

## Introduction

Booking a multiparty (3 or more) videoconference call can now be done using the new Polycom scheduling plugin for Outlook across the School Videoconference Network (eduSTAR.SVN).

Once the scheduling plugin for Outlook is installed on your Windows PC, multiparty video calls are easy to do without the need to book or remember an SVN Meeting room number.

With Polycom videoconferencing units now integrated in Outlook and available from the contacts directory, the entire videoconference can now be arranged directly from your desktop:

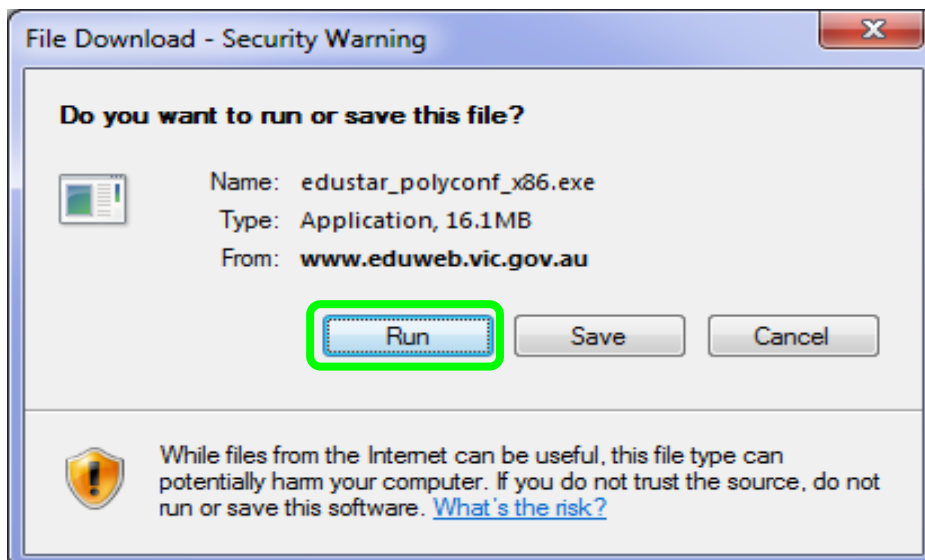
- Polycom videoconferencing units and virtual meeting rooms are reserved for you
- Those unable to attend the meeting room can connect directly from their desktop computer using Microsoft Lync (web camera required).

## Installing the Polycom Conferencing plugin for Outlook

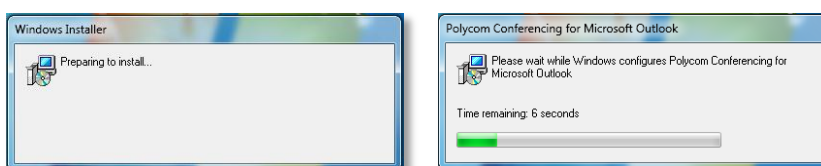
1. Close Microsoft Outlook.
2. Click the following link to launch the plugin download:

[Polycom plugin for Outlook](#)

3. Click **Run** to download and complete the installation:



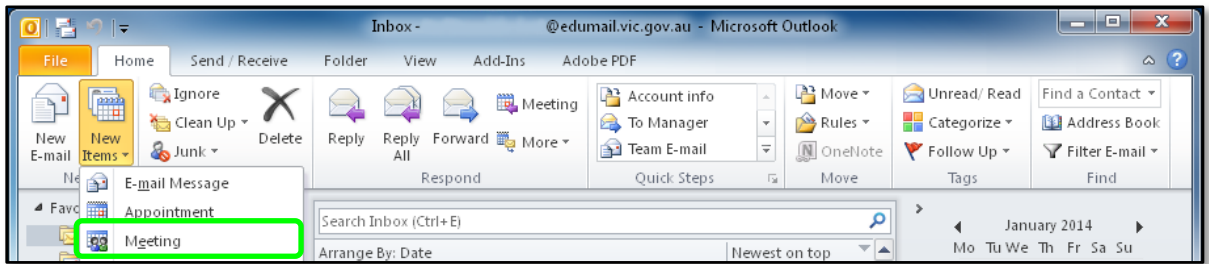
4. The following two windows will then appear – once they complete, the plugin is installed - reopen Outlook:



## Scheduling a multiparty (3 or more) videoconference call

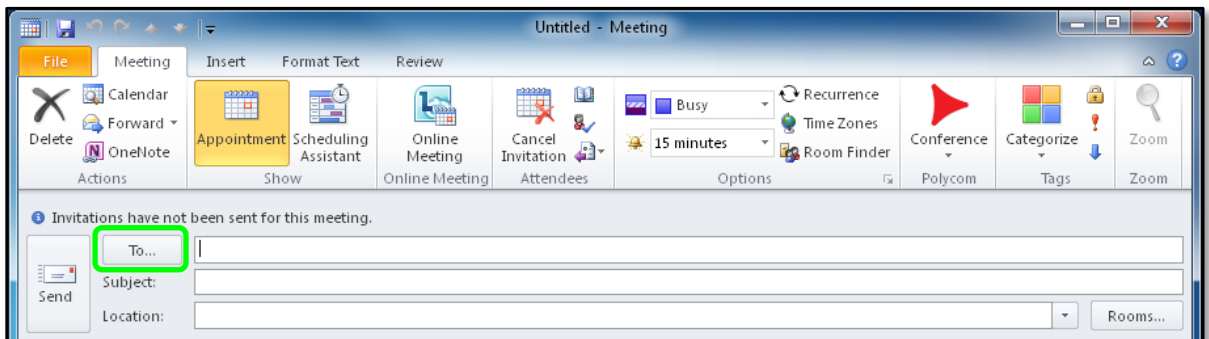
### Create a new meeting request

1. In the Outlook toolbar, click the **New Items** pull-down
2. Select **Meeting**:



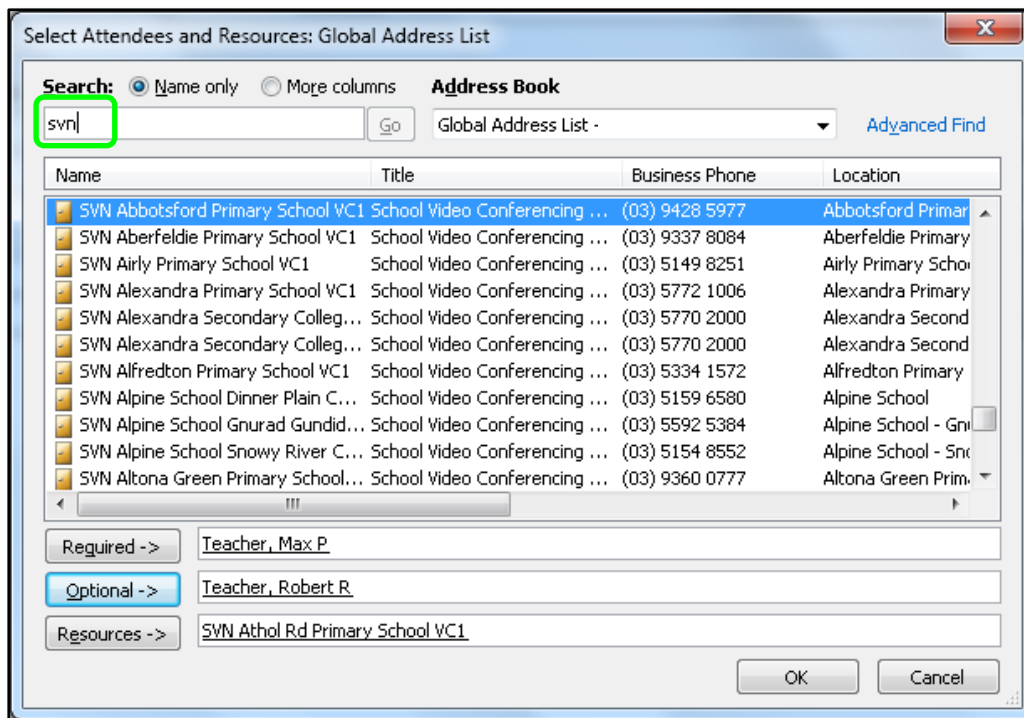
### Invite participants and reserve the resources

3. Press **To:** to begin inviting the participants and resources:



Participants and rooms should be reserved using your normal procedure.

