



# Getting Started with Meeting Center

## INSTALL PRIMUS MEETING CENTER

If you haven't already done so, you will need to install the latest version of Primus Meeting Center.

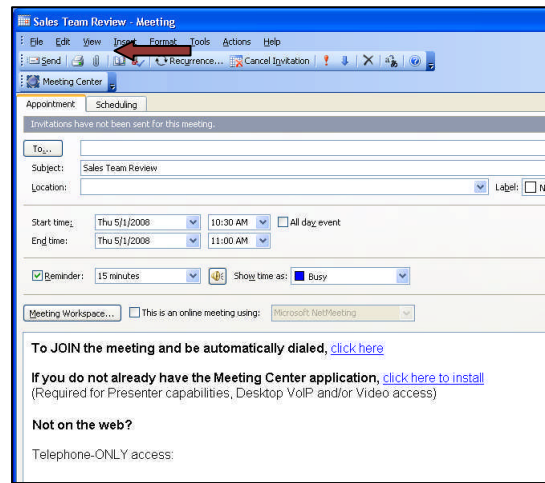
Check your version by right clicking on your Meeting Center icon found in your bottom right system tray and click on Options. From the Options screen click on "About Meeting Center." The about dialog must show 4.0.3.xx or greater.



Should you require the latest version, please visit <http://primus.conferencing.com> and click install.

## SCHEDULE A MEETING IN OUTLOOK

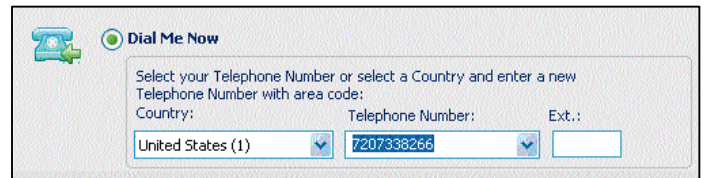
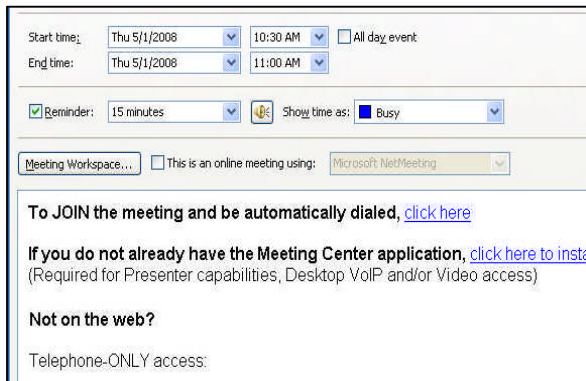
- 1 - Double-click the meeting time in your Outlook Calendar.
- 2 - Enter the Subject and click the Meeting Center button to populate the invitation text in the body of the appointment, which includes your meeting login and dial-in information.
- 3 - Invite participants and send as usual.



## START A SCHEDULED MEETING

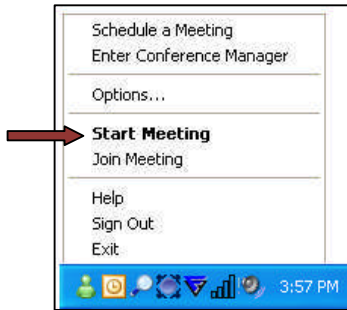
### Moderators: Option 1 - Start Your Conference from an Outlook Invitation

- 1 - At the time of your meeting open the Outlook invitation and click on the link to JOIN the meeting.
- 2 - Select "Dial Me Now" and Primus Meeting Center will call out to you on the number you specify.

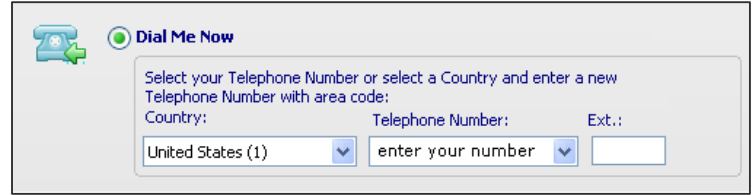


## Moderators: Option 2 – Start a Meeting from the Desktop Icon

1 - Click on the Desktop Icon and select “Start Meeting”.



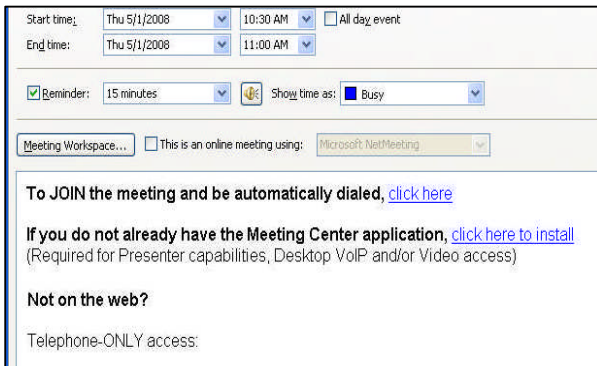
2 - Select “Dial Me Now” and Qwest Conferencing will call out to you on the number you specify.



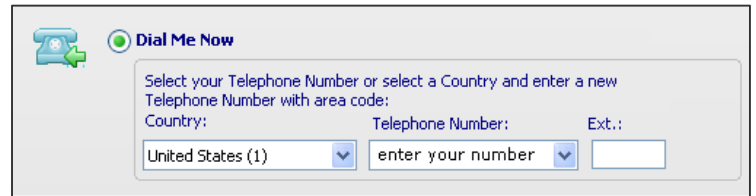
## PARTICIPANTS JOIN A MEETING

### Participants: Option 1 – Join the Meeting from an Outlook Invitation

1 - Click on the link to JOIN the meeting.

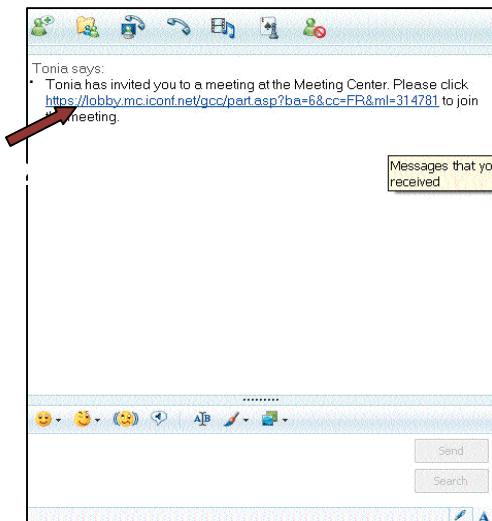


2 - Select “Dial Me Now” and Primus Meeting Center will call out to you on the number you specify.



### Participants: Option 2 – Join the Meeting from an Invitation from the Desktop Icon

1 - Click on the link in the Messenger window.



2 - Select “Dial Me Now” and Primus Meeting Center will call out to you on the number you specify.

