<u>Virtual Meeting Solutions and Step-by-Step Instructions</u>

Below is a list of some virtual meeting solutions that you may want to use to schedule your BIO One-on-One Partnering™ meetings for BIO IMPACT Digital. Included are step-by-step instructions and links for further information on each option.

[Google Hangout](#)

[GoToMeeting (Desktop Application)](#)

[GoToMeeting (Website)](#)

[InterCall (Call Manager Application – Windows)](#)

[InterCall (Call Manager Application – Mac)](#)

[Microsoft Teams](#)

[RingCentral](#)

[Skype For Business (Desktop Application)](#)

[Skype For Business (Outlook Add-On)](#)

[Webex](#)

[Zoom (Desktop Application)](#)

[Zoom (Website)](#)

Steps for Google Hangout

1. Log into your Google Account
2. Copy your Gmail address
3. Copy and paste the details into the Location fields in the BIO One-On-One Partnering system.
   a. Location Name: *Insert your Gmail address
   b. Location Description: *Insert any other relevant information
4. Click Schedule

For additional information, please see [Google's Support](#).

Steps for GoToMeeting (Desktop Application)

1. Open the GoToMeeting application
2. In GoToMeeting, click "Schedule Meeting"
3. Enter a meeting name, date, and time
4. Click "Save" and then click "OK" on the dialog box that appears. Outlook will open.
5. Copy and paste the meeting details from your Outlook window into the Location fields in the BIO One-On-One Partnering system. *We recommend including only the meeting link in the location field and all other details in Location Details.*
   a. Location: https://global.gotomeeting.com/join/MEETINGIDHERE
   b. Location Description:

    i. *Insert dial-in numbers
    ii. *Insert access code
    iii. *Insert any additional relevant details
6. Click "Use this location"
7. Click "Confirm and schedule"

For additional information, please see [GoToMeeting's Support](#).

Steps for GoToMeeting (Website)

1. Go to www.gotomeeting.com and log in
2. Click "Create Meeting"
3. Enter a meeting name, date, and time
4. Click "Save"
5. Click "Copy Invitation" and paste the information into the Location fields in the BIO One-On-One Partnering system. *We recommend including only the meeting link in the location field and all other details in Location Details.*
   a. Location: https://global.gotomeeting.com/join/MEETINGIDHERE
   b. Location Description:
      i. *Insert dial-in numbers
      ii. *Insert access code
6. *Insert any additional relevant details
7. Click "Use this location"
8. Click "Confirm and schedule"

For additional information, please see [GoToMeeting's Support](#).

Steps for InterCall (Call Manager Application - Windows)

1. Click on the Call Manager desktop icon toolbar
2. Select "Schedule Meeting." The Call Manager scheduling plug-in will open in your mail client.
3. Click the InterCall icon to display your meeting information.
4. Copy and paste the details into the Location fields in the BIO One-On-One Partnering system.
   a. Location Name: *Insert the dial-in number
   b. Location Description:
      i. *Insert any additional dial-in numbers
      ii. *Insert the conference code
5. Click Schedule

For additional information, please see [InterCall's Support](#).

Steps for InterCall (Call Manager Application - Mac)

1. Click on the InterCall application in the Menu Bar.
2. Select "Create Meeting Invitation". The Call Manager scheduling plug-in will open in your mail client.

3. Create a new event.
4. Copy and paste the details into the Location fields in the BIO One-On-One Partnering system.
    a. Location Name: *Insert the dial-in number
    b. Location Description:
        *Insert any additional dial-in numbers
        *Insert the conference code
5. Click Schedule

For additional information, please see [InterCall's Support](#).

Steps for Microsoft Teams

1. Open Microsoft Teams
2. Click "Calendar", and then select "Schedule Meeting".
3. Enter a meeting name, date, and time
4. Select "Save"
5. Find the meeting on your calendar.
6. Copy and paste the link from "Join Microsoft Teams Meeting" into the Location fields in the BIO One-On-One Partnering system. *We recommend including only the meeting link in the location field and all other details in Location Details.*
7. Click "Use this location"
8. Click "Confirm and schedule"

For additional information, please see [Microsoft Teams' Support](#).

Steps for RingCentral

1. Open RingCentral Meetings
2. Click Schedule
3. Enter a meeting topic, date, time, and additional meeting settings
4. Click Schedule. This will open the meeting details in your mail client.
    a. Select Other Calendars when scheduling the meeting then Copy to Clipboard to get the information directly in the application
5. Copy and paste the details into the Location fields in the BIO One-On-One Partnering system.
    a. Location Name: *Insert the PC, Mac, Android and iOS RingCentral URL here
    b. Location Description:
        *Insert the iPhone One-Tap number
        *Insert the relevant countries' RingCentral dial-in numbers
        *Insert the Meeting ID number
6. Click Schedule

For additional information, please see [RingCentral's Support](#).

Steps for Skype For Business (Desktop Application)

1. Open Skype For Business
2. Click your Profile Picture. Your Skype username is shown next to your profile picture.

3. Copy your Skype Name
4. Copy and paste the details into the Location fields in the BIO One-On-One Partnering system.
    a. Location Name: *Insert your Skype Name
    b. Location Description: *Insert any other relevant information
5. Click Schedule

For additional information, please see [Skype's Support](#).

Steps for Skype For Business (Outlook Add-On)

1. Open Outlook
2. On the Home Tab, click New Items and then select Skype Meeting.
3. Enter a meeting name, date, time, and other virtual meeting settings
    a. If you have the other person's email, please insert it into the required field and send.
4. Copy and paste the details into the Location fields in the BIO One-On-One Partnering system.
    a. Location Name: *Insert the title of your Skype Meeting
    b. Location Description: *Insert the Skype Meeting Link and any other relevant information
5. Click Schedule

For additional information, please see [Microsoft Office's Support](#).

Steps for Webex

1. Login to Webex.
2. Go to Webex Meetings and click on Schedule a Meeting.
3. Enter a meeting name, date, time, and other virtual meeting settings
4. Copy the information from the confirmation email.
5. Copy and paste the details into the Location fields in the BIO One-On-One Partnering system.
    a. Location Name: *Insert the Webex Meeting URL here*
    b. Location Description:
            *Insert the Webex Meeting Password
            *Insert the relevant countries' dial-in numbers
6. Click Schedule

For additional information, please see [Webex's Support](#).

Steps for Zoom (Desktop Application)

1. Open the Zoom application
2. Click on "Meetings"
3. Enter a meeting name, date, time, and other virtual meeting settings
4. Click Schedule
5. Select your newly created meeting, and click "Copy the invitation"

6. Copy and paste the details into the Location fields in the BIO One-On-One Partnering system.
    a. Location Name: *Insert the PC, Mac, Linux, Android and iOS Zoom URL here*
    b. Location Description:
        *Insert the Zoom meeting password
        *Insert the iPhone One-Tap number
        *Insert the relevant countries' dial-in numbers
        *Insert the Meeting ID number
9. Click Schedule

Note: All Zoom meeting now have a randomly generated password. Meeting hosts must manually approve each attendee in the meeting's waiting room. For additional information, please see [Zoom's Support](#).

Steps for Zoom (Website)

1. Go to www.zoom.us and log in
2. Click on "Meetings"
3. Enter a meeting name, date, time, and other virtual meeting settings
4. Click Schedule
5. Select your newly created meeting, and click "Copy the invitation"
6. Copy and paste the details into the Location fields in the BIO One-On-One Partnering system.
    a. Location Name: *Insert the PC, Mac, Linux, Android and iOS Zoom URL here*
    b. Location Description:
        *Insert the Zoom meeting password
        *Insert the iPhone One-Tap number
        *Insert the relevant countries' dial-in numbers
        *Insert the Meeting ID number
10. Click Schedule

Note: All Zoom meeting now have a randomly generated password. Meeting hosts must manually approve each attendee in the meeting's waiting room. For additional information, please see [Zoom's Support](#).