HOW TO BOOK A DIGITAL MEETING

Video conference, Skype and phone meetings.

1. Open **Outlook** on your computer and go to the calendar

2. From the calendar view, click the "**New Skype Meeting**"

3. Our custom signature will **automatically add your video address, conference ID and dial in options**

4. **Invite people** to your meeting and don't forget to **add a conference room** if needed

How to join a digital meeting

From a video conference room

1. Open the meeting invitation in Outlook and find the **Conference ID**
2. Use the **Call button** on the touchpad and select **Join Stena Meeting** or **Join Stena Line Meeting** depending on who has invited you to a meeting.
3. In the call, tap **Keypad** to invoke the dial pad. Enter the **Conference ID** followed
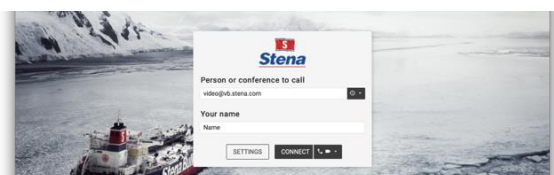4. by a **#**

From Skype from Business

1. Open the **meeting invitation** in Outlook
2. Click on the **"Join online Meeting"**-button
3. Follow the Skype instructions

From a Browser – Google Chrome

1. Open the meeting invitation in Outlook.
2. Click on the link at the **From a web browser** or open http://meeting.stena.com or http://meeting.stenaline.com depending
3. on who has invited you to a meeting.
4. Enter **video@vb.stena.com** or **video@vb.stenaline.com**, your **Name** and Click **"Connect"**
5. Enter the Conference ID found in the invitation.
6. Follow the on-screen instructions.

From a Phone

You can use both the **Skype for Business** and **Google Chrome** options from your phone by downloading the applications from App store.

To dial a regular phone call:

1. Open the **meeting invitation**
2. Locate the **dial in number** and **Conference ID**
3. **Click on the number or dial the number** and when the **voice** asks to enter the **Conference ID** followed by a #

Stena Group IT Service Desk
We are here to help you with IT related requests or issues.

Note: You can use the TeamViewer client, so as we can help you remotely via your personal computer (as well as Stena issued devices).

Call us: +46 31 855 300
Email us: itsupport@stena.com
TeamViewer: help.stena.com
Visit our site: https://stena.sharepoint.com/sites/Group-IT

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