How to Create a Conference Bridge Reservation

1. Open an Internet browser (i.e. Microsoft Edge, Firefox)
2. Enter micollab.una.edu in the address line.
3. At the login screen, enter your Username and Password (same as your portal sign-on)

4. Select Login.

5. Select Audio, Web and Video Conferencing (This may take a few seconds)
6. Under Set Up a Conference, select **One-time Conference**

7. Fill in the **Conference Name, Start Date, Start Time, Duration and Conference Size** as shown below:

   *** (See important note regarding Conference Size below) ***
*** Conference Size: There are only 19 licenses/ports available for concurrent use. Please only reserve the number that you are actually expecting to use. You will need one license for each person/location that is calling in, including yourself.

Example: You have 5 people calling in from the same office in Montgomery (1 license), 3 people calling in from Muscle Shoals in the same office (1 license), 8 people calling in from a different location on campus but in the same room (1 license), plus yourself (1 license). In this example you will choose 4 for the Conference Size.

- You can check the available licenses/ports for the time you are selecting by filling in the Start Date, Start Time, Duration and Conference Size and then clicking the box next to Conference Size. This will let you know if there are enough licenses/ports available for the time you are scheduling your call.

8. All other options can remain at the default value.

9. Select OK.
10. You will now see the details of your conference call as well as the Access Information as shown below:

**Example Conference Call**

<table>
<thead>
<tr>
<th>Conference Details</th>
<th>Documents</th>
<th>Approval</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name and Time</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Name</td>
<td>Example Conference Call</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start Time</td>
<td>Apr 22, 2019 10:00 AM US/Central</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duration</td>
<td>4 hours, The conference will not stop automatically after the duration time. No new participants can join this conference.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference Size</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Published Conference</td>
<td>This conference is not published.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Call Features**

- Leader Required: The leader does not have to be in this conference for it to start.
- Conference Link: Use these links to join the conference
  - Leaders: http://micollab.una.edu/call/0448785
  - Participants: http://micollab.una.edu/call/0458758
- Join Muted: No participants are muted.
- Roll Call: Participants’ names are not recorded and announced.
- Join and Leave Tone: Play a tone to everyone when participants join and leave.
- Personal ID: This conference does not require a personal ID.
- Require Approval: Access to this conference does not require approval.
- Duplicate Personal IDs: This conference allows duplicate personal IDs on audio connections.

**Billing Information**

- Department: 
- Project: 

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a. You can send this information to the other participants of your call.

b. 

c. You should reserve the Leader access code for yourself.
11. If for some reason the date/time of your conference changes, please remember to login and delete your reserved conference bridge so that other users can have access to the 19 available licenses/ports.

   a. Login to micollab.una.edu
   b. Select Audio, Web and Video Conferencing
   c. Select My Conferences
   d. Mark the box beside the conference you wish to Delete.
   e. Select Delete Selected