

Booking a videoconference to include a desktop guest

1. Login to the Booking Service - www.v-scene.ja.net ^[1]
2. Click on start/schedule a conference at the bottom of the screen.
3. Enter conference details: title,date, time.
4.
Add guests to the conference by entering their name or email address in the box below your account details. Continue to add guests as required.If a guest is already registered their default videoconferencing system will show. If they are not registered on v-scene, you will be asked to how the guest will connect.
5.
Additional options can be set by clicking “Show other options”
6. The Booker will be presented with a booking reference, including a link (for information purposes only), which their Desktop Videoconferencing guest participants will use to access to join the conference. This link is also emailed to all Desktop Videoconferencing guests listed in the booking.

Source URL: <https://community-stg.jisc.ac.uk/library/janet-services-documentation/booking-videoconference-include-desktop-guest>

Links

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