



▶ Polycom Scheduling Guide for
Microsoft® Outlook®

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Setting Up the Polycom[®] Scheduling Plugin for Microsoft[®] Outlook[®]

This chapter describes how to install and set up the Polycom[®] Scheduling Plugin for Microsoft[®] Outlook[®]. It includes these topics:

- [Install the Scheduling Plugin for Outlook](#)
- [Set Up a Video Conferencing Calendar](#)
- [Configure Attendee Response Tracking](#)
- [Enter or Edit the Polycom Scheduling Plugin Logon Settings](#)
- [View the Scheduling Plugin Version](#)
- [Set Up a Video Conferencing Calendar](#)

System Requirements

To install the Scheduling Plugin for Outlook, the client system must have:

- Microsoft Outlook 2003 SP3, Outlook 2007 SP2, or Outlook 2010



The procedures in this document describe how to perform these tasks when working in Microsoft Outlook 2007. Refer to the Microsoft Outlook online help, if you have any questions about how to perform the tasks in other Outlook versions.

- An internet browser
- Adobe[®] Flash[®] Player 9.x or 10.0.x (available at www.adobe.com)

If you are installing the Scheduling Plugin for Outlook on your own system, you must also know the IP address of a Polycom[®] Converged Management Application[™] (CMA) system and your username, password, and domain for the system. If the Polycom CMA system is integrated with your company's enterprise directory, these may be your network credentials. See your system administrator for this information.

You do not need this information, if an administrator is performing a silent installation of the Scheduling Plugin for Outlook on your system.

Install the Scheduling Plugin for Outlook

This section describes how to install the Scheduling Plugin for Outlook on your own system.

To install the Scheduling Plugin for Outlook

- 1 Ensure that Microsoft Outlook is closed.
- 2 If this is not your first installation of the Scheduling Plugin for Microsoft Outlook, go to the system **Control Panel** and remove previous any versions of the software.
- 3 For Windows Vista or Windows 7 systems, set the User Account Control (UAC) setting to the lowest level available. For more information, search the Windows online help.
- 4 Open a browser window and in the **Address** field enter the Polycom CMA system IP address.
- 5 When the login screen appears, enter your **Username** and **Password**.
- 6 If necessary, select a different **Language** or **Domain**.
- 7 Click **Login**.
- 8 From the toolbar, click **Downloads**.
- 9 Click **Polycom Scheduling Plugin for Microsoft Outlook**.
- 10 Save the installation file to your local computer.
- 11 Close the **Downloads** screen and click **Log Out**.
- 12 Run the installation file by double-clicking the downloaded file.
- 13 When prompted, read the license agreement, accept the terms, and click **Next**.
- 14 In the **Configuration** page:
 - a Enter the Server IP (or DNS) of the CMA system
 - b As needed, select **Sign in using network login credentials**.
 - c Click **Next** and then click **Install**.
- 15 When the wizard completes the installation, click **Finish**.
- 16 To verify the installation, start Microsoft Outlook and look for the **Video** menu on the toolbar.

- 17 If the video conferencing management system is operating in secure mode:
- a Add the CMA system IP address as a trusted site in Microsoft Internet Explorer (usually **Tools > Internet Options > Security > Trusted Sites > Sites**).
 - b Install the certificate required for secure operations. The certificate must be installed in the Microsoft Internet Explorer “Trust Root Certification Authorities” certificate store (usually **Certificate Manager > Trusted Root Certification Authorities > Certificates > All Tasks > Import**).
 - c Within a browser window (usually **Tools > Internet Options > Advanced**), disable:
 - » Warn about certificate address mismatch
 - » Warn if changing between secure and not secure mode
 - d Restart the browser.

Set Up a Video Conferencing Calendar

To schedule video conferencing meetings, you must first set up a Video Conferencing calendar. You can either associate the Video Conferencing calendar with your existing Microsoft Outlook system calendar or keep two separate calendars.



Microsoft Outlook only tracks attendee responses to meetings scheduled on the Outlook system calendar. If you keep two separate calendars, Microsoft Outlook cannot track responses to meetings scheduled on the Video Conferencing calendar.

To associate a Video Conferencing calendar with your existing calendar

- 1 Open **Microsoft Outlook**.
- 2 Right-click on the **Calendar** frame and select **Properties**.
The **Calendar Properties** dialog box opens at the **General** tab.
- 3 From the **When posting to this folder, use..** drop-down list, select **Forms**.
The **Choose Form** dialog box opens.
- 4 Select **Personal Forms Library** from the **Look In** list.
- 5 Select **Polycom Video/Audio Meeting** and click **Open**.
- 6 Make sure **Polycom Video/Audio Meeting** is selected in the **When posting to this folder** field and then click **OK**.

