BOWIE STATE SKYPE CALL

Instructions for joining a telephone conference meeting as the organizer

DO NOT SHARE THIS DOCUMENT WITH MEETING INVITEES.

Presented by the Division of Information Technology
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*Note* Your pin is specifically meant for you. Please do not share your pin with anyone. If you have forgotten your pin, follow the instructions from the document called “Resetting Telephone Conference Organizer Pin”.

**Step 1.** Open your email inbox in Outlook and search for the student by their first and last name to find the email with the Dial-in Number and Conference ID to the meeting that was sent 1 day prior to the meeting.

**Step 2.** Using your telephone keypad, enter the Dial-in Number.

**Step 3.** Using your telephone keypad, enter the Conference ID from the email when requested.

**Step 4.** Using your telephone keypad, type in your Organizer PIN once you are prompted.