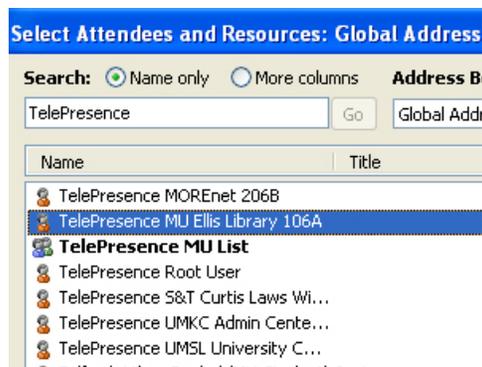


Step-by-step instructions for scheduling a TelePresence Meeting

- a. Go to Outlook Calendar of the person requesting the meeting. Select the date and time for the requested meeting.
- b. On the calendar, double-click on the time for the desired meeting. A new screen will open.
- c. At the top of the screen, double-click on the “Invite Attendees” icon. This will open the global address list.
- d. In the search box, type in “TelePresence”. Select the various UM campus TelePresence rooms that are needed for your meeting; TelePresence MU Ellis Library, TelePresence S&T Curtis Laws Library, TelePresence UMKC Admin Center 210, and TelePresence UMSL JC Penny 61.
- e. Click on the first TelePresence room that you need. The name will be highlighted in blue. Click the “**Resources**” button. That room will be added as a **resource**. Continue to add the needed TelePresence rooms.



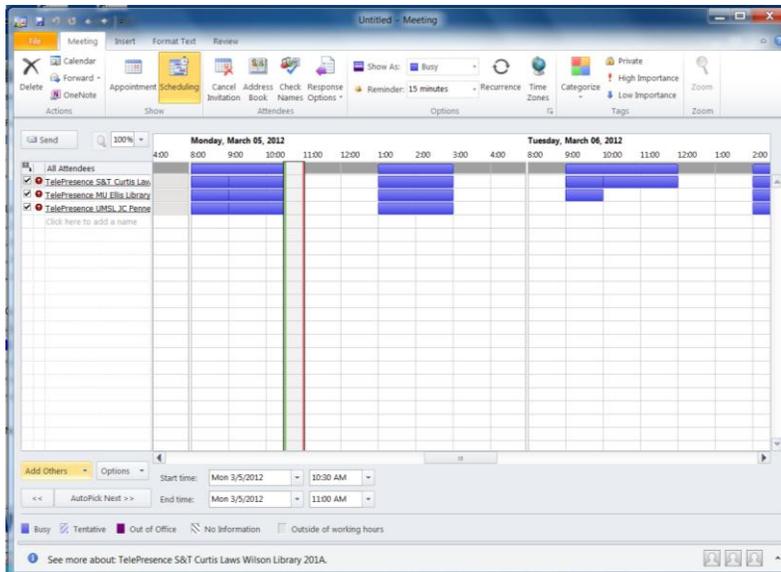
- f. Once you have selected the needed TelePresence rooms, click the OK button at the bottom of the Address box.
- g. Double-click on the “Scheduling” button at the top of the screen.

Getting Help

TelePresence IT support is provided by MOREnet. If problems arise:

First Response: Call MOREnet Video Help Desk using the wall phone in the TelePresence room.

Second Response: If MoreNet cannot resolve the problem, they will contact the appropriate S&T support staff.



- h. The solid lines will show you when the TelePresence rooms have been reserved.
- i. Use the scroll button to search for additional availability.
- j. Meetings cannot be scheduled after 4pm. (Meetings that begin at 4pm may extend to 5pm without any interruption to the service.) Meeting times begin at 8am.
- k. Select the meeting participants by using the global address list and add their names to the “**required**” line. Add any optional attendees.
- l. Click the “OK” button
- m. By clicking the “appointment” icon, you will be able to add a subject and any other comments. The location will show the various TelePresence rooms that you selected.

If the TelePresence rooms needed are available at all the selected locations the MOREnet system will send out the meeting invitation to all selected participants. Once participants “accept” the meeting, it will be added to their calendar.

If a TelePresence room is not available at that time, MOREnet will notify the meeting organizer and the process must be repeated.