To create a separate Video Conferencing calendar

- 1 Open **Microsoft Outlook**.
- 2 If you have Microsoft Outlook 2007:
 - a Click **Tools > Options**.
The **Options** dialog box opens at the **Preferences** tab.
 - b Select the **Other** tab.
 - c In the **General** section of the **Other** tab, click **Advanced Options**.
 - d In the **Advanced Options** dialog box, enable **Show Developer tab in the Ribbon** and click **OK**.
 - e Close the **Options** dialog box.
- 3 Select **File > New > Folder**.
- 4 In the **Name** field of the **Create New Folder** dialog box, enter a new calendar name (for example Video Conferencing Calendar).
- 5 From the **Folder contains** drop-down list, select **Calendar Items** and click **OK**.
- 6 Select **Calendar** from the navigation pane and find the calendar you created in step 4.
- 7 Right-click on the calendar and select **Properties**.
The **Calendar Properties** dialog box opens at the **General** tab.
- 8 From the **When posting to this folder** drop-down list on the **General** tab, select **Forms**.
The **Choose Form** dialog box opens.
- 9 From the **Look In** list in the **Choose Form** dialog box, select **Personal Forms Library**.
- 10 Select **Polycom Video/Audio Meeting** from the **Personal Forms Library** and click **Open**.
- 11 Make sure the **When posting to this folder** field specifies **Polycom Video/Audio Meeting** and click **OK**.

Enter or Edit the Polycom Scheduling Plugin Logon Settings

Before you can schedule a video meeting, you may need to enter these logon settings into the plugin. If an administrator installed the scheduling plugin for you, these logon settings may already be set. If so, use this procedure to edit the settings as needed.

To enter your logon settings

- 1 Open **Microsoft Outlook**.
- 2 From the Microsoft Outlook toolbar, select **Video > Logon Settings**.
The **Polycom Scheduling Plugin Logon Settings** dialog box opens.
- 3 If necessary, select a different **Language**.
- 4 Enter the same **Server IP** address that you entered to download the Scheduling Plugin.
- 5 Either enter the same **Username** and **Password** that you used to log into the Polycom CMA system or select the **Sign in using network login credentials** option.
- 6 If necessary, select a different **Domain**.
- 7 If the video conferencing management system is operating in secure mode, select the **Https** option.
- 8 Click **OK**.

Configure Attendee Response Tracking

Microsoft Outlook automatically tracks attendee responses to video conferencing meeting requests, as it does other meeting requests, by displaying response emails.

By default, the video conferencing management system also automatically tracks attendee responses when Microsoft Outlook displays response emails. However, this automatic response tracking requires interaction with the video conferencing management system and may change the meeting information.

Two configuration settings control attendee tracking:

- **Accept/Decline Auto Tracking.** Use this setting to turn off automatic response tracking in the video conferencing management system. Microsoft Outlook continues to automatically track responses, but the video conferencing management system does not.
- **Send Update on Accept/Decline Processing.** If you select the **Accept/Decline Auto Tracking** option, use this setting to choose whether or not processing of accept/decline responses allows meeting dial-in information to change. If it does change, the video conferencing management system sends updates to attendees with the new dial-in information.

To configure auto-tracking

- 1 From the Microsoft Outlook toolbar, click **Video**.
- 2 Check (to accept) or uncheck (to decline) **Accept/Decline Auto Tracking**.

- 3 If you accepted auto-tracking in step 2, check (to send) or uncheck (to refrain from sending) **Send Update on Accept/Decline Processing**.

View the Scheduling Plugin Version

If you encounter difficulties scheduling meetings through your scheduling plugin, you may need to report the scheduling plugin version.

To view the scheduling plugin version

- >> From the **Outlook Calendar**, select **Video > About Polycom Scheduling Plugin**.

A dialog box displays the plugin version number.

Uninstall the Scheduling Plugin for Outlook

If you uninstall the Scheduling Plugin for Outlook, you should restore the default calendar form and remove the Video Conferencing calendar.

To uninstall the scheduling plugin

- >> On your local system, go to **Control Panel > Add or Remove Programs**.

