



**Online Scheduler User Portal (New)**

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## Online Scheduler User Portal

NOTE: NEW AND EASIER OUTLOOK PLUGIN IS ALSO AVAILABLE FOR SCHEDULING FROM YOUR DESKTOP CALENDAR

The Online Scheduler User Portal creates a dynamic meeting ID and provides you with an Outlook calendar invitation. Please share the calendar invitation with your meeting host and participants. If you are scheduling your meeting with Moderator Controls, please remember to write down and store your Moderator PIN in a safe place. Then, send the Moderator PIN in a separate email to all Moderators.

YOU WILL NEED TO LOGIN TO THE ONLINE SCHEDULER USER PORTAL EACH TIME YOU SCHEDULE A 3CMENOW MEETING

## Logging into the Online Scheduler User Portal

1. Open your web browser and from the 3CMeNow.org Homepage click **Log In** to access the online scheduler
2. Enter your credentials provided by 3CMeNow Help Desk (User Name, Password & Organization) (See figure 1)

The image shows the 'Scopia User Portal' login interface. At the top, it says 'Scopia User Portal' and 'Sign in to manage your Scopia meetings and personal preferences.' Below this is a 'Sign In' form with three input fields: 'Username:', 'Password:', and 'Organization:'. There is a checkbox labeled 'Keep me signed in' and a 'Sign In' button. At the bottom, it says '© 2016 Avaya Inc. All Rights Reserved.'

Figure 1-Online Scheduler User Portal

3. Click **+ Schedule** (See figure 2)

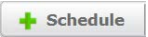
The image shows the 'Online Scheduler' interface. At the top, it says 'Select a meeting to attend or moderate, or schedule a new meeting.' Below this are three buttons: '+ Schedule', 'Moderate', and 'Participate'. There is a table with columns for 'Meeting ID', 'Name', 'Start Time', and 'Organizer'. The table is currently empty, and the text 'No Meetings' is displayed in the center.

Figure 2-Online Scheduler

## How to Create an Instant Video Meeting Room

The Online Scheduler User Portal schedules meetings based on your account profile default settings (time zone or if participants need a PIN to join the meeting).

1. Basic Information *(See figure3)*

After clicking  enter participant(s) names or email, enter class or meeting title, and duration. You may also enter agenda items below the Message tab

2. Click 

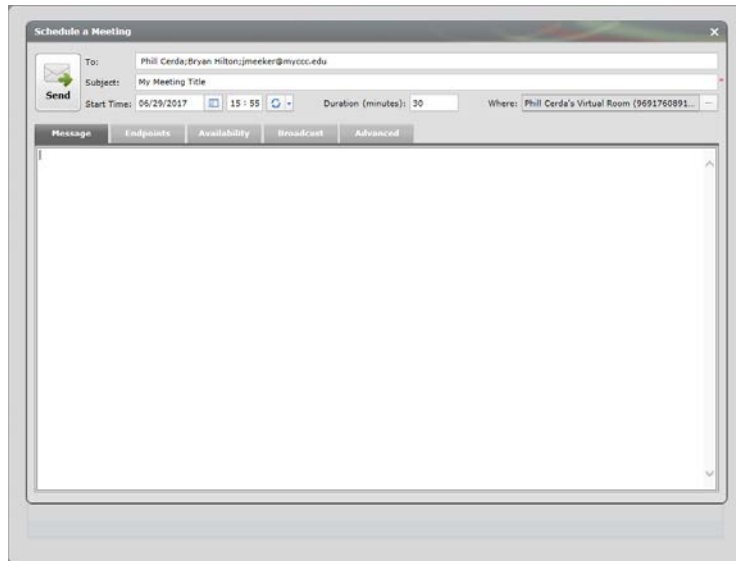


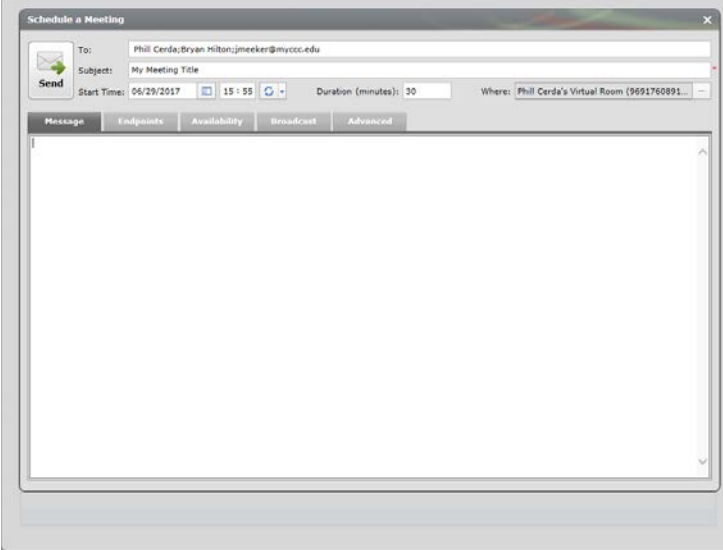
Figure 3-Schedule a Meeting Window

## How to Schedule a One Time Only Video Meeting Room (NON-REOCCURRING)

1. Basic Information *(See figure4)*

Enter participant(s) names or email, enter class or meeting title, start date, start Time, and duration.

