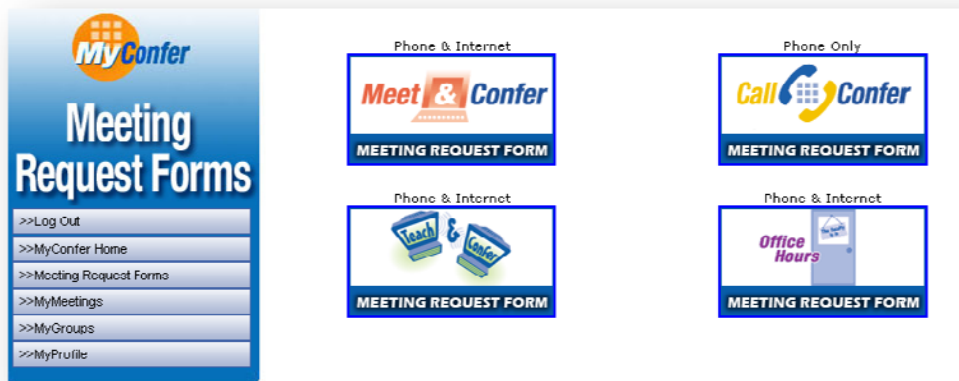


# MyConfer - Request Meetings

1. Log into your **MyConfer** account.
2. Select **Meeting Request Forms**.
3. Choose a meeting type:
  - **Meet & Confer** for meetings outside the classroom (phone and internet).
  - **Teach & Confer** for online classes (phone and internet).
  - **Office Hours** for meeting with students outside the classroom (phone and internet).
  - **Call Confer** for any conference call meeting (phone only).



4. Complete the request form, choose options, and **Submit**.
  - Check the Recurring box to establish a series of dates for this meeting.
  - Check the Archive box to record the meeting.
  - Check the Closed Caption box for hearing impaired support.

Note: Additional documents are available on the SUPPORT page regarding Recurring, Archives and Closed Caption.

5. Two confirming emails are sent to your mailbox – a Presenter Confirmation and Participant Invitation to forward to invitees. As these are in email format, you can edit to add more detail about the meeting for your participants.

The call in telephone number and passcodes can be viewed by clicking the meeting title when logged into your account.

## Meet & Confer Meeting Request

Please **do not** click the back button on your browser after clicking the submit button as this will cause your meeting to not be scheduled or scheduled with incorrect meeting details. Wait until the meeting is processed before attempting to make changes to the meeting. At the present time, the only changes allowed are to cancel the meeting.


Sorry for the inconvenience,  
CCC Confer

- Recurring Meeting - [What's This?](#)
- Check the box if you want to have this meeting archived  
[New Instructions](#)  
Mon - Fri, 2 hour notice required .  
Sat-Sun, 48 hours notice required
- Request Closed Caption - [What's This?](#)  
Mon - Fri, 8am - 5pm . 72 hours notice required

**Status**

Active


**Group/Organization/College\***

CCC Confer 

**Meeting Title\***

Learn How to Meet Online with CCC Confer


**Meeting Date (mm/dd/yyyy)\***

6/23/2008 

**Number of participants**

1-5 

**Meeting Start Time\***

9:00 AM  (Pacific Time)

**Meeting Duration\***

30 min. 

**Lead Presenter**

Gustafson , Donna (donna) 

**QUESTIONS?**

CCC Confer Client Services is available Monday through Friday between 8:00 am and 4:00 pm by calling 760-744-1150 ext 1537 or 1554 or email [clientservices@cccconfer.org](mailto:clientservices@cccconfer.org).

Submit