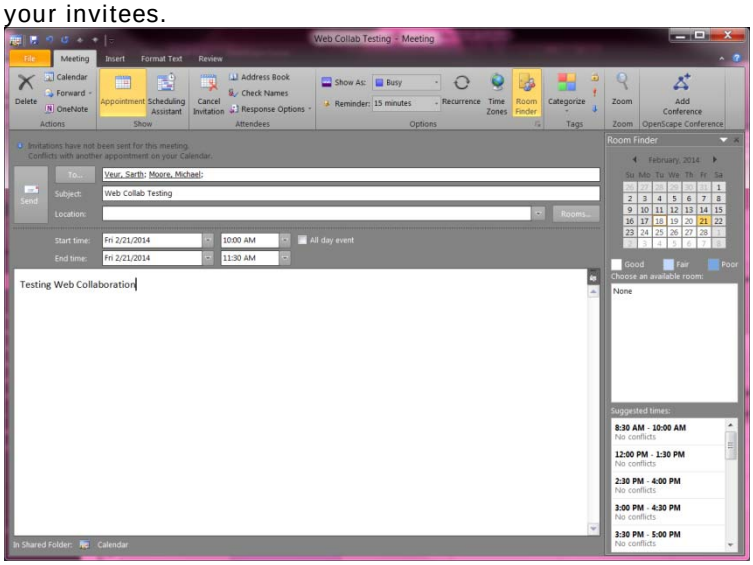
Scheduling a Web Collab Session

The following will give you step-by-step instructions for scheduling a Web Collaboration Session through Fusion. These require you to have the Fusion toolbar available in Outlook.