2. Click 



The screenshot shows a 'Schedule a Meeting' window with the following fields and options:

- To:** Phill Cerda;Bryan Hilton;jmeeker@myccc.edu
- Subject:** My Meeting Title
- Start Time:** 06/29/2017 15:55
- Duration (minutes):** 30
- Where:** Phill Cerda's Virtual Room (9691760891...)

Below the fields are tabs for 'Message', 'Endpoints', 'Availability', 'Broadcast', and 'Advanced'. The 'Message' tab is currently selected, showing a large empty text area for a message.

Figure 4-Schedule Meeting Window-Basic Information

# How to Schedule a Recurring Video Meeting Room

1. Click the Schedule Recurring Meeting Button

 and choose **Custom** or one of the other meeting options. (See figure 5)

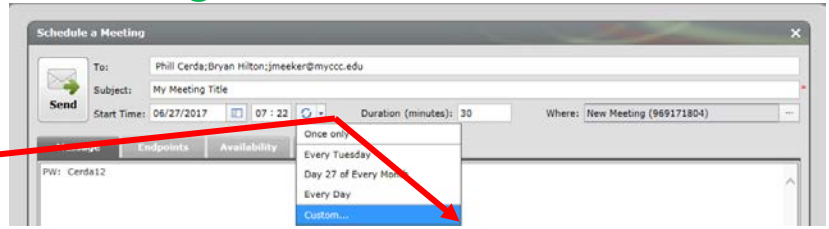

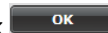


Figure 5-Schedule Meeting Window-Recurring Meeting

2. Click the **Repeats dropdown menu**  and select appropriate occurrence.

- **Once only**-enter the start date, start time, duration and click 
- **Daily**-Meeting occurs every day. Enter the number of days between meetings in the **Day(s)** field. Enter the start time, start date, duration and click  (See figure 6)

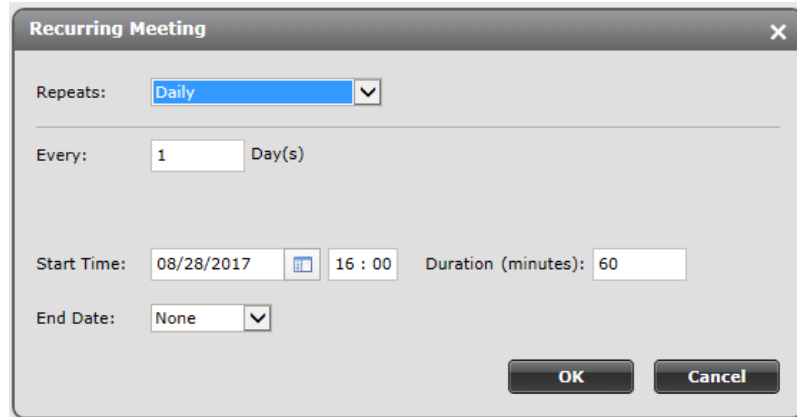



Figure 6-Recurring Meeting Window-Repeats Daily

- **Weekly**-Meeting occurs every week. Enter the number of weeks between meetings in the **Weeks** field, select which day(s) of the week to schedule your meeting, enter the start date, start time, duration and click  (See figure 7)

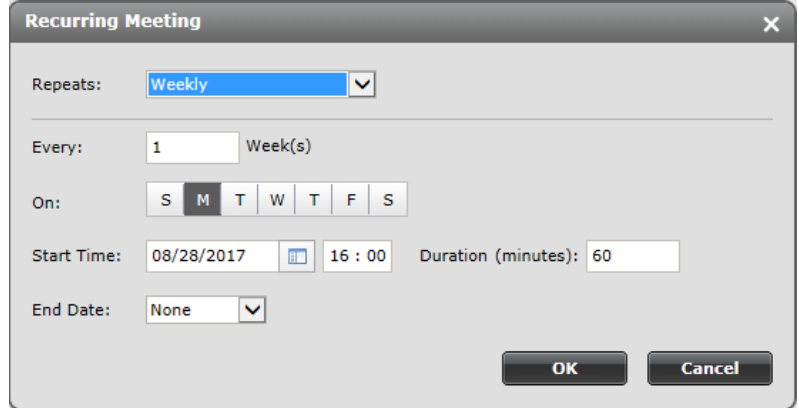


Figure 7-Recurring Meeting Window-Repeats Weekly

- **Monthly**-Meeting occurs every month. Enter the number of months between meetings in the months field. Use the Day pulldown menu to select either a specific date in the month or week/day in the month. Enter the start date, start time, duration and click

