

How to Create a Video Conferencing (VC) Virtual Meeting Room (VMR) Account

Request Virtual Meeting Room (VMR) Account



Are you expecting to host a VC meeting in the future? If yes:

VERY IMPORTANT – You need to request a SSC VMR account before you can schedule your first Video Conference (VC) meeting.

- From a computer, open a web browser and follow this link:
<http://service.ssc-spc.gc.ca/en/services/videoconferencing/users/form-request-vmr-account>
- You will need to provide your name, email address, phone number and address. Within 2-3 business days you will receive an email with your:
 - VMR Number
 - GUEST PINand
 - HOST PIN

When hosting your next VC meeting

Include in the Outlook Meeting Invitation:

- the available boardroom (as an attendee)
- your VMR:
 - *Internal to Government: e.g. [76138187566](tel:76138187566)*
 - *External to Government (with @video.gc.ca): e.g. 76138187566@video.gc.ca*
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- if any participants joining via telephone (audio only) include the telephone number for them to use:
 - 613-729-5408 (local to NCR) or 1-855-470-7641 (toll-free)
 - Once dialed, the conference code (is the number provided before the @ symbol of the VMR address, e.g. 76138187566 followed by #).
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NOTE: The process is the same as the teleconference service; the meeting participants will dial-in via their own VC equipment. It will be like having your own virtual personal bridge. No need to contact anyone to reserve your VC meeting in advance.

For more info visit the following site:

INFRAnet > Office Tools > IMIT Guides and Tips > Boardrooms > Video Conferencing Boardroom
http://infranet.ad.infrastructure.gc.ca/imit/Help/Computer/boardroom2_e.shtml