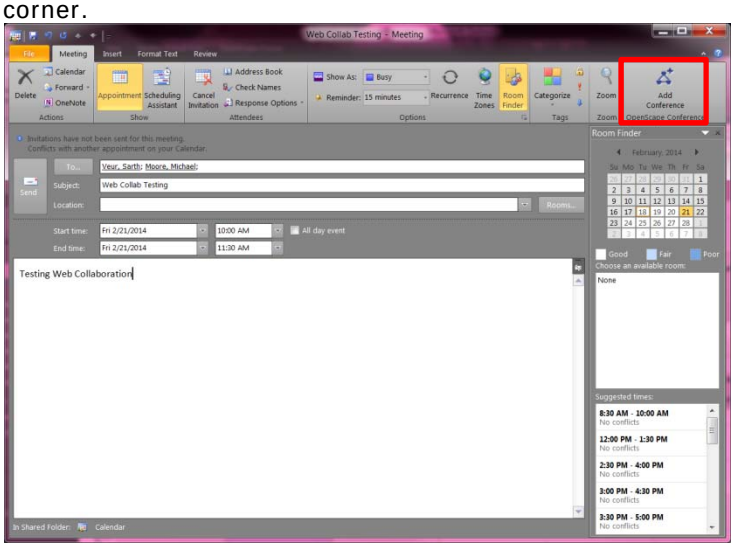
Step 1: Create a Meeting

1. Create an Outlook Meeting Invite as you would for any other meeting. Be sure to include all of your invitees.

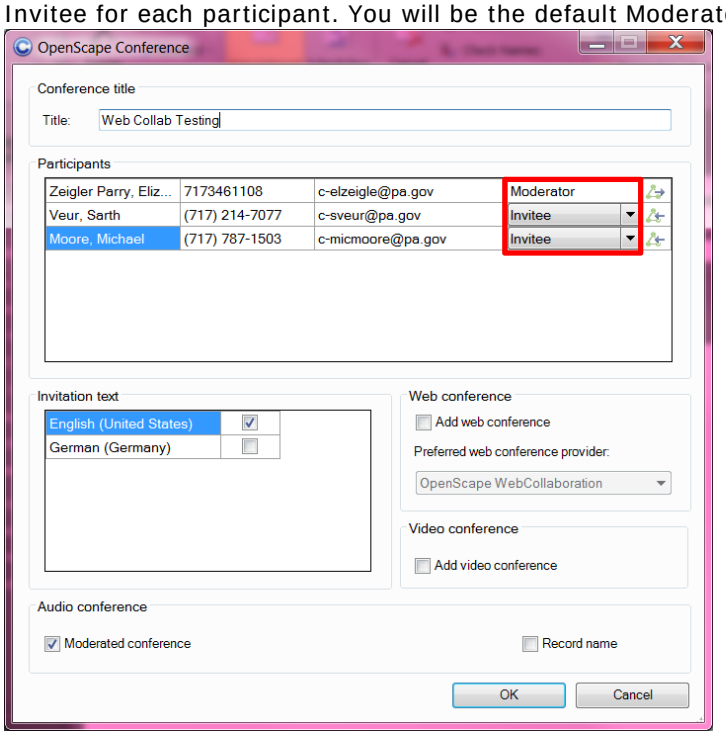


Step 2: Add Conference

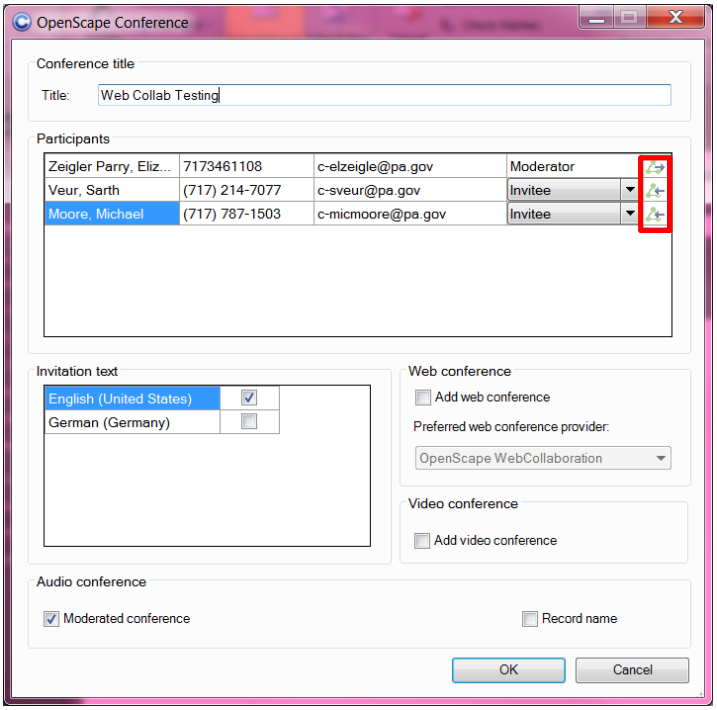
1. While your meeting invite is still opened, click the Add Conference button in the top right hand corner.



2. The OpenScape Conference box will appear. Under Participants select either Moderator or Invitee for each participant. You will be the default Moderator.



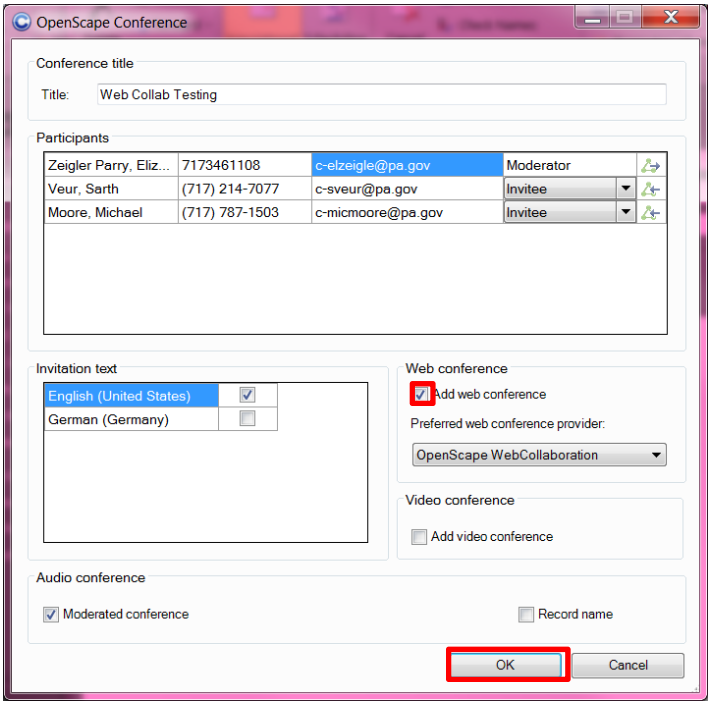
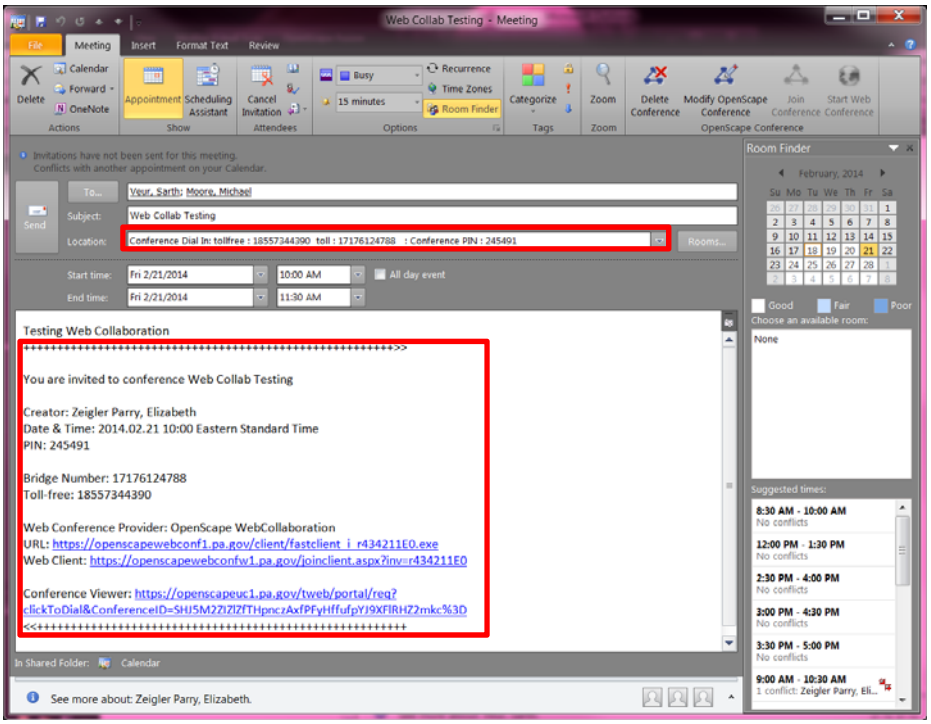
3. Beside each participant's name, decide whether they will call into the bridge or if the system should call them. Do this by clicking on the blue arrow to change its direction.



System Will Call Participant

Participant Will Dial Into Bridge

4. Check Add Web Conference then click OK.



5. The Conference Dial In, PIN, and Web Collab Link will be automatically pasted into your meeting invite. *Do not change any of this information!* Send your invite.