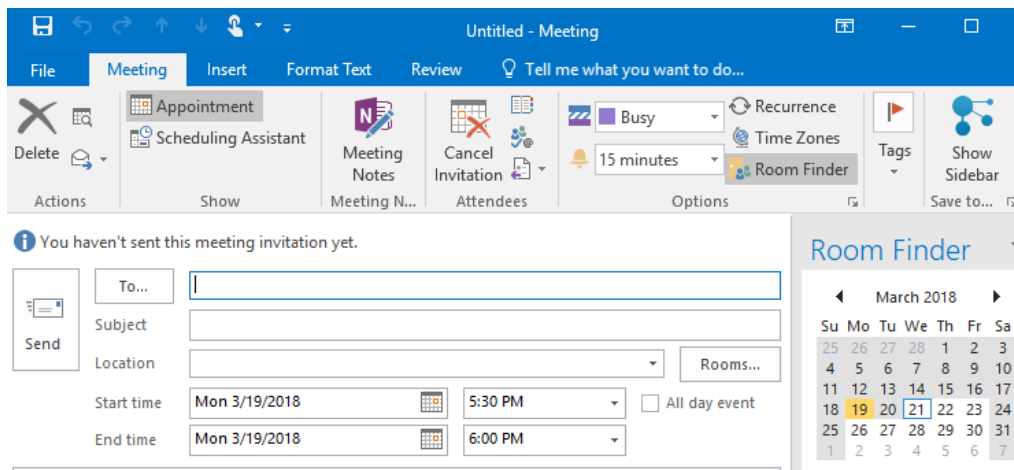
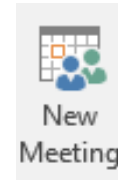


## How to book a conference call:

1. In Outlook, create a "New Meeting"
2. Enter the meeting subject
3. Enter the following email in the meeting invite:
  - [videoconference@unityhealth.to](mailto:videoconference@unityhealth.to)



4. Click "Send"
5. You should receive a confirmation email from Cisco within 2-minutes. The details will contain information for users to join the teleconference

6. Copy and paste the teleconference details (highlighted portion below) into your actual meeting invite

## TEST

Wednesday, March 18, 2020, 2:00 PM | 30 min  
(UTC-05:00) Eastern Time (US & Canada)

## Join the Meeting

### Join via Web Browser

Join using Google Chrome: [Click Here](#)

*Currently the only supported web browser is Google Chrome*

### Join via Cisco Video Conference Room Kit:

Click the green "Join" button on the touch panel or Call [8819921](tel:8819921)@[meet.smh.ca](mailto:meet.smh.ca)

## Need Audio Connection?

Use your computer's microphone and speakers for audio connection

OR

### Call in via telephone:

Internal at St. Michael's: ext 73666

Internal at St. Joseph's or Providence: ext 173666

External :+1-416-867-3666

Conference ID: 8819921