



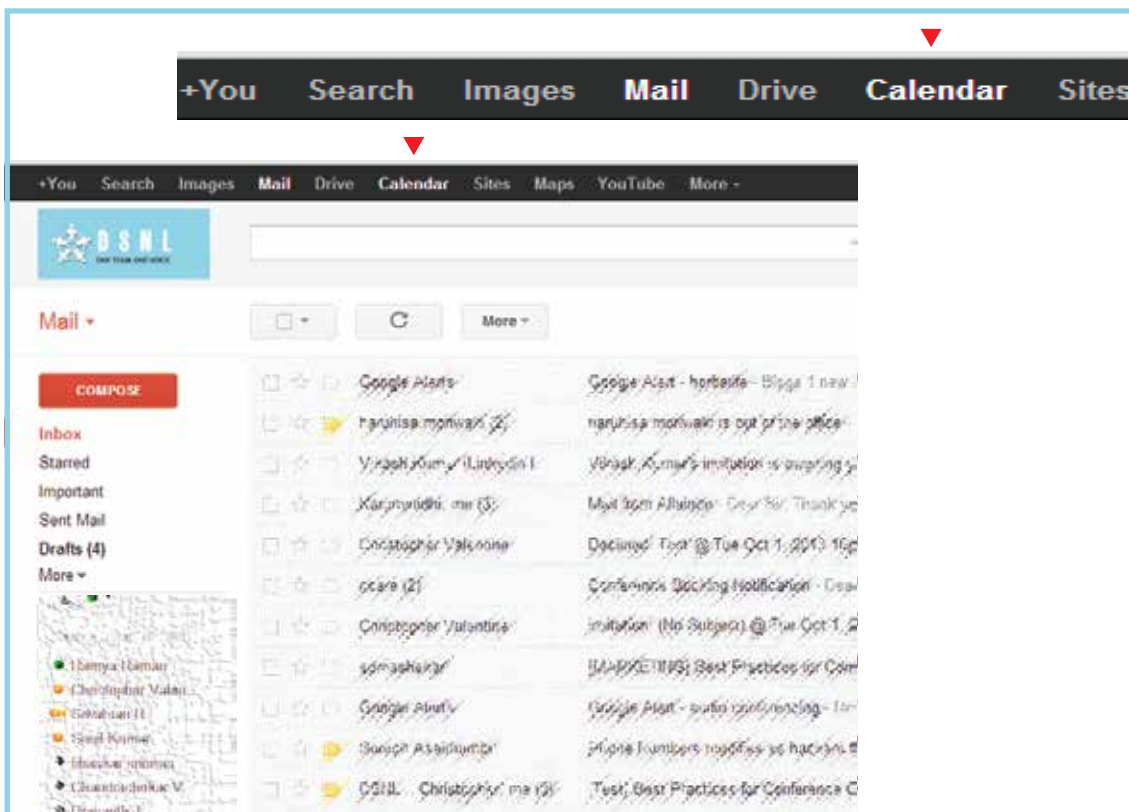
Converse. Collaborate. Create.

Your Quick Start Guide to effective conferencing

Booking a conference using the google calendar

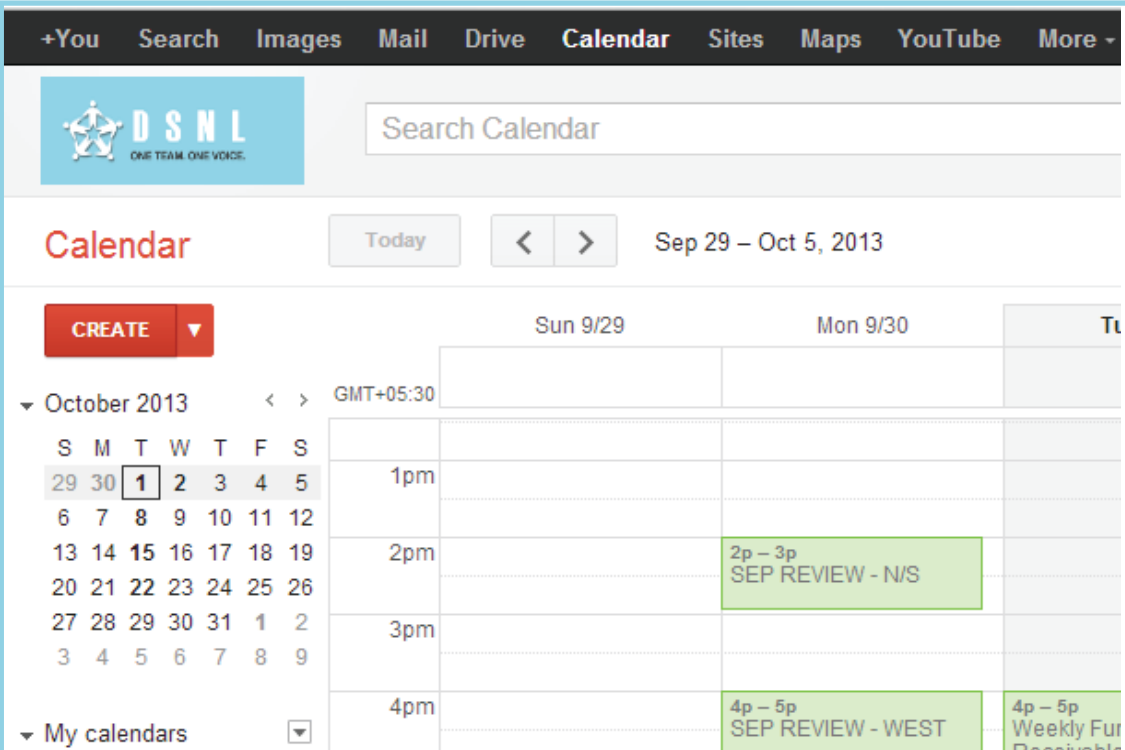
Conference Booking using Gmail

Step 1: Click on the Calendar tab



▶ Click on 'Calendar' on the top black banner of the Gmail window.

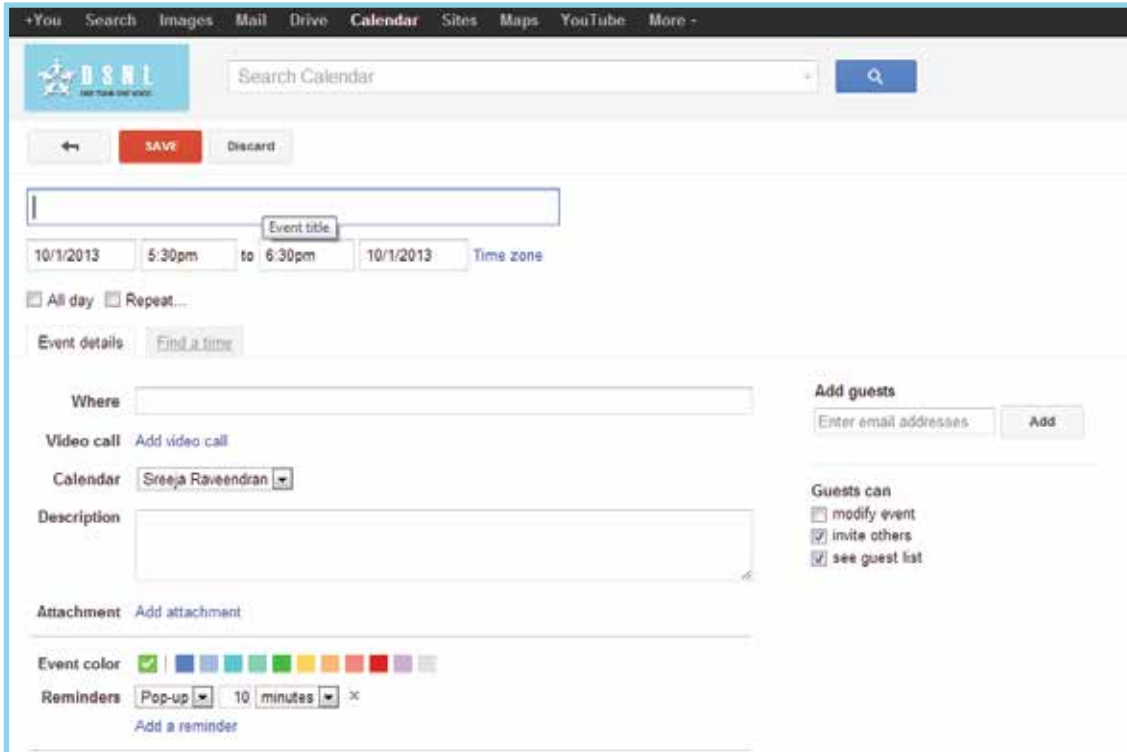
Step 2: Click on the 'Create' tab



The screenshot shows the Google Calendar interface. At the top, there is a navigation bar with links for '+You', 'Search', 'Images', 'Mail', 'Drive', 'Calendar', 'Sites', 'Maps', 'YouTube', and 'More'. Below this is the DSNL logo and a search bar labeled 'Search Calendar'. The main heading is 'Calendar' with a 'Today' button and navigation arrows. The current view is for 'Sep 29 - Oct 5, 2013'. A red arrow points to a red 'CREATE' button with a dropdown arrow. Below the button is a calendar grid for October 2013, showing dates from the 29th to the 9th. The grid includes time slots from 1pm to 4pm. Existing events are visible: '2p - 3p SEP REVIEW - N/S' and '4p - 5p SEP REVIEW - WEST'. A 'My calendars' section is visible at the bottom left.

- ▶ Click on 'Create' to create a new calendar

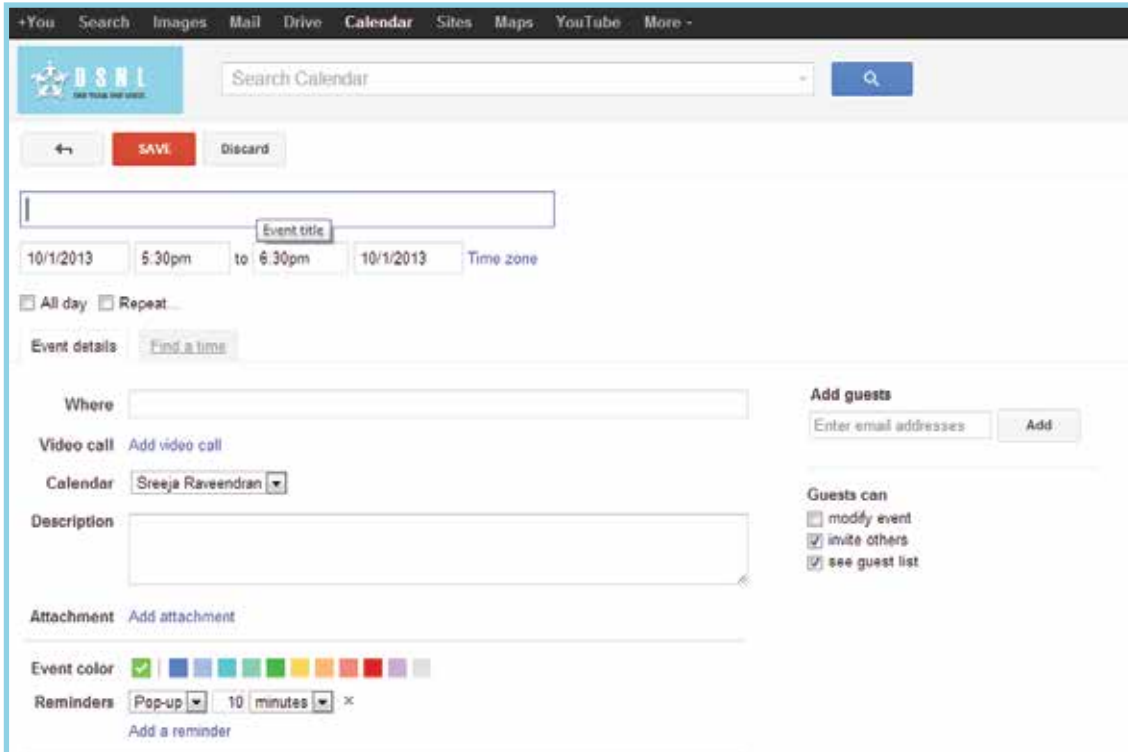
Step 3: Enter Booking details



The screenshot shows the Google Calendar 'Add Event' interface. At the top, there's a navigation bar with '+You Search Images Mail Drive Calendar Sites Maps YouTube More'. Below that is the DSNL logo and a search bar. The main form has a 'SAVE' button and a 'Discard' button. The event title field is empty and has a tooltip that says 'Event title'. The date and time are set to '10/1/2013 5:30pm to 6:30pm 10/1/2013 Time zone'. There are checkboxes for 'All day' and 'Repeat...'. The 'Event details' section includes a 'Find a time' button, a 'Where' field, a 'Video call' section with an 'Add video call' link, a 'Calendar' dropdown menu showing 'Sreeja Raveendran', and a 'Description' text area. The 'Attachment' section has an 'Add attachment' link. The 'Event color' section shows a row of color swatches with the first one (green) selected. The 'Reminders' section has a dropdown for 'Pop-up', a '10 minutes' dropdown, and an 'Add a reminder' link. On the right side, there's an 'Add guests' section with an 'Enter email addresses' field and an 'Add' button. Below that is a 'Guests can' section with three checkboxes: 'modify event' (unchecked), 'invite others' (checked), and 'see guest list' (checked).

