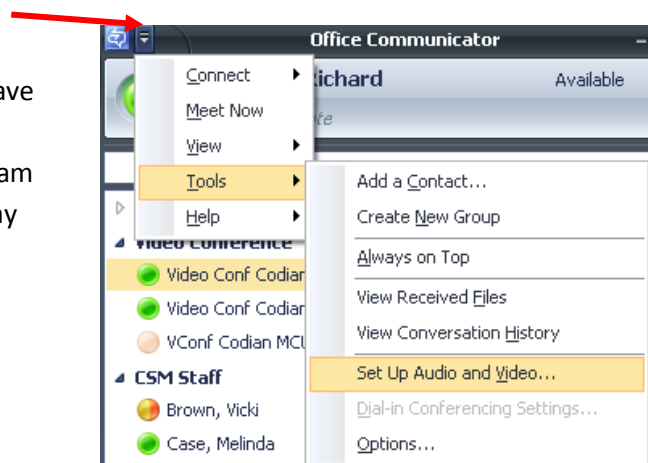
### *How do I know what bridge my conference is on?*

Follow this link <http://wsww01/vcbookings/> and look for your conference. The conference ID is what you will enter when prompted

### *Using Setup to select desired video and audio device?*

Normally your computer will default to the correct device but in case you experience difficulties locate the small down arrow at the top of MOC screen.

In the menu select tools then video audio. Work through the screen options to ensure that you have selected either the headphones or the Chat 50 speakerphone. Microphone audio from the Lifecam Cinema camera is not always satisfactory and may lead to echo.




## Using Setup to adjust audio and video to set audio levels?

During conferences you may be told your audio is low. Using the same menu option above adjust the slider control to set your microphone audio. You can do this whilst in a conference.


## Joining an existing video conference

To join an existing video conference, first find out the conference ID from <http://wsww01/vcbookings/> then right click the codian that the conference is on. Then right click it and select "Start a video call".



Now click the number pad button  and then put the conference ID in the box and press #

You will be connected to your conference.

Please note, you must click the hang up button  when you leave the conference before you close the window.

## Security issues

In contrast to the room based video conference systems which are pre-booked in Outlook & are automatically joined to a conference, Desktop Video Conference endpoints & audio-only participants connect in an ad-hoc manner. The implications of ad-hoc access upon security, in particular uninvited participants eavesdropping, have been considered & features implemented to minimize the risk.

The convener of the conference should be security conscious during a conference, particularly at the commencement, & be aware of the below notifications;

## Audio notifications

**Join and leave indications:** audible messages indicating when other participants join and leave the conference.

## Overlaid icons

**Audio participants:** an icon appears near the top left of the



conference display to indicate if there are any audio-only participants. To the right of the icon, the number of such participants will be displayed. If enabled, the icon will only display if there are one or more audio participants.

Audio-only participants are participants that cannot be viewed; either the participant's endpoint cannot send video, the MCU has not allocated a video port to the participant, or the participant has muted their endpoint's video channel to the MCU.

### Overlaid text

**Join and leave indications:** messages appear when other participants join and leave the conference

Example of Overlaid icons indicating 1 audio participant

