

CISCO Conference Now

You have the ability to host your own conference call via your own conference number. As a meeting host, you should send a meeting request email to your attendees with the following Conference Call information. Sending a meeting email will place the meeting on your calendar and the attendees' calendar with a reminder for your conference call. Instructions on how to create a meeting request are included at the end of this document.

Conference Call Information

1. Date
2. Time
3. Dial-in number
4. Meeting ID

The Dial-in Number is 504-284-5555 or ext. 5555. The Meeting ID is the host's office phone extension.
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As the host of the conference call, you must acknowledge you are the host by entering your Host ID when entering the meeting. This Host ID is for your only. Do not pass your Host ID to others because they can then host meetings using your conference number.

To log into conference call as the Host:

1. Dial 504-284-5555 (off campus) or ext. 5555 (on campus or via Jabber)
2. Enter Meeting ID = user's office phone extension
3. Meeting Host ID = 6400 + user's office phone extension
4. As the host of a meeting, you MUST send a meeting email to your attendees which includes the Dial-in number, your Meeting ID and the date and time of the conference call.

To log into conference call as an Attendee:

1. Dial 504-284-5555 (off campus) or ext. 5555 (on campus or via Jabber)
2. Meeting ID = host's office phone extension
3. Attendees Access Code – host's office phone extension
4. You are now in the Conference Call. If you are on the call before the host, you should hear

To create a meeting request in email:

1. Log into your SUNO email account.
2. Click on the Calendar icon.
3. Click on New Meeting at top left of screen.
4. Enter all the necessary meeting info as required on the screen: Meeting Title, date, time, email body (this is where you will add the conference call information) and attendee emails. Make certain the reminder is set for 15 minutes. The reminder will remind you and the attendees of the meeting 15 prior to the meeting start time.
5. Once you have entered all the necessary meeting info, click Save. Your meeting has now been created on your calendar and emailed to your listed attendees.