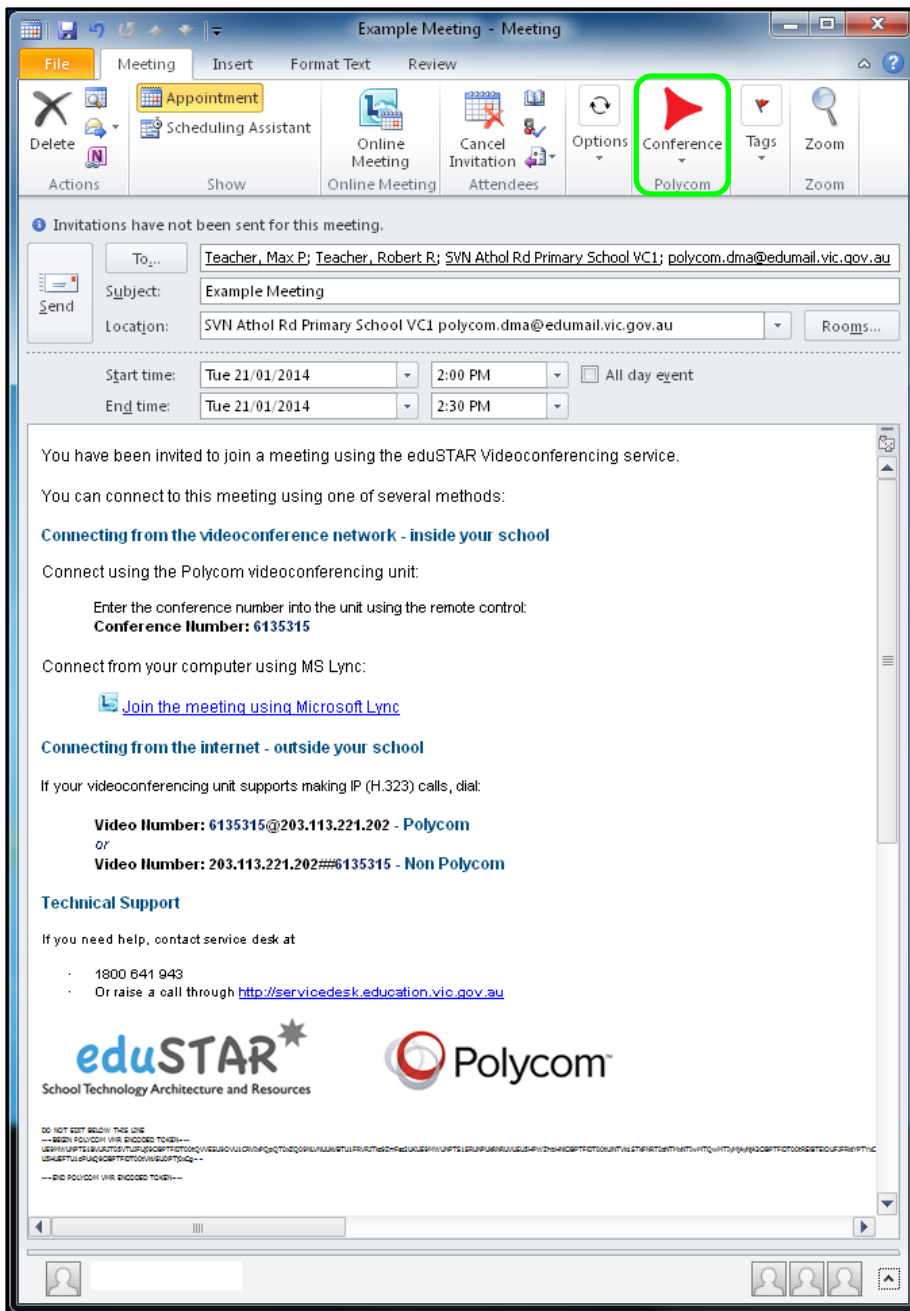
4. (optional) If you wish to reserve a Polycom videoconferencing unit, typing SVN in the search field will list all the Polycom videoconferencing units – locate yours as depicted below:



5. (optional) Highlight the school videoconferencing unit you wish to reserve and click **Resources** to book it.

