

BOWIE STATE SKYPE CALL

Instructions for resetting organizer pin for starting a telephone conference meeting

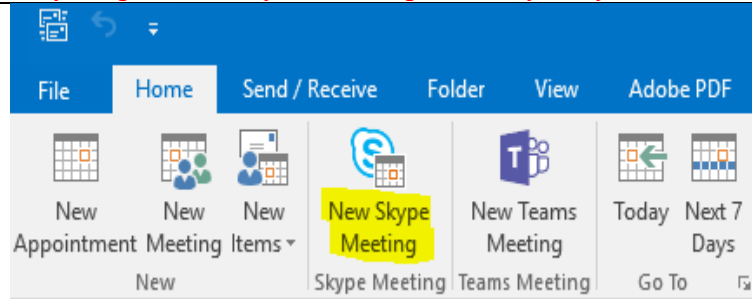
DO NOT SHARE THIS DOCUMENT WITH MEETING INVITEES.



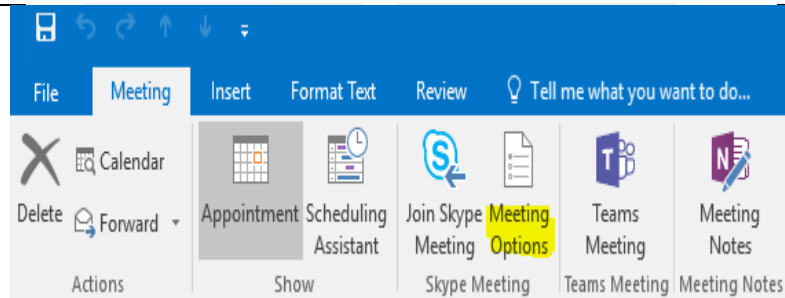
Presented by the Division of Information Technology
March 2019

Note If you have forgot your organizer pin, please follow the steps below to help you reset your pin. Also, remember do not share your pin with anyone. This pin is only for you.

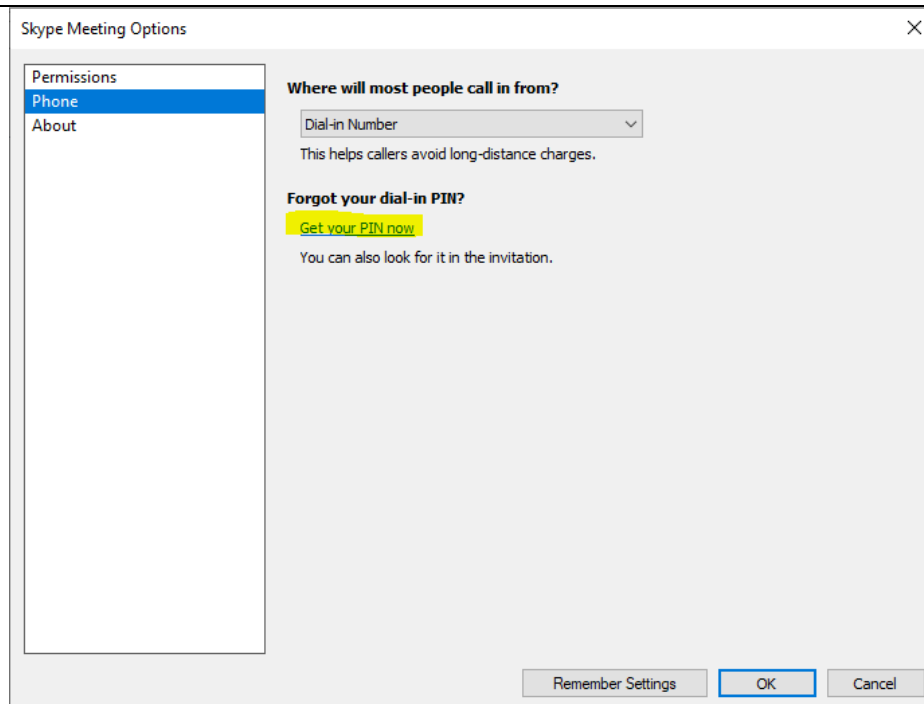
Step 1. Open your Outlook calendar and click on New Skype Meeting



Step 2. Click on Meeting Options.



Step 3. Click on Phone and click on Get your PIN now



Step 4. Click on *Sign in* underneath the Personal Identification Number (PIN) section.

English 

In-meeting menu options

Use these keys when you are using the playback menu:

***1** Plays a description of the menu options that are available during a meeting.

***6** Mutes or unmutes your microphone.

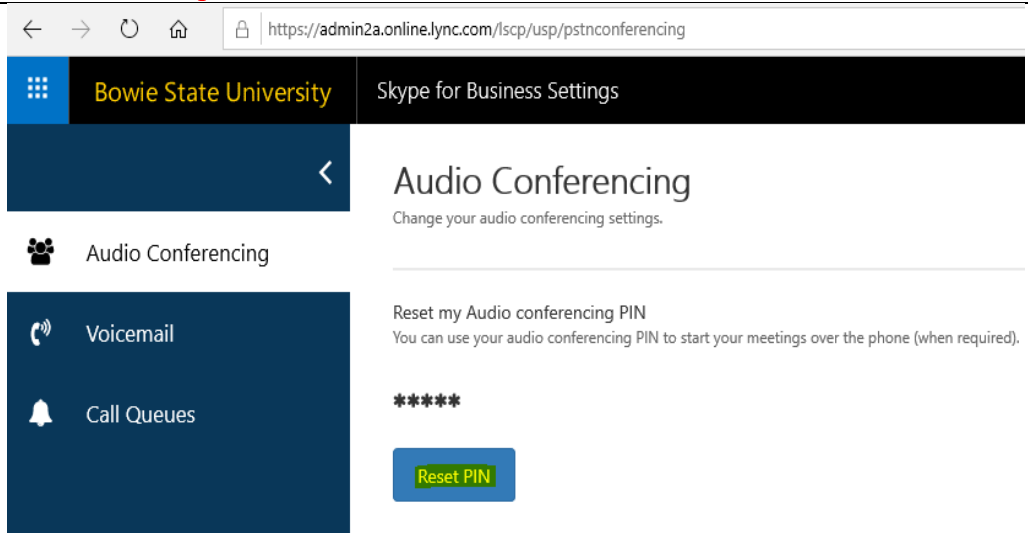
Personal Identification Number (PIN)

Forgot your dial-in PIN? [Sign in](#) to reset your PIN.

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Note You will be redirected to the Microsoft website where you will need to sign into Microsoft using your windows username and password credentials.

Step 5. Click on the *Reset PIN* button underneath the Audio Conferencing section.



The screenshot shows a web browser window with the URL <https://admin2a.online.lync.com/lscp/usp/pstnconferencing>. The page header includes the Bowie State University logo and 'Skype for Business Settings'. The main content area is titled 'Audio Conferencing' and includes the sub-header 'Change your audio conferencing settings.' Below this, there is a section for 'Reset my Audio conferencing PIN' with the text 'You can use your audio conferencing PIN to start your meetings over the phone (when required).' A masked PIN field '*****' is shown, and a blue 'Reset PIN' button is highlighted in yellow.

Note Your new organizer pin will be generated and you will receive a message that says, “Your changes have been saved successfully”. Please remember this pin and do not share with anyone. This pin is only for you.