To restore the default calendar form and remove the Video Conferencing calendar form

- 1 Right-click the **Calendar** icon and select **Properties**.
The **Calendar Properties** dialog box opens.
- 2 In the **General** tab, from the **When posting to this folder, use** drop-down list, select **Appointment**.
- 3 In the **Forms** tab:
 - a Select **Video Conferencing Meeting** and click **Manage**.
The **Forms Manager** dialog box opens.
 - b Select the Video Conferencing calendar created in step 4 on page 4.
 - c Click **Delete** and click **Yes** to confirm the deletion.
 - d Click **Close**.
- 4 Click **OK**.

Scheduling Video Meetings

This chapter describes how to use the Polycom® Scheduling Plugin for Microsoft® Outlook.® It includes these topics:

- [Schedule a Video Meeting](#)
- [Edit a Scheduled Meeting](#)

In addition to these procedures, the Polycom® Converged Management Application™ system supports all the standard Microsoft Outlook procedures for rescheduling and canceling meetings. For information on these procedures, see the Microsoft Outlook online help.

Schedule a Video Meeting

To schedule a video meeting

- 1 Open your Microsoft Outlook or Video Conferencing calendar.



Microsoft Outlook only tracks attendee responses to meetings scheduled on the Outlook system calendar. If you keep two separate calendars, Microsoft Outlook cannot track responses to meetings scheduled on the Video Conferencing calendar.

- 2 From the Microsoft Outlook toolbar, go to **Actions > New Meeting Request**.



Do not select **Plan a Meeting**. It does not use the Video Conferencing system.

A **Polycom Video/Audio Meeting** form appears.

3 Select the **Scheduling Assistant**.

The **Scheduling Assistant** helps to find the best time for your meeting.

4 Click **Add Attendees...**, and then click **Add from Address Book**.

5 In the **Search** field of the **Select Attendees and Resources** dialog box, enter the name of a person to invite.

6 Select the name from the results list, click **Required** or **Optional**, and then click **OK**.

As you add attendees and rooms, they appear in the **Video Resources** tab (described in step 11).

7 Enter a meeting name in the **Subject** and set a meeting **Start Time** and **End Time**.

8 To make the meeting recurring:



- Once you schedule a meeting, you cannot later change whether the meeting is nonrecurring or recurring.
- The Polycom CMA system does not support a recurrence frequency of **Yearly** or a recurrence range of **No End Date**.

a Click **Recurrence** and in the **Appointment Recurrence** dialog box, set:

- » Recurrence frequency (**Daily**, **Weekly**, or **Monthly**)
- » Recurrence range (**Start** date and **End After** occurrences or **End by** date)

The maximum number of recurrences is 364.

b Click **OK**.

9 Click **Scheduling Assistant** to view attendee availability. Microsoft Outlook tracks attendee availability.

10 Click **Video Resources** to view device availability. The Polycom CMA system tracks endpoint availability.

11 Select **Use CMA**.

12 For a **Video** conference, you can change the template by clicking **Default Template** and selecting a different template.



Conference templates provide default conference settings. When you select a different template, you are changing the default conference settings for your conference.

13 For an **Audio Only** conference:

- a** Change the **Conference Type** to **Audio Only**.

- b** Change the template by clicking **Default Audio Template** and selecting a different template.



When you create an **Audio Only** conference, the conference is automatically identified as **Dial-In** and requires an MCU.

- 14** Adjust the conference date and time as needed to match attendee and device availability.

- a** Review the **Call Info** column to ensure that each attendee has the required information. As needed, select **Edit** for the attendee and change the **Call Info** including how the attendee will join the conference.

Setting	Description
In Person	The participant will attend the conference by physically joining another participant who is attending the conference.
Audio Only (Dial-In Bridge)	The participant will attend the conference by calling into the conference using the telephone number provided by the system.
Use Video	The participant will attend the conference using a video endpoint system.



- When an attendee is shown as attending **In Person**, you may want to ask a system administrator to manually associate a device with that attendee. Then you can return to this procedure and select that device for the attendee.
- You can also manually specify call information for **In Person** attendees.
- By default, guest attendees are shown as attending **In Person**.

- b** For attendees with an audio endpoint, set **Dial Type** to **IP** or **ISDN** as required.
- c** For attendees with a video endpoint:
- » Set the **Bit Rate**, **Dial Options**, and **Dial Type** as required. You can change the connection speed for an endpoint up to the maximum speed specified by the conference template.
 - » If you select **Dial Out** and a **Dial Type** of **IP**, enter the guest's phone **Number**.