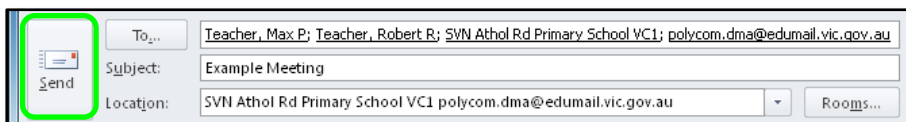
## Set the meeting as a Polycom videoconference

6. Pressing the red triangle will populate the meeting with links for participants to access it:



## Complete the meeting request

7. Assuming you're satisfied with the meeting, click **send**:

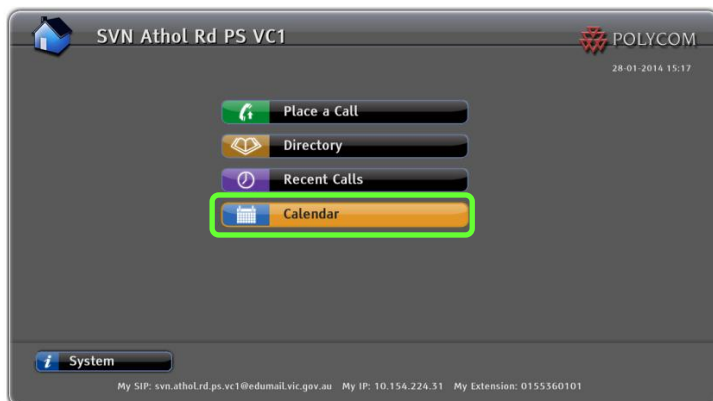


The conference dial-in number will be activated once you receive the acceptance E-mail from the Polycom Video Conferencing DMA.

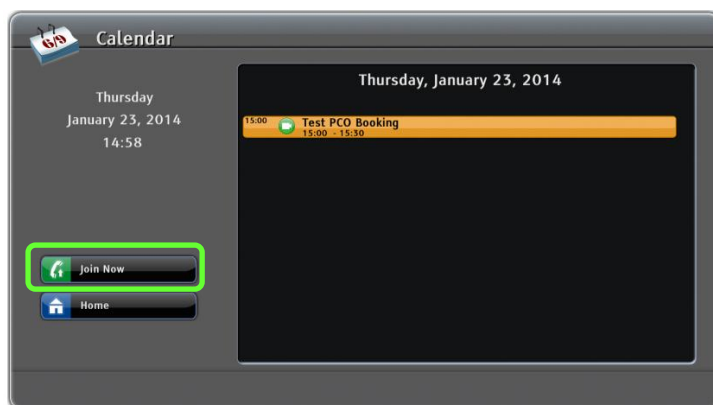
## Joining the meeting from the Polycom videoconferencing unit

Note: In order to join a meeting using the Polycom calendar, the Polycom videoconferencing unit must be booked as outlined in steps 4 and 5 on page 2: *Invite participants and reserve resources*.

1. As your meeting approaches, you can join the conference by selecting the meeting from the Polycom videoconferencing unit calendar as follows:



2. Select **Calendar** using the Polycom remote.



Highlight the meeting you want to join then select **Join Now** using the Polycom remote.

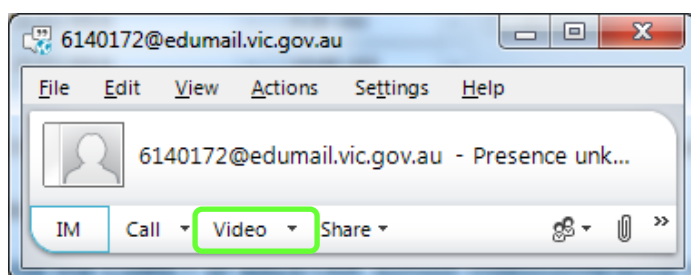
## Joining the meeting using Microsoft Lync

You can join the conference using Microsoft Lync as follows:

1. Open the meeting invitation in Outlook
2. Locate the link within the invitation (depicted below) and click it:

 [Join the meeting using Microsoft Lync](#)

3. Lync will open, ready to join the conference:



4. Click **Video** to connect.

5. Lync will then connect to the conference as follows:



## Further information and support

For detailed instructions about configuring Outlook for use with your eduMail account, see: [eduMail Quick Guides](#).

For help with Polycom Conferencing, log a service call from the Service Gateway, which is the recommended and preferred contact method to ensure timely support. To access the online gateway go to: [Service Gateway](http://servicedesk.education.vic.gov.au/) (<http://servicedesk.education.vic.gov.au/>).