**How to conduct Cisco Virtual meetings**

**Please read the instructions carefully**

This document contains:

1. [Quick guide on joining through browser](#Browser)
2. [Quick guide on joining through phone](#Phone)
3. [Quick guide on creating the virtual meeting rooms](#Create)

Press the links to jump to the relevant part of the guide.

**Quick guide: Joining through browser**

Browse to <https://join.video.nets.eu/>  
(OBS! Supported browsers are: **Chrome**, **Firefox** and **Safari**)

You will be presented with a log-in prompt, where you can type in the meeting ID and pin. The meeting information is given in the virtual meeting room information:

Meeting50 join.nets@video.nets.eu +4722790011 IP 91.102.25.124 call ID **50**# PIN **123456**# (example)

The ID in this example is: 50

The PIN in this example is: 123456.



You can then input your name and press “join meeting”.

You have now joined the meeting.

**Quick guide: Joining through phone**

Call one of our access numbers:

* +47 22790011 in Norway
* +45 44880011 in Denmark
* +46 86099511 in Sweden
* +49 69 7922 6910 in Germany

(If you are calling from outside the above countries, you can choose any one of them to call)

You will be presented with a log-in prompt, where you can type in the meeting ID and pin. The meeting information is given in the virtual meeting room information:

Meeting50 join.nets@video.nets.eu +4722790011 IP 91.102.25.124 call ID **50**# PIN **123456**# (example)

The ID in this example is: 50

The PIN in this example is: 123456.

You have now joined the meeting.

**Quick guide: Creating the virtual meeting rooms**

**Booking a virtual meeting room in Nets**

In Nets all virtual meeting rooms are available for booking through Pronestor – which is an add-on to Outlook.

**Booking a virtual meeting room in Concardis**

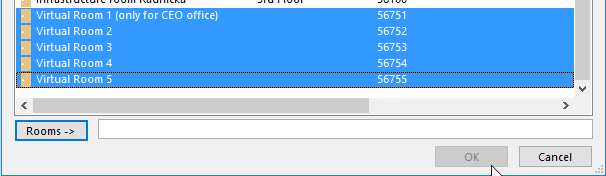
Currently we have three public Nets meeting rooms available.



You can book these public rooms and you can see the status of the rooms like our own meeting rooms.

**Booking a virtual meeting room in Mercury**

MPSI has 5 virtual meeting rooms are available for booking from Outlook room list:



In the meeting request you will find info on how to connect :

For example:

