

MyConfer – View, Edit or Cancel Meetings

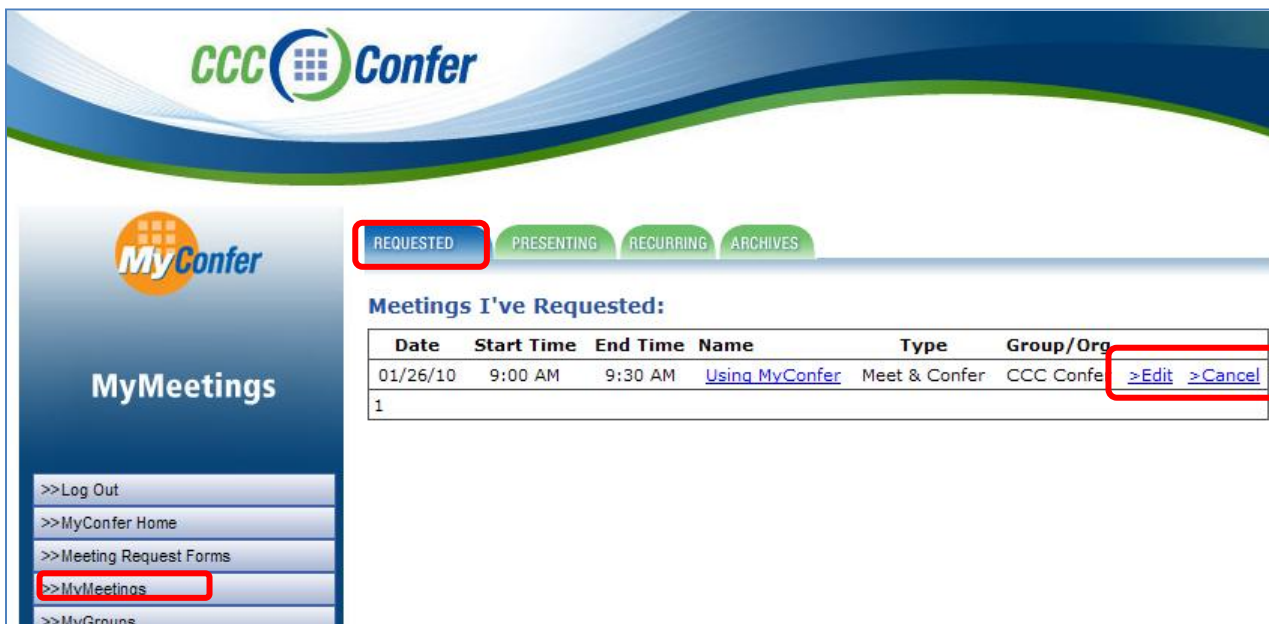
View all scheduled meetings from the **REQUESTED** or **PRESENTING** tabs.
Click on the meeting tile to display the call in telephone number and passcode.

Meetings can be edited to change details, add other Presenters (who are members of the portal and your organization), or cancel a meeting.

1. Log into **MyConfer**.
2. Select **MyMeetings > Requested** tab.
3. Click [Edit](#) > enter the changes and click **Submit**.

Note: See steps below to edit a recurring series or add date to a series.

4. To cancel a meeting click [Cancel](#).



The screenshot shows the MyConfer web interface. At the top is the 'CCC Confer' logo. Below it is a navigation bar with tabs: 'REQUESTED' (highlighted with a red box), 'PRESENTING', 'RECURRING', and 'ARCHIVES'. The main content area is titled 'Meetings I've Requested:' and contains a table with the following data:

Date	Start Time	End Time	Name	Type	Group/Org	
01/26/10	9:00 AM	9:30 AM	Using MyConfer	Meet & Confer	CCC Confer	>Edit >Cancel
1						

On the left side, there is a 'MyMeetings' sidebar with a menu containing: '>>Log Out', '>>MyConfer Home', '>>Meeting Request Forms', '>>MyMeetings' (highlighted with a red box), and '>>MyGroups'.

Updated confirmations are sent to your email.

Edit a Recurring Series Meeting Schedule

MEETING DETAILS

Teach & Confer Meeting Request

Status
Active

Group/Organization/College*
CCC Confer

Meeting Title*
Editing Recurring Meetir

Number of participants
1-5

Lead Presenter
Gustafson, Donna - Admin (DonnaG)

Meeting

Recur

1. Choose the meeting to change and click **Edit**.

Start date	Start time	Duration	Edit	Delete
01/26/2010	9:00 AM	30	Edit	Delete
02/02/2010	9:00 AM	30	Edit	Delete
02/09/2010	9:00 AM	30	Edit	Delete

[Add a meeting to the series](#)

Request Closed Caption - [What's This?](#)
Mon - Sat, 7am - 10pm . Two business days notice required.

Meeting

Recur

2. Enter the new date and /or time.
3. Click **Update** to reflect the change.

Start d

01/26/2
02/02/2

Note: Cancel will stop the change

02/15/2010	7:30 AM	30 min.	Update Cancel	Delete
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Meeting

Recur

4. **Important!** Click **Submit** to confirm the change.
New confirmations will be sent with the updates.

Start da

01/26/20
02/02/2010

02/15/2010	7:30 AM	30	Edit	Delete
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[Add a meeting to the series](#)

Request Closed Caption - [What's This?](#)
Mon - Sat, 7am - 10pm . Two business days notice required.

Submit

Add Dates to a Recurring Series Meeting

Meeting Options

Recurring Meeting - [What's This?](#)

Start date	Start time	Duration	Edit	Delete
01/26/2010	9:00 AM	30	Edit	Delete
02/02/2010	9:00 AM	30	Edit	Delete
02/15/2010	7:30 AM	30	Edit	Delete
03/11/2010	1:00 PM	30	Edit	Delete

[Add a meeting to the series](#)

Request Closed Caption - [What's This?](#)
Mon - Sat, 7am - 10pm . Two business days notice required.

1. Click **Add a meeting to the series**

Meeting Options

Recurring Meeting - [What's This?](#)

Start date	Start time	Duration	Edit	Delete
01/26/2010	9:00 AM	30	Edit	Delete
02/02/2010	9:00 AM	30	Edit	Delete
02/15/2010	7:30 AM	30	Edit	Delete

Note: Steps 1-3 can be repeated to add more than one date.

[Hide](#)

Add meeting

Start date: 03/11/2010	Start time: 1:00 PM	<input type="button" value="Add series"/>
Duration: 30 min.		

Request Closed Caption - [What's This?](#)
Mon - Sat, 7am - 10pm . Two business days notice required.

2. Enter the new date details
3. Click **Add series** to reflect the new date

Meeting Options

Recurring Meeting - [What's This?](#)

Start date	Start time	Duration	Edit	Delete
01/26/2010	9:00 AM	30	Edit	Delete
02/02/2010	9:00 AM	30	Edit	Delete
02/15/2010	7:30 AM	30	Edit	Delete
03/11/2010	1:00 PM	30	Edit	Delete

[Add a meeting to the series](#)

Request Closed Caption - [What's This?](#)
Mon - Sat, 7am - 10pm . Two business days notice required.

4. **Important!** Click **Submit** to confirm the change.
New confirmations will be sent with the updates.