

# BOWIE STATE SKYPE CALL

Instructions for joining a telephone conference meeting as  
the organizer

**DO NOT SHARE THIS DOCUMENT WITH MEETING INVITEES.**



Presented by the Division of Information Technology  
March 2019

**\*Note\*** Your pin is specifically meant for you. Please **do not** share your pin with anyone. If you have forgotten your pin, follow the instructions from the document called “Resetting Telephone Conference Organizer Pin”.

<p><b>Step 1.</b> Open your email inbox in Outlook and search for the student by their first and last name to find the email with the Dial-in Number and Conference ID to the meeting that was sent 1 day prior to the meeting.</p>	
<p><b>Step 2.</b> Using your telephone keypad, enter the Dial-in Number.</p>	<p>Hello Peter Williams ,</p> <p>Your appointment with Bowie State University, Office of Financial Aid, is scheduled for Saturday, March 9, 2019 3:49 PM. Make sure to bring any documentation that may be needed in order to assist you thoroughly. Please send an email to your Counselor if you need to cancel or cancel via phone at: 301-860-3540. Below in this email you will find information for joining the phone appointment tomorrow. Please follow the instructions below on the day of the phone appointment.</p> <p>Dial-in Number: [redacted]</p> <p>Conference ID: #####</p> <p>Have a great day and we look forward to assisting you!</p>
<p><b>Step 3.</b> Using your telephone keypad, enter the Conference ID from the email when requested.</p>	<p>Hello Peter Williams ,</p> <p>Your appointment with Bowie State University, Office of Financial Aid, is scheduled for Saturday, March 9, 2019 3:49 PM. Make sure to bring any documentation that may be needed in order to assist you thoroughly. Please send an email to your Counselor if you need to cancel or cancel via phone at: 301-860-3540. Below in this email you will find information for joining the phone appointment tomorrow. Please follow the instructions below on the day of the phone appointment.</p> <p>Dial-in Number: #####</p> <p>Conference ID: [redacted]</p> <p>Have a great day and we look forward to assisting you!</p>
<p><b>Step 4.</b> Using your telephone keypad, type in your Organizer PIN once you are prompted.</p>	