BOWIE STATE SKYPE CALL

Instructions for resetting organizer pin for starting a telephone conference meeting

DO NOT SHARE THIS DOCUMENT WITH MEETING INVITEES.

Presented by the Division of Information Technology
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If you have forgot your organizer pin, please follow the steps below to help you reset your pin. Also, remember do not share your pin with anyone. This pin is only for you.

**Step 1. Open your Outlook calendar and click on New Skype Meeting**

![Image of Outlook calendar](image)

**Step 2. Click on Meeting Options.**

![Image of Meeting Options](image)

**Step 3. Click on Phone and click on Get your PIN now**

![Image of Get your PIN](image)
Step 4. Click on *Sign in* underneath the *Personal Identification Number (PIN)* section.

**In-meeting menu options**

Use these keys when you are using the playback menu:

*1*  Plays a description of the menu options that are available during a meeting.

*6*  Mutes or unmutes your microphone.

**Personal Identification Number (PIN)**

Forgot your dial-in PIN? [Sign in](#) to reset your PIN.

*Note* You will be redirected to the Microsoft website where you will need to sign into Microsoft using your windows username and password credentials.

Step 5. Click on the *Reset PIN* button underneath the *Audio Conferencing* section.

*Note* Your new organizer pin will be generated and you will receive a message that says, “Your changes have been saved successfully”. Please remember this pin and do not share with anyone. This pin is only for you.