- » If you select **Dial Out** and a **Dial Type** of **ISDN** and the system must use a specific dialing prefix to call the guest, select **Use Modified Dial Number** and enter the guest's complete phone number including prefix, country code, area or city code, and phone number.
- » If you select **Dial Out** and a **Dial Type** of **ISDN** and the system does not need to use a specific dialing prefix to call the guest, select the appropriate **Country** and enter the guest's **Area/City Code** and phone **Number**.

d Click **OK**.

15 Once you've added your attendees, you can assign them leadership roles:

- a** To assign an attendee as lecturer, in the **Lecturer** field select an attendee's name from the list.
- b** To assign an attendee as video chairperson, in the **Video Chairperson** field select an attendee's name from the list.



- If the **Lecturer** or **Video Chairperson** features are not available, then either you do not have permission to implement these features or the selected template does not support these features.
- To be assigned **Lecturer**, an attendee must have a manageable video device.

16 If you have advanced scheduler permissions, now is the time to edit conference settings and make bridge selections. For more information, see "[Advanced Scheduling Operations](#)" on page 61.

17 If you're finished with the meeting request, click **Send**.

If the system warns you about scheduling problems, resolve them now. Typical problems involve unavailable endpoints, unavailable rooms, or insufficient bandwidth.

The video conferencing management system verifies that bandwidth and other video resources are available and reserves them.

Microsoft Outlook adds the meeting to the appropriate calendar and sends an invitation to each attendee. The invitation shows the endpoint that the attendee should use and the dial-in number and PIN. Attendees who want to use another video endpoint should contact you or the video conferencing management system operator to modify their meeting settings.

Edit a Scheduled Meeting

You can edit future scheduled meetings. You cannot edit active or past meetings. Also, you cannot change a non-recurring meeting to a recurring meeting or a recurring meeting to a non-recurring meeting.

If you edit a recurring meeting, the changes apply to all future meeting instances but not to past or ongoing meeting instances.



If you edit one instance of a recurring meeting and later edit the entire series of meetings, the change that you made to the one instance are lost.



Once a meeting is scheduled, editing the meeting and selecting a different template does not change the meeting settings. The video conferencing management system does not store the template as part of the meeting information, only the settings selected when the meeting was created. To use a different template, you must delete and recreate the meeting.

To edit a future meeting

- 1 Open your Microsoft Outlook or Video Conferencing calendar.
- 2 Double-click the meeting of interest.
The **Polycom Video/Audio Meeting** form appears.
- 3 If you used a template other than the default when you created the meeting, reapply the template.
- 4 Make the required changes to the meeting dates, participants, rooms, or other settings. For information on performing these tasks, see [“Schedule a Video Meeting”](#) on page 7.
- 5 Click **Save and Close** or **Send Update**.

The video conferencing management system changes required resources as needed.

Advanced Scheduling Operations

This chapter describes how users with advanced scheduler permissions have more options when scheduling conferences using the Polycom® Converged Management Application™ (<Product Name>™) system.

When scheduling conferences, users with advanced scheduler permissions can:

- [Edit Conference Settings](#)
- [Select a Bridge for a Conference](#)
- [Create a Cascaded Conference Across Multiple Bridges](#)

Edit Conference Settings

If you have **Scheduler Permissions** and an **Advanced Scheduling level**, you can overwrite certain conference template settings as described here. However, be careful when doing so. If you have an environment with mixed MCU types (e.g., with both Polycom MGC and RMX systems), and the conference you schedule is hosted on a Polycom RMX 2000 system, some of the settings you specify here may be overridden by the RMX profile.




- A profile is a collection of advanced conference settings that reside on the MCU (Polycom MGC or RMX system). Only an RMX profile can override conference template settings. For more information about conference templates, profiles, and your conferencing configuration, contact your Polycom <Product Name> system administrator.
- Two conferences scheduled with the same template may have different settings and behavior if they land on different types of MCUs.

You can edit conference settings only for scheduled conferences. You cannot edit conference settings for active conferences.

To edit the conference settings

- 1 On the conference scheduling page, as you are adding or editing a conference, click **Edit Conference Settings**.
- 2 As needed, configure these settings on the **Conference Settings** dialog box. The settings that you can edit may depend on the template selected.

