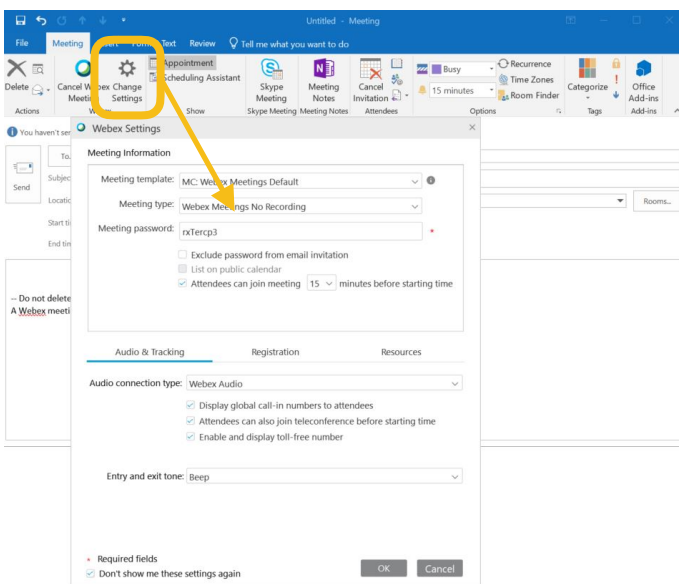


Scheduling a meeting from Outlook:

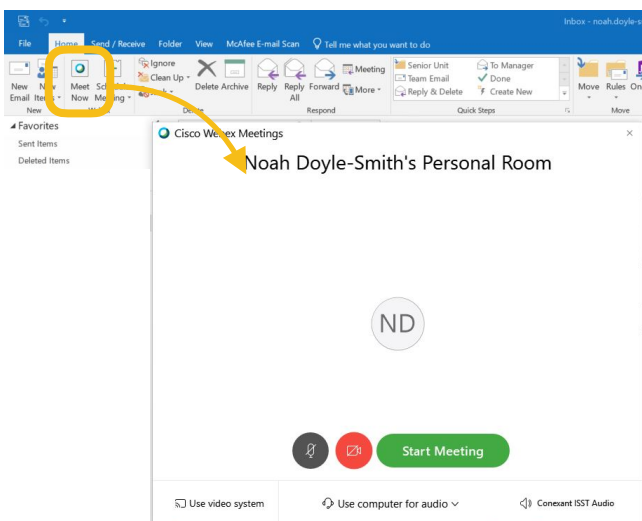
- 1 - Clicking on “Schedule Meeting” will open window 2
- 2 - In this window you can select your participants, meeting time/duration, and subject
- 3 - Clicking on the “Rooms” option will open a window that contains meeting rooms for every TAO and Central Office




Changing Meeting Settings:

Clicking the “Change Settings” button will allow you to:

- Change/Create a Meeting Password
 - Typically we use DTA123
- This is also where you can choose to send the password to the meeting in the email or not
- Control how long participants can join the meeting room before it starts



No time to set up a meeting? We have an answer for that!

- Click the “Meet Now” option in your outlook
- Opens your “Personal Room”
- Click “Start Meeting”
- Clicking the  will allow you to invite participants on the fly