SKYPE SCHEDULE A CONFERENCE CALL

Schedule a conference call via Skype for Business Web Scheduler.

01 In your browser of choice, go to **https://gwskyfepool01-int. gatewaycc.edu/scheduler/**. Microsoft Edge is recommended.

02 Sign into Skype for Business by using your Maricopa credentials**.**

> **Domain\Username:** mcccd.org\[yourMEID]
> **Password:** [your password]

03 Fill out the meeting information. Click on **Save** when you're finished. *Attendees and Audio Section Note: Add participants with their email or name (formatted as last name, first name) with a semicolon separating each participant. Then, click on Check Names.*

04 Copy and paste the meeting details to the invitation you send to participants.
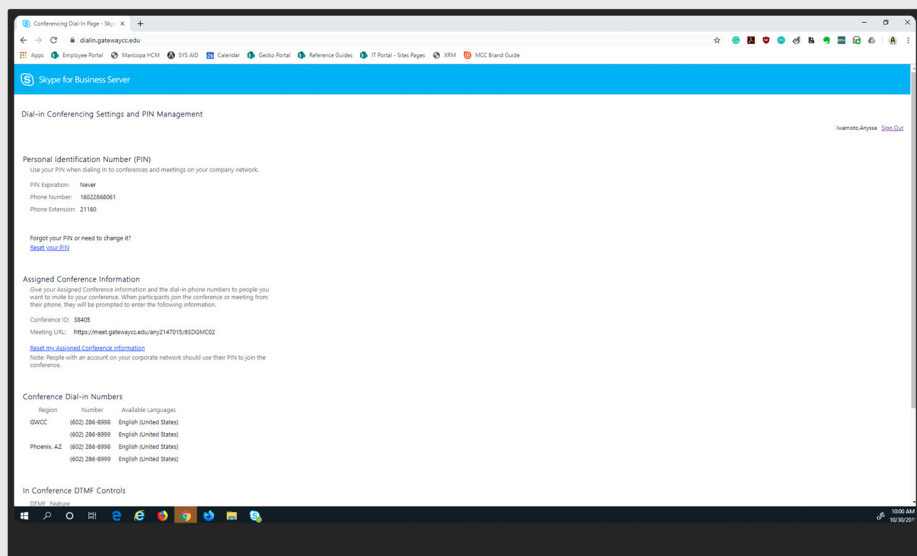
SKYPE DIAL-IN

Access dial-in conferencing settings and PIN management. Information you will find on this page include: PIN expiration, Phone Number, Phone Extension, Conference ID, Meeting URL, and Conference Dial-in Numbers. *Note: You are able to reset your PIN and Assigned Conference Information.*

01   In your browser of choice, go to **https://dialin. gatewaycc.edu/**. Microsoft Edge is recommended.

02   Under the Personal Identification Number (PIN), click on **Sign In**. Then, click on **Sign In** again.