How to launch/schedule a conference

1. Login to v-scene at v-scene.ja.net

2. Click on start/schedule a conference at the bottom of the screen.
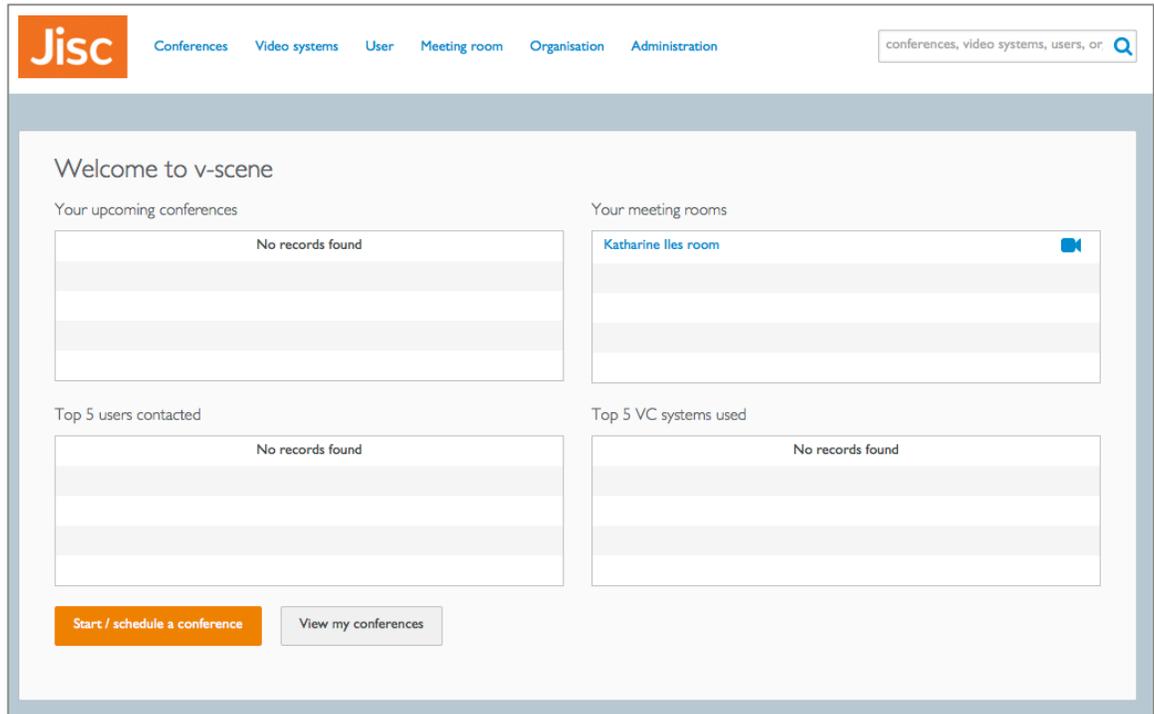
3. The conference screen will load. Enter a name for your conference.
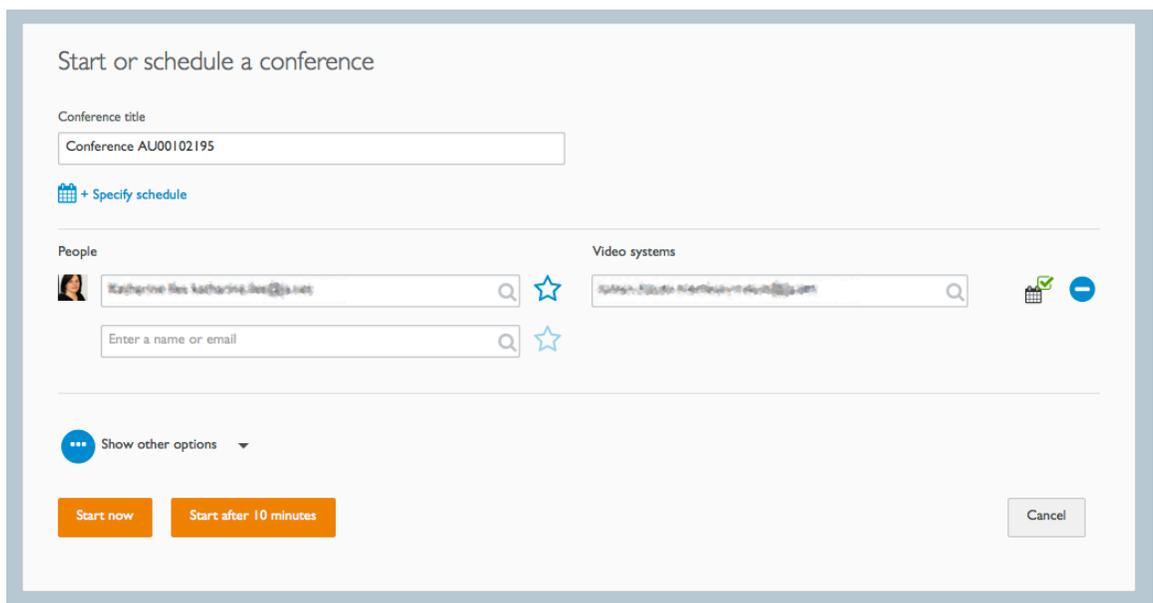
4. Add guests to the conference by entering their name or email address in the box below your account details. Continue to add guests as required.