(See figure 8)

The image shows a 'Recurring Meeting' dialog box with the following fields and values:

- Repeats: Monthly
- Every: 1 Month(s)
- On: Day 28
- Start Time: 08/28/2017 16 : 00
- Duration (minutes): 60
- End Date: None

Figure 8-Reoccurring Meeting Window-Repeats Monthly

## Advanced Tab-Moderator Controls (ADDING A MEETING PIN OR MODERATOR PIN TO YOUR MEETING)

(See figure 9)

1. Click the Advanced Tab to enter a numeric **Meeting PIN** (IN ORDER TO PROTECT YOUR MEETING FROM UNWANTED USERS), and/or enter a numeric **Moderator PIN**.

The **Moderator PIN** is not included in the calendar announcement. **PLEASE REMEMBER TO WRITE DOWN AND STORE YOUR MODERATOR PIN IN A SAFE PLACE. THEN, SEND THE MODERATOR PIN IN A SEPARATE EMAIL TO ALL MODERATORS.**

Place participants in a “waiting room” until the moderator joins the meeting (**MODERATOR PIN REQUIRED FOR THIS FUNCTION**).

Record this meeting (ENABLE AUTO RECORD)

- IF WAITING ROOM MODE AND RECORD THIS MEETING MODES ARE ENABLED, THE RECORDING STARTS WHEN THE MEETING HOST JOINS THE MEETING.
- IF WAITING ROOM MODE IS NOT ENABLED BUT **THERE IS** OR **IS NOT** A MODERATOR PIN, THE MEETING WILL BEGIN RECORDING AT ITS SCHEDULED START TIME.

Terminate at scheduled time and alert in advance (minutes): (1, 2,5 or 10 minutes)

Terminate after all participants left the meeting (minutes):

### MEETING HOST

- HAS THE SAME MODERATOR PRIVILEGES THOSE PARTICIPANTS MODERATING THE MEETING USING A MODERATOR PIN.
- MEETING HOST AND MODERTOR PIN DIFFERENCES:
  - MEETING HOST MUBST HAVE A 3CMENOW ACCOUNT
  - THE MEETING HOST MAY LOG-IN TO THE SCOPIA® MEETING PORTAL BEFORE ENTERING THEIR MEETING INSTEAD OF USING A MODERATOR PIN
    - TO GAIN MODERATOR PRIVELEGES
    - TO UNLOCK THE WAITING ROOM IF WAITING ROOM MODE IS ENABLED

Participant	Endpoint	Auto-Dial	On Master MCU
Phill Cerda	<a href="#">Select...</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 9-Advanced Tab-Moderator Controls

## Message Tab- (TYPING A CUSTOMIZED MESSAGE) *(See figure 10)*

1. Enter participant(s) names or email, enter class or meeting title and duration. You may also enter agenda items below Message tab. Your message will appear above the meeting information in your email as illustrated in the email below.

THIS IS A TEST MESSAGE TO SHOW WHAT HAPPENS WHEN YOU ENTER INFORMATION IN THE MESSAGE FIELD.

\*\*\*\*\* START\*\*\*\*\*

You are invited to attend a SCOPIA video and web conferencing meeting. At the time of the meeting join via options below:

### Desktop / Mobile Link:

To join from your computer or mobile device click the following link:

<http://join.ucanytime.com/scopia/mt/cacommunitycollege?ID=969199317&autojoin>

If you want to change your name, meeting settings or preferences before logging in go to:

<http://join.ucanytime.com/scopia/mt/cacommunitycollege?ID=969199317>

Use your computer for presentation only (no audio or video)

<http://join.ucanytime.com/scopia/mt/cacommunitycollege?ID=969199317&dataonly>

### Phone Dial-In:

Dial: **+1.888.238.5279** or **+1.678.292.5021** or **+1.202.552.1570** and at the voice prompt enter your Meeting ID # **969199317** followed by the

Quick link for **iPhone Users**: +16782925021,,,,969199317#,,,#

You can also access your meeting via local access numbers in 45 countries. For detailed instructions see <http://specs.ucanytime.com/SCOPIA>

### Room Systems Dial-In (H.323):

To connect from any H.323 room system (Polycom, LifeSize, Tandberg, CISCO etc.) dial the following:

159.54.57.11##969199317 or [969199317@159.54.57.11](tel:969199317@159.54.57.11)

Alternatively dial 159.54.57.11 - then enter 969199317 followed by #.

If a PIN is assigned to your virtual room, you will be prompted to enter the meeting PIN listed here --> <-- followed by the # sign.

\*\*\*\*\* END\*\*\*\*\*

Figure 10-3CMeNow Online Scheduler Participant Calendar Invite