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 March 2019

Note 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 읍 your Outlook Send / Receive Home Folder View Adobe PDF File calendar and click on New 9 тβ 0. **Skype Meeting** New Skype New New New New Teams Today Next 7 Appointment Meeting Items * Meeting Meeting Days Skype Meeting Teams Meeting New $\Gamma_{\rm M}$ Go To Step 2. Click on Η Meeting Meeting Format Text ♀ Tell me what you want to do... File Insert Review **Options.** 0 S N ТB Calendar Appointment Scheduling Join Skype Meeting Teams Meeting Delete 🕒 Forward 🔻 Assistant Meeting Options Meeting Notes Show Teams Meeting Meeting Notes Actions Skype Meeting Step 3. Click on Х Skype Meeting Options Phone and click Permissions Where will most people call in from? on Get your PIN Phone About Dial-in Number \sim now This helps callers avoid long-distance charges. Forgot your dial-in PIN? Get your PIN now You can also look for it in the invitation. Remember Settings ОК Cancel

Step 4. Click on <i>Sign in</i> underneath the	English ~	
Personal Identification	In-meeting menu options	
Number (PIN) section.	Use these keys when you are using the playback menu:	
	*1 Plays a description of the menu options that are available during a meetin	g.
	*6 Mutes or unmutes your microphone.	
	Personal Identification Number (PIN)	
	Forgot your dial-in PIN? <mark>Sign in</mark> to reset your PIN.	
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Note You will be redirected to the Microsoft website where you will need to sign into Microsoft		
using your window	s username and password credentials.	
Step 5. Click on	← → Ů ŵ Å https://admin2a.online.lync.com/lscp/usp/pstnconferencing	
the <i>Reset PIN</i>	Bowie State University Skyne for Rusiness Settings	
button underneeth the	Bowle State Oniversity Skype for business settings	
Audio	Audio Conferencing	
Conferencing		
section.	Audio Conferencing	
	C ⁽³⁾ Voicemail Reset my Audio conferencing PIN You can use your audio conferencing PIN to start your meetings over the phone (when required) You can use your audio conferencing PIN to start your meetings over the phone (when required)	juired).
	Call Queues	
	Reset PIN	
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.		