

GENESYS CONFERENCING



Starting a meeting has never been faster!

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

Moderators - Start Your Meeting - Option 1: Outlook Invitation

1. At the time of your meeting click on the "Start the meeting" in your Outlook invitation

The screenshot shows an Outlook Meeting Center event invitation for 'GES New Hire'. The event is scheduled for Tuesday, 3/20/2007, from 11:00 AM to 12:00 PM. The invitation includes a 'Start the meeting' link highlighted in a red box. Below the link, there are instructions for joining the meeting and a link to join as a presenter.

To START the meeting and be automatically dialed, click here:
https://lobby.mc.iccof.net/gcc/moderator/calendarmgr/calendarmgr_start.asp?nScheduleID=5a240cb4a3e3d2e65250ac2e14804220

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

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

2. Select "Dial Me Now" and Meeting Center will call out to you on a specified number

The screenshot shows the 'Dial Me Now' dialog box in Outlook. It prompts the user to select a telephone number or country and enter a new telephone number with area code. The 'Country' dropdown is set to 'United States (1)', the 'Telephone Number' field contains '7207338266', and the 'Ext.' field is empty.

Dial Me Now

Select your Telephone Number or select a Country and enter a new Telephone Number with area code:

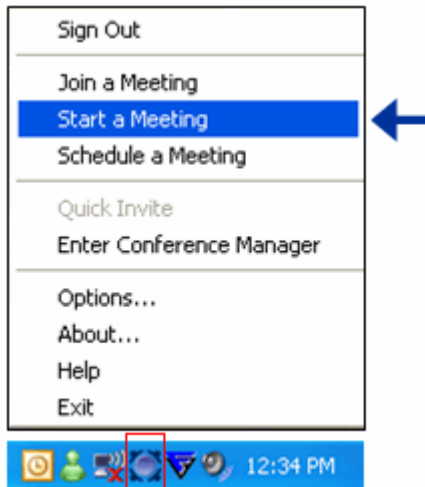
Country: United States (1) Telephone Number: 7207338266 Ext.:

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Moderators - Start Your Meeting - Option 2: Desktop Launcher

1. Click on Desktop Launcher and select "Start a Meeting"



2. Select "Dial Me Now" and Meeting Center will call out to you on a specified number

Dial Me Now

Select your Telephone Number or select a Country and enter a new Telephone Number with area code:

Country: Telephone Number: Ext.: