# Conference and MeetMe Line Scheduling Guide

Conference calls are now Self-Scheduled. Please follow the instructions below.
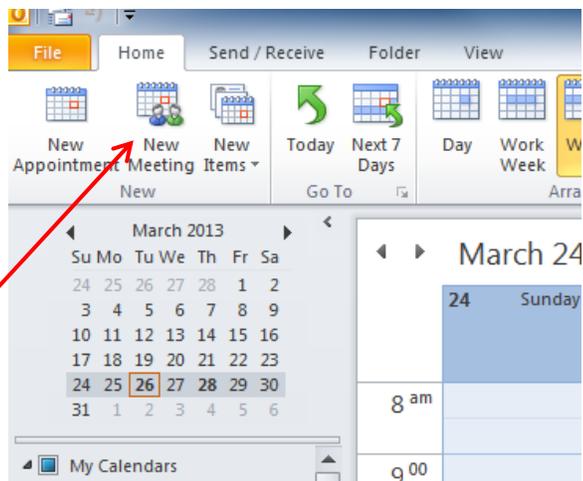(Note: Conference lines are set up as "rooms" in Exchange/Outlook.)

It is recommended to create the Conference Line request first. Once you have the confirmation of the Conference Line and Conference Line information, then create a new meeting request and invite the people who you want to participate.

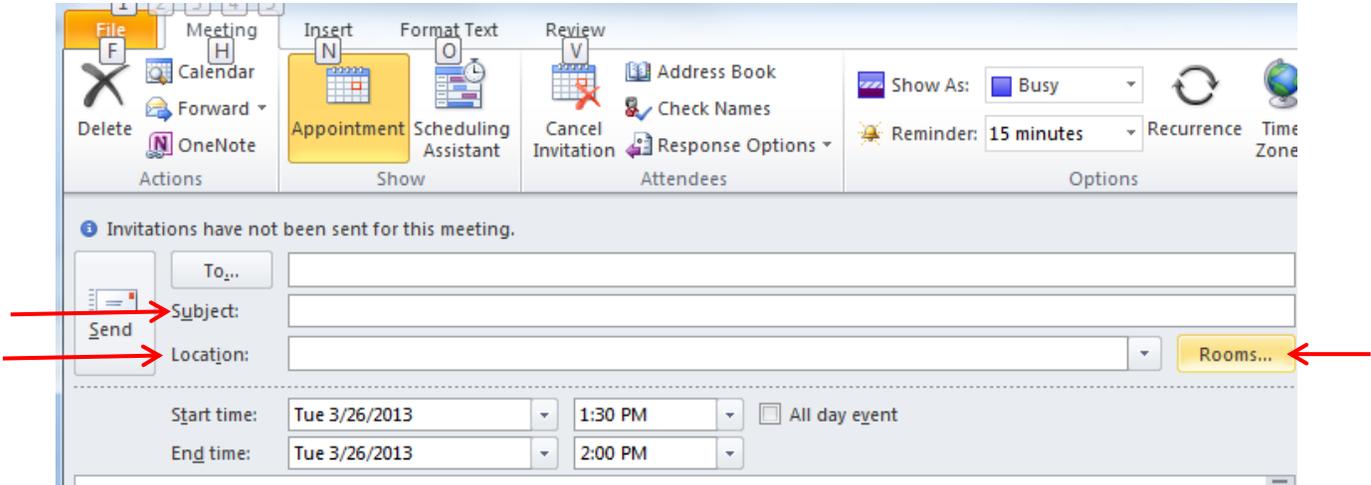1. **Open Outlook and select Calendar.**
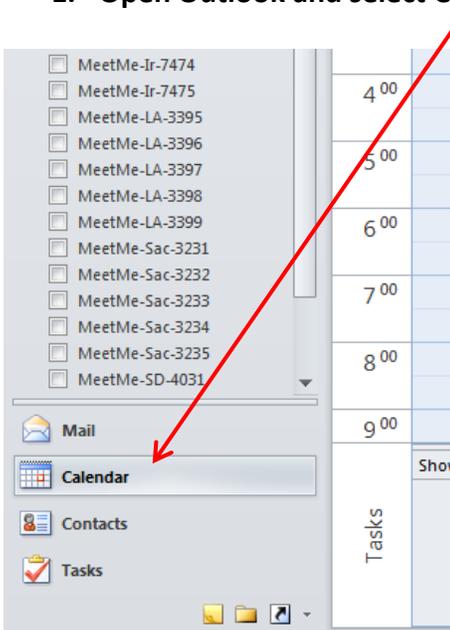
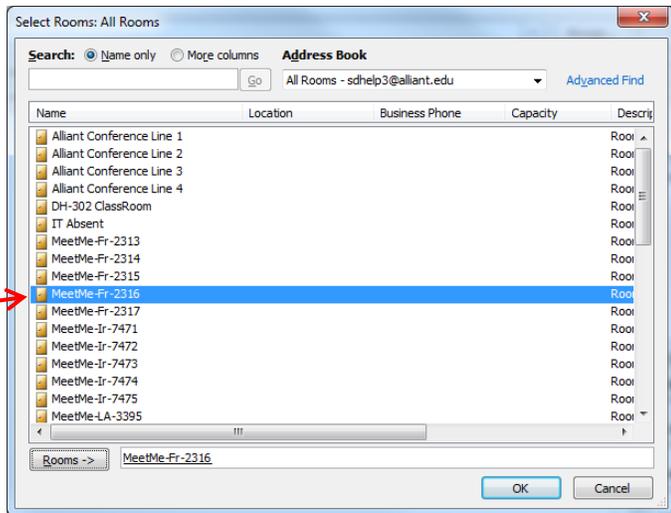

2. Select New Meeting Request

3. In the **Subject** box, type a description of the Conference call.

4. In the **Location** box, type a description (This must be the exact Room Name) or Select **Rooms** to choose from rooms available for automatic scheduling by using Microsoft Exchange.
   (Ensure **Search:** has "Name only" selected.)

5. **Select the room you wish to have your conference**

5. Select one Conference Line to schedule in order to see if it is available at your needed date/time.

6. In the **Start time** and **End time** lists, select the start and end time for the meeting. If this is an all-day event, select the **All-day event** check box.

(Note: Scheduling of a Conference Line is limited to a 10 hour period)

An all-day event is a full 24 hour event lasting from midnight to midnight.

7. Type any information that you want to share with the recipients and attach any files.
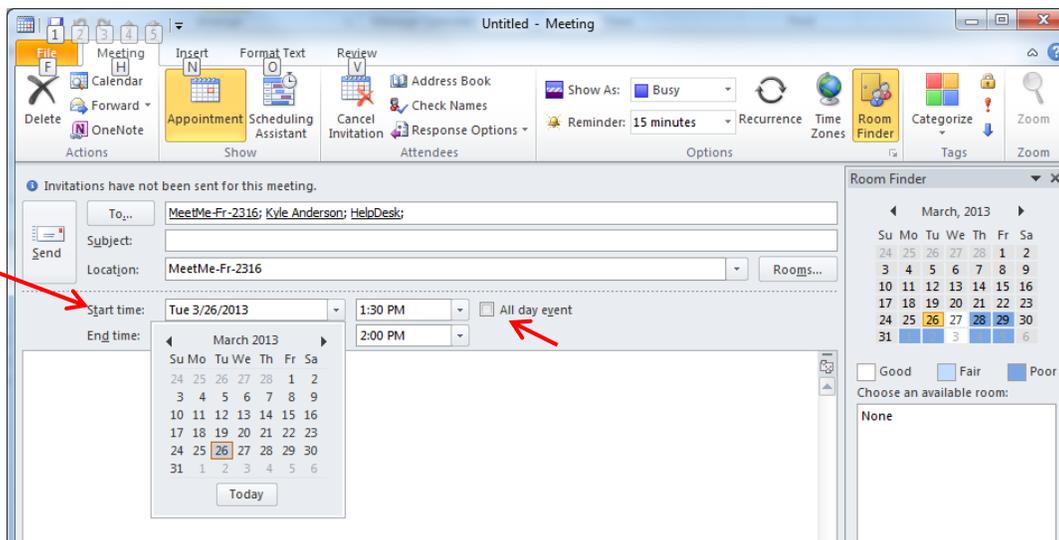

8. Select **Scheduling Assistant**. The **Scheduling Assistant** helps to find the best time for your meeting.

9. Select **Add Attendees. (Note: You can add additional people to the Conference call meeting at this time but, if you receive a conflict error e-mail for the conference line, attendees will still get the invite to the call. Ensure the conference line is free before adding additional attendees.)**
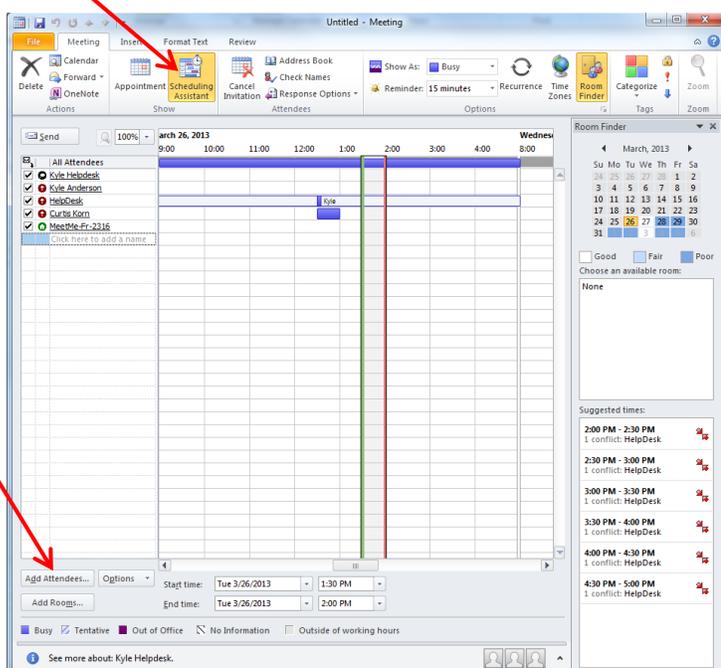
10. In the **Select Attendees and Resources** dialog box, in the **Search** box, enter the name of a person or resource that you want to invite to the meeting. If you are searching with the **More Columns** option, then Select **Go**.

11. Select the name from the results list, and select **Required**, **Optional**, or **Resources** and then select **OK**.
    Required and **Optional** attendees appear in the **To** box on the **Meeting** tab, and **Resources** appear in the **Location** box.
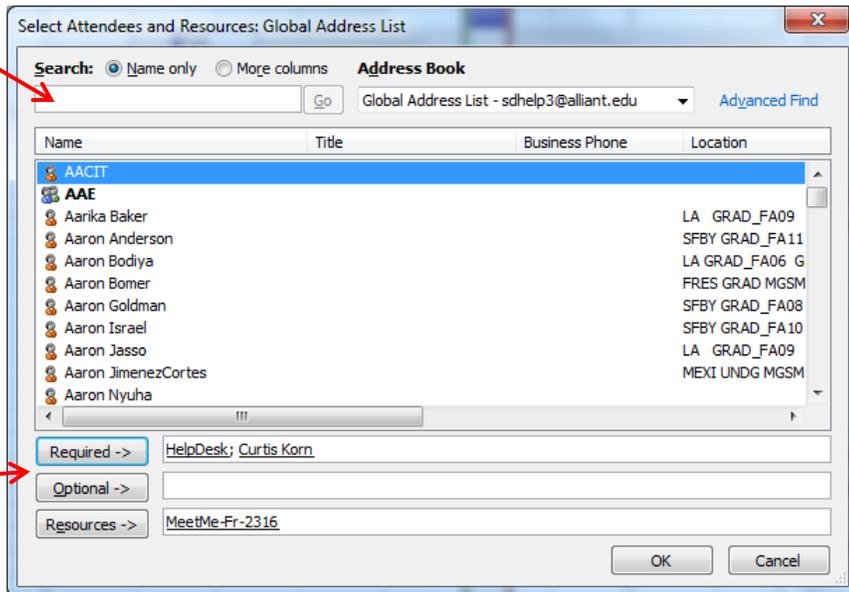

The free/busy grid shows the availability of attendees. A green vertical line represents the start of the meeting. A red vertical line represents the end of the meeting.
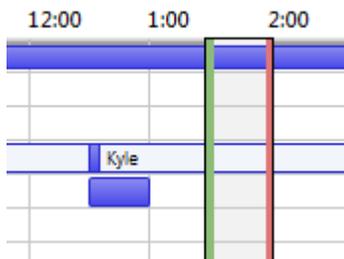
The **Room Finder** pane locates the best time for your meeting, which is defined as the time when most attendees are available. The best meeting time appears at the top of the pane. To select any of the suggested times, select the time suggestion in the **Room Finder** pane. You can also manually pick a time on the free/busy grid.

If the Conference line you pick is busy try a different Conference line. We have Conference Lines 1, 2, 3, and 4 and MeetMe lines for each campus.
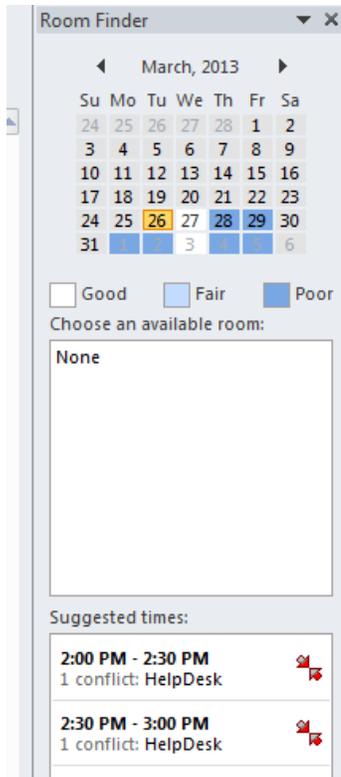
12. If you want to make the meeting recur, on the **Meeting** tab, in the **Options** group, select **Recurrence**, select the recurrence pattern, and then select **OK**. **(Note: Reoccurring meetings are limited to 180 days)** When you add a recurrence pattern to a meeting request, the **Meeting** tab changes to **Recurring Meeting**.
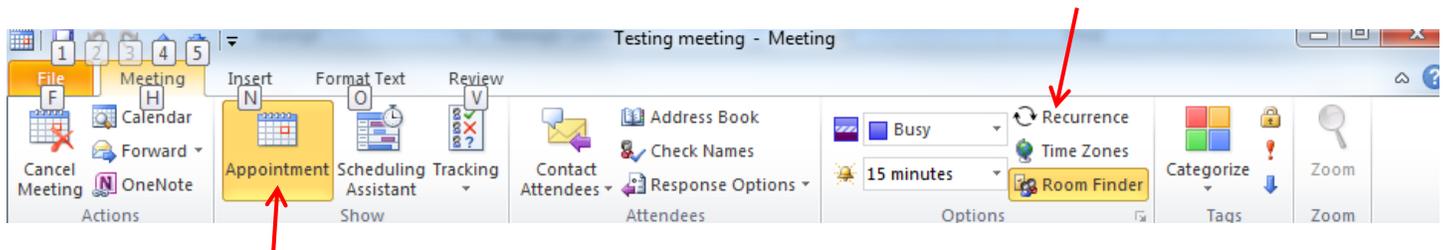

13. On the **Meeting** tab, in the **Show** group, select **Appointment**.

14. **Select Send**.

