

USER GUIDE

Infoshare

Web Conferencing

How to schedule meetings

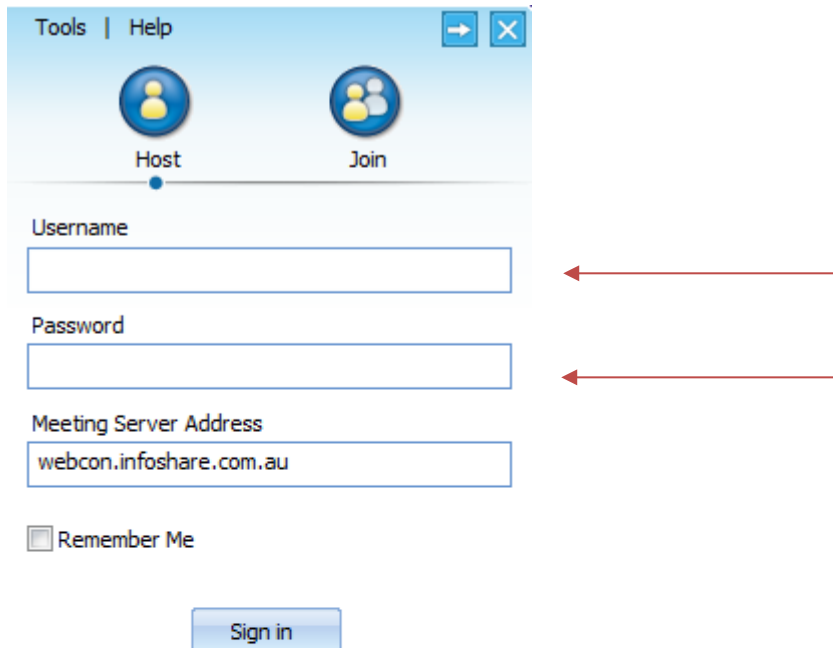
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1. Launch Infoshare by double clicking on the icon from your desktop.



2. Enter your username and password as provided to you and click Sign In.



Tools | Help

Host Join

Username

Password

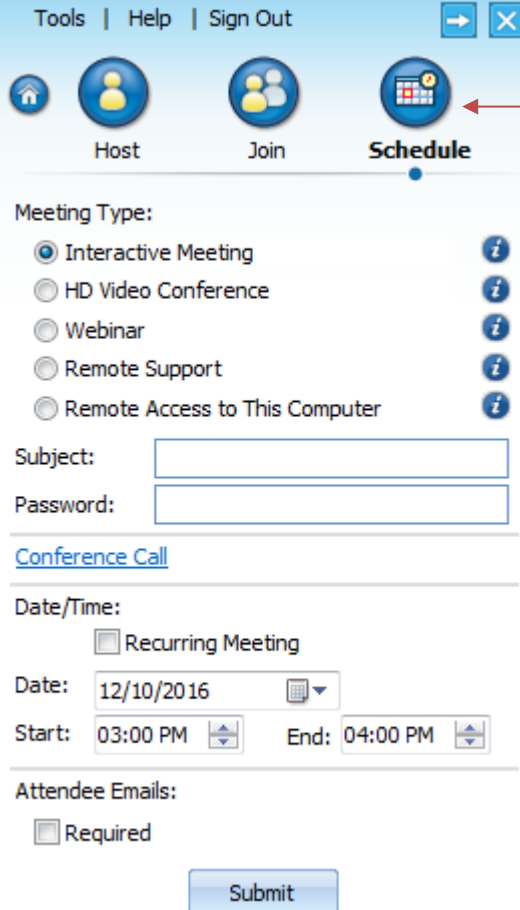
Meeting Server Address
webcon.infoshare.com.au

Remember Me

Sign in

Schedule Meetings

For instances where you want to plan your meeting and invite in advance this is available through the schedule meeting option.

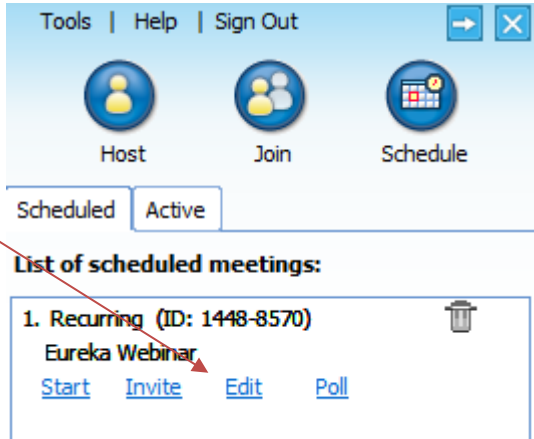


To schedule a meeting:

1. Open Infoshare from your desktop
2. Click the **schedule** icon
3. Select the Meeting Type
4. Enter the **Subject** of the meeting
5. Enter the **Password**, which is optional for all meeting types except Remote Access to this Computer
6. Select the **Date**
7. Select the **Start** and **End time**
8. Select Recurring Meeting to schedule a recurring meeting. If this option is selected, the Date and Time options are disabled
9. Click Submit
10. When you login to Infoshare next time, the scheduled meetings and the details are displayed.

To edit a scheduled meeting:

1. Click the **Edit** link of the respective meeting.
2. Make the necessary modifications.
3. Click **Submit**.

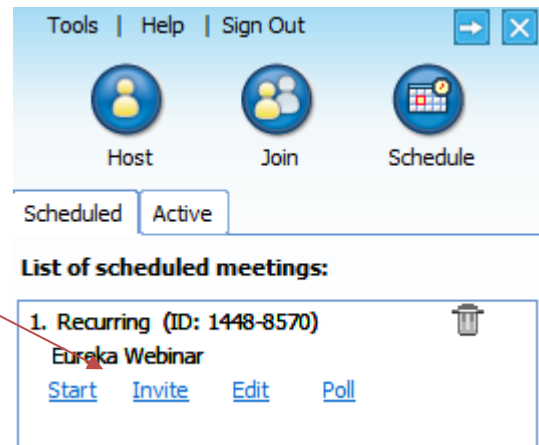


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To invite attendees:

1. Click the **Invite** button



2. Click **Email** to mail the URL to the invitee or click **Copy** and paste the URL to the attendees via online messaging tools.

Starting a scheduled meeting:

1. To start a scheduled meeting, click the **Start** link for the respective meeting.

