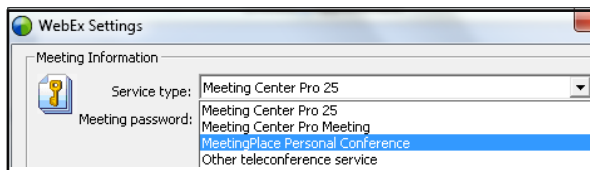


With the WebEx integration to Outlook, you can automatically schedule and invite attendees to your MeetingPlace Personal Conference Meeting.

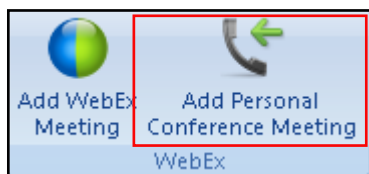
Schedule an Audio only call via Outlook

1. Open a new Calendar entry and enter your meeting subject, date and time, and invite attendees as you normally would using Outlook. Use the recurrence option if applicable.
2. On the WebEx Integration toolbar click **Add WebEx Meeting**. The WebEx Settings dialog box appears.



3. Service Type: Select **MeetingPlace Personal Conference**
4. Modify any settings, as necessary.
5. Click **OK** when you finish scheduling.
6. Click **Send**. Your attendees will receive an email invitation with a link to the meeting, and the meeting will be added to your Outlook calendar.

Note: Alternatively - you can click on **Add Personal Conference Meeting**.



Support & Learning

Cisco WebEx Support:
866-229-3239 (US & Canada)
+1-916-861-3155 (International Toll)

Learning:
[Cisco WebEx University](#)

Start a Personal Conference - Host

To Start a Teleconference meeting with a MPC:

1. Dial into MeetingPlace.
2. Using the telephone keypad, follow the voice prompts to do the following:
 - Press 2 followed by the # key
 - Enter your **Profile Number** followed by # key
 - Enter your **Pin** followed by # key

Note: All attendees will be placed in a Waiting Room until the Host or alternate Profiled user starts the meeting.

Your MeetingPlace Profile Number and Pin can be found on your WebEx Site under My WebEx | My Audio.

Attend a Personal Conference

To Join a Teleconference:

1. Dial into MeetingPlace.
2. Using the telephone keypad, follow the voice prompts to do the following:
 - Enter the Meeting ID followed by # key
 - Record your name followed by # key

Note: You will be placed in a Waiting Room until the Host or alternate profiled user starts the meeting.

Telephone Keypad Commands

Use the following keypad commands during an audio conference.

Host Commands - Press the # key

To...	Enter...
Get Assistance	# 0
Mute or Unmute your microphone	# 5
Raise Volume	# 8 2
Lower Volume	# 8 3
End Meeting	# 8 9
Return to Main Meeting	*

Attendee Commands - Press the # key

To...	Enter...
Get Assistance	# 0
Mute or Unmute your microphone	# 5
Raise Volume	# 8 2
Lower Volume	# 8 3
Return to Main Meeting	*

