TWO WAYS TO SCHEDULE A SCOPIA VIDEO CONFERENCE BASED MEETING.

1- SCOPIA USER PORTAL
2- OUTLOOK SCOPIA MEETING PLUG-IN

USING IVIEW SCOPIA USER PORTAL TO SCHEDULE A MEETING:

GO TO: http://iview.utoledo.edu:8080/

SELECT THE SCHEDULE BUTTON
TO:

By default, your name will appear in the To: field.

You can type any other e-mail addresses into this To: field and those recipients will receive Calendar appointments for the start time that you designate.

SUBJECT:

You can fill in anything you want here. It will default to the name of the virtual room that gets created by the user who is logged in to Iview.

START TIME:

Be sure to enter the correct date and start time. If the date and start time is not changed, when you hit send, the meeting room will be created instantly.

DURATION:

Enter the meeting length.

WHERE:

This is the meeting ID that can be entered in Scopia Desktop or other endpoints. By default it is going to be 6 followed by the phone number on record for you. (Example. Mine: 64193835803). This number can be manually changed. You can click on the . . . and manually enter a Meeting ID. This is useful if you have more than one meeting to schedule at the same time. It’s preferred to use the same naming convention (64193831234) and be sure to start all meeting IDs with a 6.
MESSAGE tab:

Fill in any details for the meeting here. You can leave this blank as well.

ENDPOINTS tab:

If you have a dedicated endpoint that is located on campus, you can find it and add it to the videoconference here. You can also bring in outside endpoints if you know its IP address by using the 'By Address' choice on this tab. Any endpoint entered here will be automatically connected to the call at the date and time of the meeting. If you are doing an instant meeting, the endpoints will connect as soon as the 'Send' button has been clicked.

AVAILABILITY tab and ADVANCED tab:

These features do not need to be used in order to schedule your videoconference.

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OUTLOOK SCOPIA MEETING PLUG-IN.

You can install the Outlook Meeting plug-in and that will allow you to schedule your videoconference within the Outlook Calendar. You must install the plug-in and enter the correct server details in order for it to work. If it is incorrectly configured, you will get error messages in Outlook calendar about the plug-in not working.

1- Login to the Scopia User Portal at http://iview.utoledo.edu:8080
2- In the upper right-hand corner, go to Settings.
3- Selected the link 'Click here to install the Scopia Management Add-in for Microsoft office outlook.'
4- Download the file scopia_ola.exe and run it. This will add an extra icon to the ribbon in Outlook.
5- Before you can run the Scopia Meeting icon, you need to set up the server information first. Find the Add-Ins tab in Outlook and select Settings - Scopia.
Server URL = http://iview.utoledo.edu:8080/
Username and password are your UTAD username and password.
Be sure to check the box 'Display advanced options'.

6- If you have configured everything correctly, when you select the Scopia Meeting icon, you will get the Scheduler.
7- You will see the Virtual Room name with your information in it. You do not need to enter a Meeting PIN nor Moderator PIN. Click OK.

8- You will get the Outlook Meeting appointment to fill out the recipients, subject, location, and start and end time. Once finished and you hit Send, this will create a scheduled videoconference and send the invites out to your recipients.

**You can confirm this by logging into http://iview.utoledo.edu:8080 and the scheduled meeting will be on the list of meetings. If it is an instant meeting that you intended to start right away, it will appear with a green dot next to it.

**Once you have scheduled the Scopia meeting in Outlook you can update or cancel those calendar appointments like any other appointment on your calendar. Example, if you delete the meeting from Outlook, it will cancel it out of the Scopia User portal schedule as well, and send the cancellation notice to your recipients as well.

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MEETING MANAGEMENT ONCE A VIDEOCONFERENCE HAS STARTED.

You can find and manage current, ongoing meetings in Scopia in the Scopia User Portal.

Once logged in to http://iview.utoledo.edu:8080, you can select your meeting from a list of current and scheduled meetings. Current, ongoing meetings will have a GREEN dot located next to it in the list.

If you highlight a specific meeting (with a green dot), you can then select the MODERATE button. The choices there are pretty straightforward.

Like EXTEND MEETING DURATION will let you add more time to the meeting. For example, if someone starts an Ad Hoc meeting it will be 30 minutes by default. You can go in and add more time to the meeting. If you get to the end meeting time, the meeting won't stop as long as there is a participant in the room, but it will automatically add time, and there will be an audio announcement to all participants that the meeting has automatically been extended.
TERMINATE MEETING will end the meeting and disconnect all participants in the call.

You can also TERMINATE a meeting by highlighting it in the list and clicking on the RED X in the upper right hand corner.

Remember that this cannot be un-done. It will disconnect all participants.