15. You will receive an e-mail letting you know Conference line # was accepted. All the information you need to access the conference call will be listed in the e-mail. You will need to send the participant Phone Number and Pass Code to the attendees of the conference call. **Do not send the moderator code unless the recipient will be the moderator.**
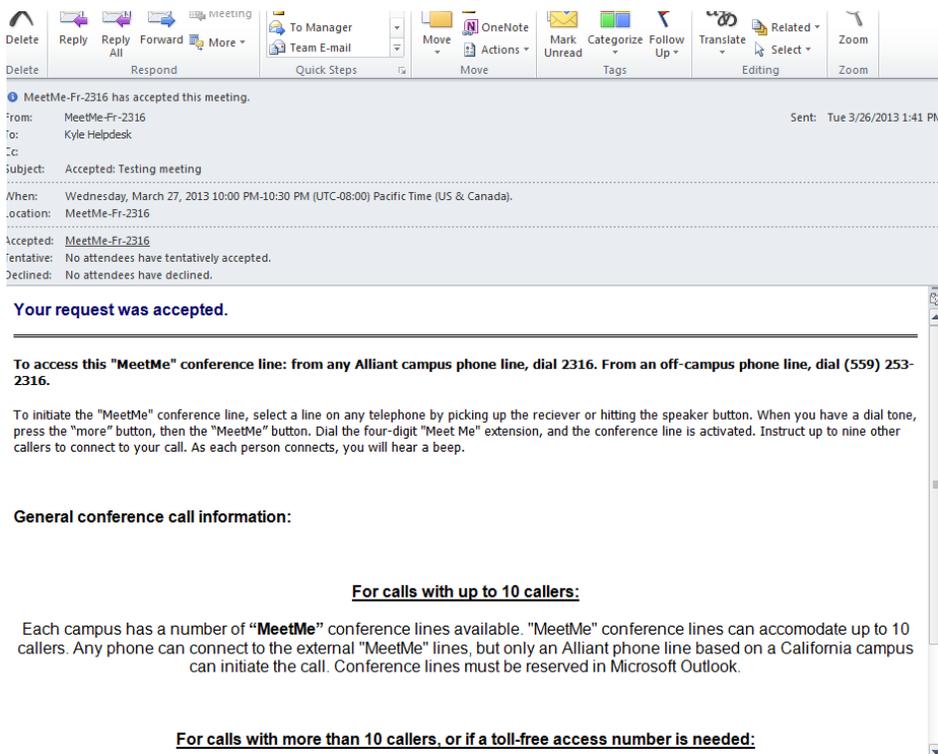
16. If there is a conflict with the scheduled Conference line you will receive a declined e-mail. You will need to Reschedule another line as that one is currently reserved during the same time frame. **If you had attendees selected on the original booking, they will still receive a meeting request even though the Conference line was declined. You will need to update them with the new Conference line information.**
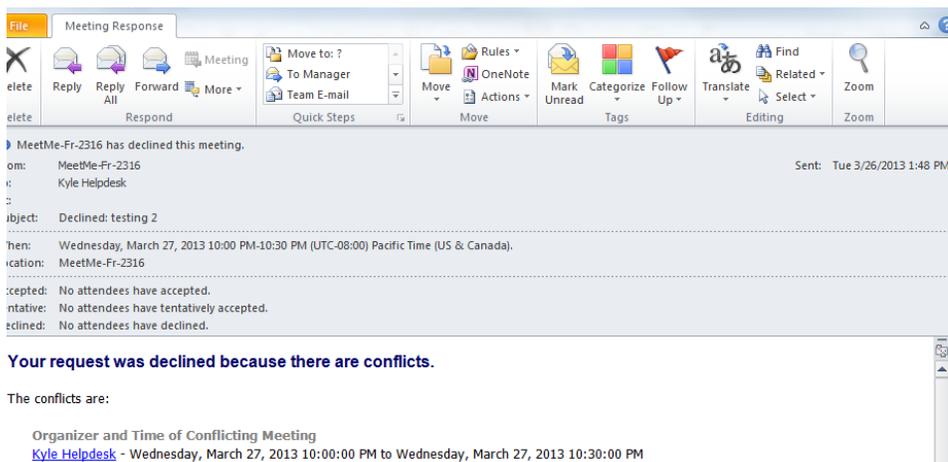
If you need further assistance, please contact the Helpdesk at helpdesk@alliant.edu or 858-635-4357.