



IT Equipment

- \* Admin Video Conferences
- \* Personal Video Conferences
- \* Teleconferences (audio only)

# Accessing your CSU Conference


Access your conference your way by using one of the following methods:

Scheduled

## Admin Video Conference

Use when an on-campus VC room is required to hold a conference

Book via Outlook 2013



Ability for numerous people (CSU and non-CSU) to join through various methods

Scheduled or Ad-Hoc



## Teleconference

Dial 37555 followed by conference ID

No video required

Talk to one or more people from any location

No need to book

Scheduled or Ad-Hoc

## Personal Video Conference

- using a Virtual Meeting Room (VMR)\*

Personal video and/or audio conferencing

One to one or one to many participants. No participant pin number needed to join

No need to book

Conference ID required to join (e.g. CSU phone extension or email prefix)



Host required to enter host pin number to join

Scheduled or Ad-Hoc

\* - preferred solution for personal video conferencing. Check out the equipment you'll need above

## Personal Video Conference

- Skype for Business to Skype for Business

Personal video and/or audio conferencing

One to one or one to many

No need to book



Scheduled or Ad-Hoc