Setting	Description
Conference Password	<p>By default, the system assigns an eight-digit Conference Password and provides this password to participants within the content of the conference notification email.</p> <p>You can change this password to another four- through eight-digit number.</p>
Enable Chairperson	<p>You can select a video chairperson to control the conference from his or her video endpoint system. The video chairperson must have a video endpoint system and Chairperson conferences require an MCU.</p> <p>Notes</p> <ul style="list-style-type: none"> • If the conference template has the Conference Requires Chairperson parameter enabled, then Enable Chairperson is automatically selected and cannot be changed. • If a conference is scheduled on a Polycom RMX 2000 system and the RMX profile has Conference Requires Chairperson selected but the template does not, and the conference is scheduled without a chairperson, then all users will remain in the waiting room and will not be able to join the conference. • Polycom RMX 1000 systems do not support the Chairperson feature.
Chairperson Password	<p>If Enable Chairperson is selected, the system assigns an eight-digit Chairperson Password and provides this password to the video chairperson in a separate email.</p> <p>If Enable Chairperson is selected, the chairperson must enter this eight-digit password at his or her video endpoint to assume control of the conference.</p> <p>You can change this password to another four- through eight-digit number.</p>

Setting	Description
Dial Options	<p>You have three options:</p> <ul style="list-style-type: none"> To create a conference for which the same dial-in information and a PIN code are assigned to all conference participants, use the Dial-In setting. This setting allows participants to dial in from an audio or video endpoint and connect to the same conference on the MCU. To dial out to all participants in the conference, use the Dial-Out setting. To allow participants both options, select Dial-In+Dial-Out. <p>Note</p> <p>When you change a conference from Dial-In to Dial In+Dial Out, the selected resources remain set to Dial-In. You must change them manually.</p>
Always Use MCU	<p>This setting forces the conference to an MCU and prevents video endpoints from connecting to each other directly. This setting is automatically selected and cannot be changed when Audio Only is the conference type or when Enable Chairperson is selected.</p>
Video Mode	<p>Determines the initial layout on a video endpoint's monitor for a multipoint conference that requires an MCU. The options are:</p> <ul style="list-style-type: none"> Switching.  Indicates that the display changes each time the speaker changes, and everyone sees the current speaker. Continuous Presence. Displays several panels on the monitor, each showing a different participant, and allows you to see all conference participants at once. You can select a specific layout, with a certain number of windows open. Automatic Layout is a continuous presence layout, in which the number of participants determines the number of panels.
Bit Rate	<p>Specifies the maximum connection speed for endpoints in the conference. Individual endpoints that specify a lower connection speed connect at that lower speed. Endpoints that specify a higher connection speed connect at the speed identified in the conference template.</p> <p>If you select a higher speed than an endpoint can support, the speed for that endpoint is reduced; however, the conference uses the default connection speed for endpoints that can match it. If you place the calls through an endpoint with an embedded MCU, the behavior depends on the capabilities of that endpoint.</p>

Setting	Description
<p>Bit Rate (continued)</p>	<p>When the dial speed is higher than the number of channels defined in the H.320 service for the endpoint, you receive a warning. To continue, lower the dial speed to less than or equal to the ISDN capability of the endpoint.</p> <p>Higher speed is important for high-quality video in a conference. Because higher speeds use greater bandwidth, scheduling a high-bandwidth conference may limit the number of conferences that you can reserve at one time.</p> <p>Note</p> <p>The bit rate can be set at the network level, the endpoint level, and the conference level. If there is a discrepancy between these bit rate settings, the system implements the lowest bit rate setting. The only exception, is that the bit rate in the RMX profile takes precedence over the bit rate in the conference settings.</p>
<p>People + Content</p>	<p>Controls the ability for one endpoint to send two types of data—a data stream and a video stream—over the same bandwidth to display people and content. The receiving endpoint handles the two video streams differently and may display them on separate screens or through video switching mode.</p> <p>Endpoints that do not support the selected method connect with either video through IP or audio only through ISDN.</p> <p>Select from these available settings:</p> <ul style="list-style-type: none"> • None. Select this option when dual data streams are not required. • People +Content. This enables the industry standard H.239 dual streams for endpoints that support H.239 or the Polycom proprietary People+Content dual streams for older Polycom endpoints without H.239 capabilities. The MCU requires that conferences with People + Content use a minimum speed of 192 K. • People and Content VO. This Polycom proprietary technology works with PictureTel endpoints. Select this option for older endpoints. • Visual Concert PC. Select this option for use with Polycom ViewStation MP/512/SP/323 endpoints. • Visual Concert FX. Select this option for use with Polycom ViewStation FX/EX and VS4000 endpoints. • Duo Video. This setting supports IP and ISDN and is available with Tandberg endpoints, in which one part of the conference is set as the video conference and the other as the presentation conference.

