SPOTLIGHT OF THE WEEK

SUBJECT: Meet Me Audio Teleconference Lines

SUPPORTING OFFICE: SDDC-G6-IMP-C Telecom Team

POC: SDDC Telephone Control Officer

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Meet Me audio conference calls are voice teleconference rooms that can be an effective tool for collaborating between geographically separated personnel.

SDDC personnel may schedule a Meet Me call by using the Portal by clicking here or by manually navigating to the location by following the instructions below:
Navigate to the Portal home page, select Support/How To.
On the resulting page, at the bottom right expand the category Scheduling.
Select Schedule an SDDC Meet Me Line.
Two calendars will appear with a dial in number at the top and a passcode. Select the day and an hourly calendar will appear. Select the hour and form will appear, add your meeting details and you are finished.

If for some reason there is a conflict with scheduling and both of the Meet Me lines are taken during your meet me requirement. Please email the SDDC Telecom Team to request another Meet Me line.

Thank you and have a great Scott AFB Day!!!