How do I reserve a Meet Me conference?

Tell Me

The Meet Me Conference service allows you to sponsor a conference call for up to eight participants. Each participant calls the conference number at a specified time and the service connects all callers together. Each caller is responsible for making the connection and paying their own long distance charges if applicable. Once the bridge is established everyone else simply calls in using the Conference Bridge/Meet Me phone number.

1. Call the IT Service Desk (75500) to **schedule a time** for your conference call.
2. Advise the conference call participants of the phone number that you were assigned by ITS and what time they should call into the conference.
3. Once additional participants are on the call anyone can hang-up without terminating the connection.
4. When the call is complete everyone simply hangs up and the conference connection is canceled.
5. The phone that was used to initially set up the conference call will need to be hung up also.

**Warning**

- You must reserve a time before conducting a Meet Me conference.
- Meet Me Conferences can accommodate up to 8 participants, maximum, on a conference call.
- This is not a secure conference line. Participants are not required to enter a passcode in order to gain access to the conference. Therefore, there is a potential for uninvited guests to join your conference.

Related FAQs

- What is the Meet Me conference service and how do I conduct a call?
- How do I reserve a Meet Me conference?
- How do I configure Jabber settings for a Windows computer?
- How do I configure Jabber settings on a Mac computer?
- What phones models are available for office use?