

## Desktop videoconferencing

This sections explains how to join in a videoconference with a webcam/laptop setup.

To participate in a videoconference booked with an endpoint registered with v-scene all you need is a desktop or laptop PC a webcam and headset with microphone.

When booking a videoconference session, any desktop PC user, anywhere in the world, can be invited to join you as a guest.

All it takes is 3 simple steps:

### For those organising the videoconference:

1. Obtain the guest's name, organisation and email address
2. Logon to the Janet Videoconferencing Booking Service,( [www.v-scene.ja.net](http://www.v-scene.ja.net) <sup>[1]</sup>) select 'Book Videoconference' and enter conference details
3. On step 2 of 3 of the booking, select 'Add Guest' with the guest type as **JVCS Desktop**, enter their details and continue booking the conference as usual.

### For those wishing to join a videoconference:

1. After the registered v-scene user has booked the conference, you should receive an email inviting you to the session, with a link to accept or reject the booking.
2. The email will also contain a link to a small piece of software (ConferenceMe.msi) which you must download and install in order to participate.
3. At the time the conference is due to start, follow the second link to join the conference.

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**Source URL:** <https://community-stg.jisc.ac.uk/library/janet-services-documentation/desktop-videoconferencing>

#### Links

[1] <http://www.v-scene.ja.net/>