

VC BOOKING WITH BHARATVC ACCOUNT

IN RESERVE PORTAL

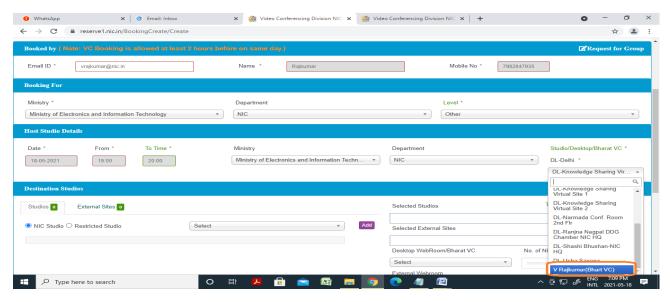
Videoconferencing Technologies and Services Division





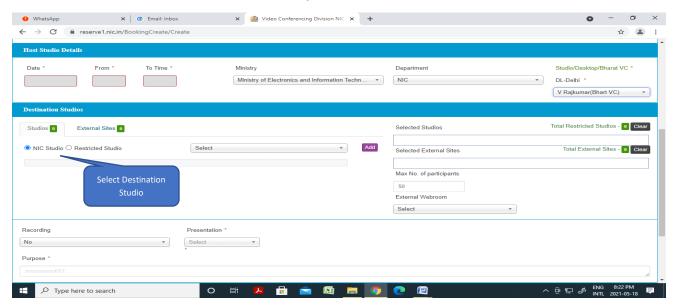
Video Conference Booking with BharatVC

- Browse https://reserve.nic.in
- > For Video Conferencing booking click icon "Book VC"
- User will get the pre-filled information such as email id, mobile number, name, designation, etc.
- ➤ User can select BharatVC account as Host Studio which belongs to the Ministry/Department/States in the drop-down menu as shown in the **Screen** 1.



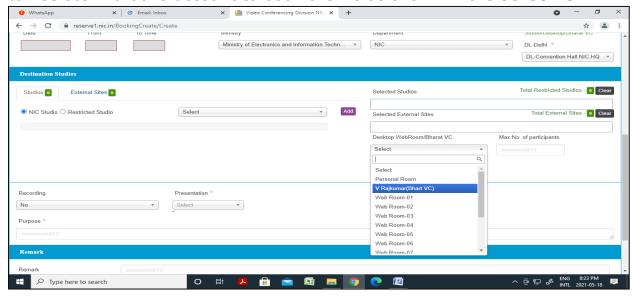
Screen 1

➤ Once the host site is selected as BharatVC, the user can select any destination Studio to book the VC if necessary, as shown in the **screen 2**.



Screen 2

➤ If Host studio selected as a studio, Bharat VC account will appear in the Destination drop-down menu for respective ministry/department/state. User can select BharatVC account to book the VC as shown in the **screen 3**.



Screen 3

Once VC is booked, a confirmation email with information of BharatVC link for Active and Passive participants with password will be sent to booking user as shown in the **Screen 4**.



Screen 4

Note: To moderate the BharatVC session, one has to login with Username and Password of the person whose meeting room is defined/selected in the booking menu. Alternately, the moderator can join the scheduled conference by clicking on link as received through email.