



Instant Meeting Service - Set-up Guide

Introduction

The customer point of contact will receive email notification from the MCI Account Manager that the Instant Meeting Service account has been created. The Customer ID and authorisation code given in this email should be distributed to those that the organisation wishes to be conference leaders, so they can register for an individual account via the website.

Once the conference leader has registered on the website they will receive an individual login and password that allows them to create and modify subscription settings and use the online meeting management tools.

Creating a subscription allows the conference leader to select the service features and types of access numbers required for the individual Instant Meeting Service account. On completion of this step the leader will be sent their personal conference dial-in numbers and passcodes. The leader can modify the subscription settings at any time.

This document is a step-by-step guide to completing this online process.

Registering as a Conference Leader

Successful registration of as a conference leader will require the Authorisation Code mentioned above. Please ensure this is available before continuing with the registration process. Contact MCI Account Manager company conferencing point of contact if this information is not available.

Navigating to the Registration screen

Use the 'Help' feature at any stage to view a list of Frequently Asked Questions about the Registration process'.

1. Go to <http://e-meetings.mci.com>
2. Select '**Create Instant Meeting**' from the **Schedule Now** menu
3. Click '**Need to Register**'
4. Choose '**Register (Audio/Net Customers)**'
5. The next screen is a reminder that the Customer ID and Authorisation Code are required. Select '**Yes**' to proceed.

Registration screen

1. Complete the form with:
 - Preferred login name*
 - Preferred password*
 - Name
 - Company name
 - Authorisation code
 - Phone number and e-mail
 - Functional area

* The login name and password should be selected by the conference leader and should be 8-40 letters or numbers

2. Click '**Proceed**'
3. Complete all fields in the 'Contact Information' screen
4. Click '**Complete**' to submit the Registration form

Confirmation

If the account has been created successfully a message of confirmation will appear on the screen. Confirmation of the chosen login name and password will also be received via e-mail.

To select personal subscription settings and receive conference dial-in numbers and passcodes click **'yes'** to the question 'Would you like to go to Manage my Meetings now?'. In the Manage My Meetings' screen will be a message stating 'Sorry, there are no subscriptions to display at this time'. Click **'Add Subscription'** to reach the 'Create Subscription' screen

Create Subscription

Choosing subscription settings allows the conference leader to select the features of the service to best meet individual meeting needs. At the end of this stage the conference leader will receive the conference dial-in numbers and passcodes required to hold a conference call.

Navigating to the Subscription screen

1. Go to <http://e-meetings.mci.com>
2. Select **'Create Instant Meeting'** from the **Schedule Now** menu
3. Enter login and password

Create Subscription Screen

Use the **'Help'** feature at any stage to view a list of Frequently Asked Questions about the Subscription process.

Complete all fields:

- Login Name
- Start Date and End Date of the subscription
 - The option 'no end date' can be selected
- Number of Ports Needed
 - Choose a maximum of 10 or 20 lines that can be open during any conference call.
- Features required
 - Quick Start
 - Name Record
 - Conference Entry/Exit
 - Auto Continuation
- E-mail address of the subscription leader
- Contact e-mail address (if different)
- Select **'Proceed'**
- Choose your access type
 - European Local Access Numbers (Toll)
 - Freephone (Toll Free)
- Click **'Submit'**

Confirmation

If the subscription has been established successfully a message of confirmation will appear on the screen. Confirmation of the selected options and conference dial-in numbers and passcodes will also be sent via e-mail



A 'Verify Address window' will also appear to ensure address details are correct so that the wallet card can be sent. Should you wish to change the address use the '**Change Address**' option

Select '**Continue**' to return to the 'Manage My Meetings' screen.

Modify Subscription

The conference leader can change the subscription settings at any time using the website.

Navigating to the Subscription screen

1. Go to <http://e-meetings.mci.com>
2. Select '**Create Instant Meeting**' from the **Schedule Now** menu
3. Select '**Manage My Meetings**' from the menu on the left (or from the home page)
- 4.
5. Enter login and password

Manage My Meetings Screen

Use the '**Help**' feature at any stage to view a list of Frequently Asked Questions about the Subscription process.

To update or delete a subscription click on the Conference ID.

1. Update Subscription

Options available:

- Select or deselect subscription numbers
 - European Local Access Numbers (Toll)
 - Freephone (Toll Free)
- Regenerate passcodes
- Select or change end date
- Change number of ports needed
- Change features settings
 - Quick Start
 - Name Record
 - Conference Entry/Exit
 - Auto Continuation
- Select '**Update**'

If the subscription has been changed successfully a message of confirmation will appear on the screen. Confirmation of the updated selected options and conference dial-in numbers and passcodes will also be sent via e-mail

Select '**Continue**' to return to the 'Manage My Meetings' screen.

2. Delete Subscription

Select '**Delete**'

Assistance

For further assistance on any aspect of the online registration and subscription process please contact the MCI Conferencing Helpdesk. Contact details, both telephone and email, can be found by selecting '**Help**' and following the link from 'Whom can I contact if I have a question?'