

GENESYS CONFERENCING



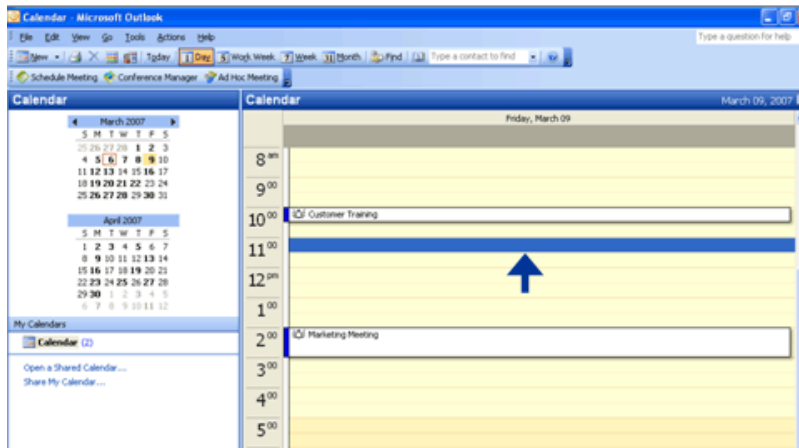
Scheduling a meeting is as simple as...1-2-3!

No need to change the way you currently schedule meetings!

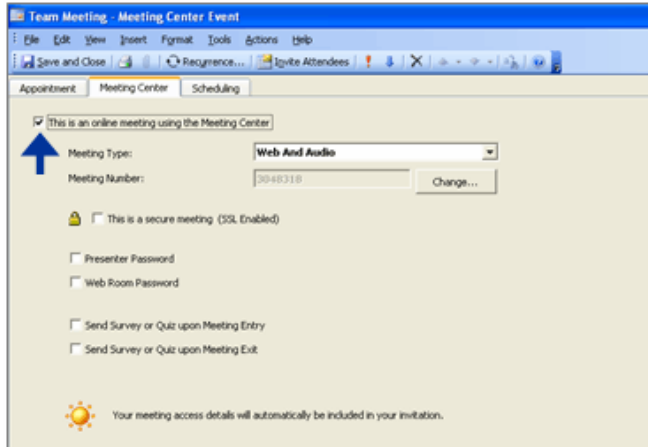
Use existing  Outlook e-mail calendar tool.

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

Step 1: Double-click the meeting time in your Outlook Calendar



Step 2: Click the Meeting Center tab and check the box



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Step 3: Click the Scheduling tab, invite participants and send!

Sales Training

File Edit View Insert Format Tools Actions Help

Send Recurrence... Cancel Invitation

Appointment Meeting Center **Scheduling**

Zoom: 100% (Day View) **Friday, March 09, 2007**

	8:00	9:00	10:00	11:00	12:00	1:00
All Attendees	Busy					
DeFranco, Dan			Busy			Busy
Terranova, Tony	Busy					
Rieger, Kristi						
Crawford, Erik						
Canepa, Santiago						
Click here to add a name						

FAQ's:

Q: What will my participant receive after I complete scheduling wizard?

A: See below. Link highlighted in red is what your participants would use to join your meeting.

test - Meeting Center Event

File Edit View Insert Format Tools Actions Help

Save and Close Recurrence... Invite Attendees

Appointment Meeting Center **Scheduling**

This appointment occurs in the past.

Subject: test

Location:

Start time: Thu 5/3/2007 1:00 PM All day event

End time: Thu 5/3/2007 1:30 PM

Reminder: 15 minutes Show time as: Busy

To JOIN the meeting and be automatically dialed, click here:
<https://tobby.mc.icconf.net/gcc/part.asp?ba=6&cc=US&ml=6325987>

For Presenter capabilities, Desktop VoIP and Video access,
install the Meeting Center application
https://content101.mc.icconf.net/gcc_installer/MeetingCenter/MeetingCenter.exe

Not online?

Telephone-ONLY access:
To join the audio portion of this meeting:

- Dial the toll free number or the number closest to your location.
+1 800 490 7515
+1 334 323 3033
- Enter the Meeting Number: "6325987"
(Be sure to enter the * star key before and after the Meeting Number)

Contacts...

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Q: How will the meeting invitation look in my calendar?

A: See below. Link highlighted in red is what you would use to start your meeting.

GIS New Hire - Meeting Center Event

File Edit View Insert Format Tools Actions Help

Save and Close Send Update Recurrence... Invite Attendees

Save and Mark for Sync

Appointment Meeting Center Scheduling Tracking

1 attendee accepted, 0 tentatively accepted, 0 declined.

To: Murphy, Sarah

Subject: GIS New Hire

Location: online - links enclosed

Start time: Tue 3/20/2007 11:00 AM All day event

End time: Tue 3/20/2007 12:00 PM

Reminder: 15 minutes Show time as: Busy

Meeting Workspace... This is an online meeting using: Microsoft NetMeeting

To START the meeting and be automatically dialed, click here:
https://lobby.mc.icconf.net/gcc/moderator/calendarmgr/calendarmgr_start.asp?nScheduleID=8d240cb4a3e3d2ed5250ac2e1480422d

To JOIN the meeting and be automatically dialed, click here:
<https://lobby.mc.icconf.net/gcc/part.asp?ba=6&cc=US&ml=3787246>

To join as a PRESENTER, click here:
<https://lobby.mc.icconf.net/gcc/pres.asp?ba=6&cc=US&ml=3787246>