



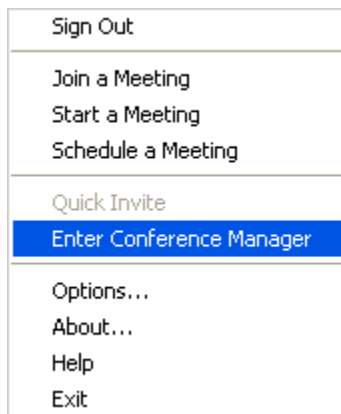
GENESYS CONFERENCING

Scheduling a meeting is as simple as...1-2-3!

Start with your next conference call! [45-second HOW TO](#)

Moderator - Schedule a Meeting: Option 1 - Desktop Launcher

Step 1: Click on Desktop Launcher icon  in your taskbar & select "Enter Conference Manager"



Step 2: Click "Schedule a meeting" button

Schedule a Meeting

Step 3: Enter your Topic, Date, Time, select Participants from the list and click "Finish".