Setting	Description
T.120 Mode	<p>For MGC-hosted conferences only, selects the protocols and specifications for multipoint data communication.</p> <p>In the T.120 menu, select the speed for the T.120 connection. See your IT department to determine the best combinations for your conferences. To disable the T.120 mode, select None.</p> <p>If you select T.120, these options may be available, according to the participant's endpoint and software:</p> <ul style="list-style-type: none"> • Application Sharing. Allows two or more participants to work on the same document or application, even when only one participant has the application. In application sharing, one participant launches the application, and it runs simultaneously on all other computers. • File Transfer. Enables participants to send files to each other. • Chat or Whiteboard. Allows participants to communicate with each other by writing. <p>In all of these modes, participants can view and hear each other.</p>

- 3 Continuing scheduling or editing the meeting, as described in [“Scheduling Video Meetings”](#) on page 7.

Select a Bridge for a Conference

By default when you add a conference, the Polycom <Product Name> system will automatically select a bridge for the conference. However, if you have advanced scheduler permissions, you can select a specific bridge for your conferences.

To select a single bridge for a conference

- 1 When you're adding or editing a conference, after you've made all of your other conference configuration choices, click **Bridge Selection** and select **Single Bridge**.

A bridge selection drop down list appears based on the template selection and conference settings.

- 2 From the MCU list, select a specific MCU to host the conference.
- 3 Continue adding or editing the conference, as described in [“Conference Scheduling Operations”](#) on page 49.

Create a Cascaded Conference Across Multiple Bridges

To create a cascaded conference across multiple bridges

- 1 When you're adding or editing a conference, after you've made all of your other conference configuration choices, click **Bridge Selection** and select **Multi Bridge**.

The **Schedule** button changes to a **Manual Cascade** button and the **Recurrence** button is grayed out.

- 2 Click **Manual Cascade**.

The **People To Bridges** dialog box appears displaying the selected conference participants and their bridge assignments. Bridge assignments default to **Auto**. These system assignments are based on bridge capacity and/or least cost routing principles.

In the **Selected Bridge Availability** section, the system shows a count of the available ports on the available bridges for the specified time period. If the port count is within 5% of the maximum ports available, it is displayed in red.

- 3 To change a bridge assignment for a selected participant, click **Auto** and select a bridge from the pull-down menu.



A Polycom <Product Name> system can only show port counts for conferences scheduled via the system. Ad hoc conferences are not included in the port count.

- 4 When you've completed all bridge assignments, click **Next**.

The **Bridge To Bridge Links** dialog box displays a graphical view of the selected bridges.



If an MCU does not show up in the **Bridge To Bridge Links** dialog box, then the MCU software does not support cascading.

- 5 To add a hub bridge (a bridge used to connect one bridge to another), from the **Available Bridges** window, select a bridge and click **Add Bridge**.

- 6 Specify bridge-to-bridge connections by selecting the bridges of interest and clicking **Add Link**.

The link is graphically represented by an arrow. The bridge at the base of the arrow dials to the bridge at the point of the arrow.



A Polycom RMX system cannot dial a Polycom MGC, so do not link from an RMX to an MGC.

7 In the **Add Link** dialog box, select the **Link Type**.



- You can add links from a Polycom MGC MCU to a Polycom RMX MCU
- There is no support for ISDN cascaded links on RMX MCUs.
- The lag time required to update cascaded links may cause more than one participant to hear the prompt about being the first person to join the conference.

8 When finished, click **Schedule**.

The system verifies that it has a bridge with the capabilities and resources required for your conference. If it does, the **Conference Email Notification** page appears with a message indicating **Conference Successfully Scheduled**.

9 To exit without sending an email to your participants, click **Skip Email**.

10 To send an email notification to your participants, in the **Conference Email Notification** page:

- a** Copy additional people on the notification and/or add notes about the conference.
- b** Click **Send**.

Note that the **To**, **CC**, and **BCC** fields are ASCII only.

The system sends the conference notification email. The **Conference List - Schedule View** appears. Your conference appears in the **Conference List**.



- Recurring cascaded conferences are not allowed.
- You cannot change the conference layout of a cascaded conference.

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