   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.
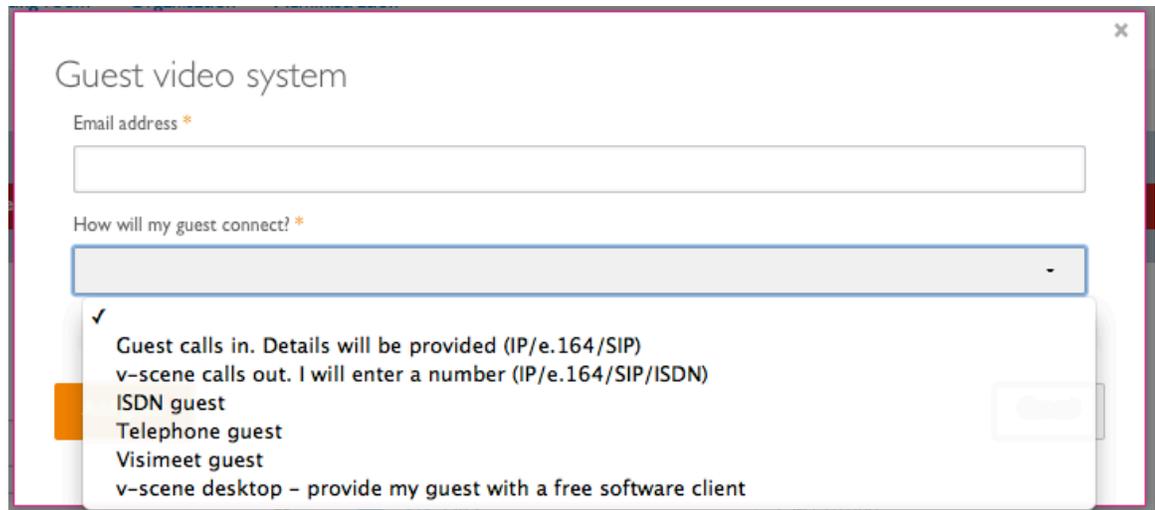
5. Additional options can be set by clicking "Show other options"
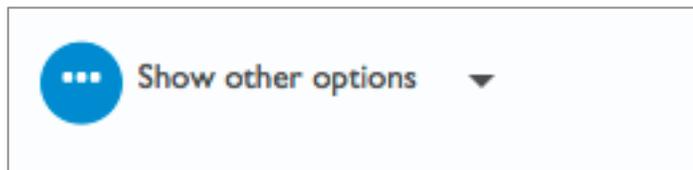
6. To start the conference immediately click "start now".

7. To schedule a conference click "specify schedule".
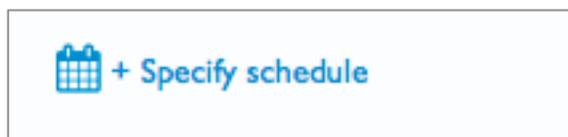
8. You can now enter the conference timings and set any recurring meetings.

Conference title

My videoconference

📅 04/08/2014   🕐 10:43   to   📅 🕐 11:43   GMT+01:00

➕ Recurrence

9. When all details are complete click "schedule conference".

Schedule conference   Start now   Start after 10 minutes