- ▶ Enter the Title of the conference
- ▶ Enter the time and date
- ▶ Enter the venue of the conference
- ▶ Enter a brief description of the event

Step 4: Add guests

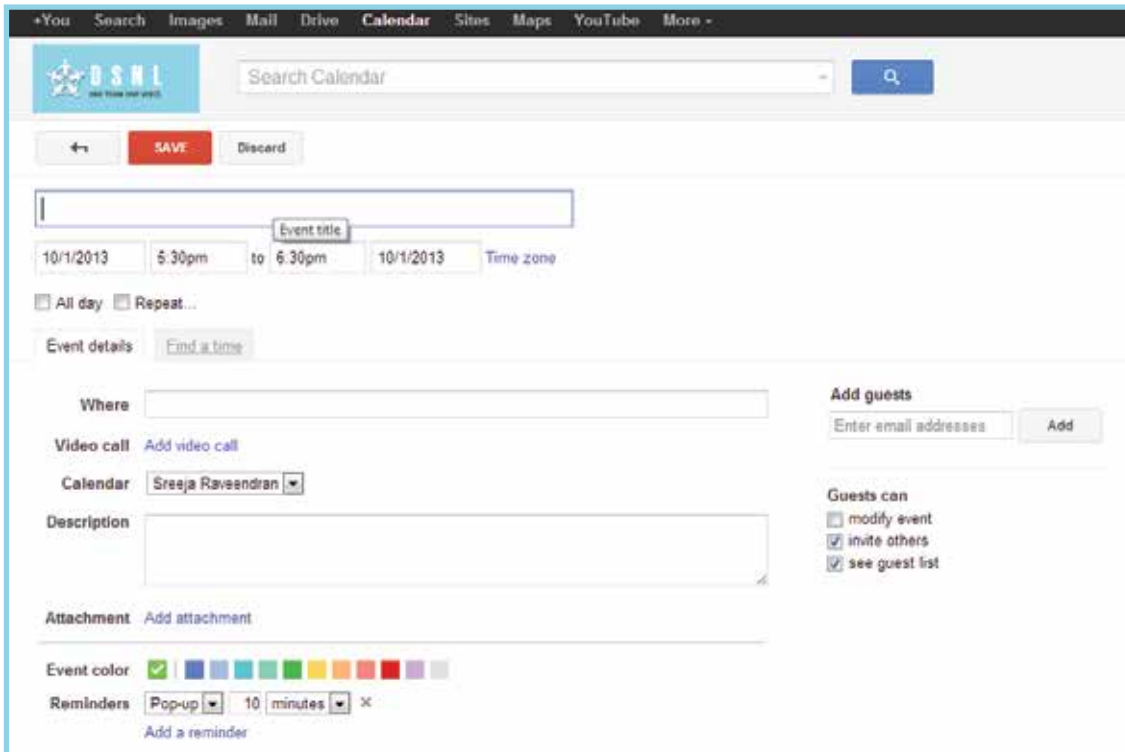


The screenshot shows the Google Calendar 'Add Event' interface. At the top, there are navigation links: +You, Search, Images, Mail, Drive, Calendar, Sites, Maps, YouTube, More. Below this is the DSNL logo and a search bar. The main form has a 'SAVE' button in red and a 'Discard' button. The event title field is empty. The date and time are set to 10/1/2013, 5:30pm to 6:30pm. There are checkboxes for 'All day' and 'Repeat'. The 'Event details' section includes a 'Find a time' button, a 'Where' field, a 'Video call' section with an 'Add video call' link, a 'Calendar' dropdown menu set to 'Sreeja Raveendran', and a 'Description' text area. The 'Attachment' section has an 'Add attachment' link. The 'Event color' section shows a row of color swatches with the first one (green) selected. The 'Reminders' section is set to 'Pop-up' and '10 minutes'. On the right side, the 'Add guests' section has an 'Enter email addresses' field and an 'Add' button. Below this, the 'Guests can' section has three checkboxes: 'modify event' (unchecked), 'invite others' (checked), and 'see guest list' (checked). A red arrow points to the 'Add' button in the 'Add guests' section.

- ▶ Add 'reservations@dsnl.in' as a guest and the email id of the participants as well.

** IMP: The email id of the conference initiator/sender should be registered as a SPOC with the DSNL Customer care team.

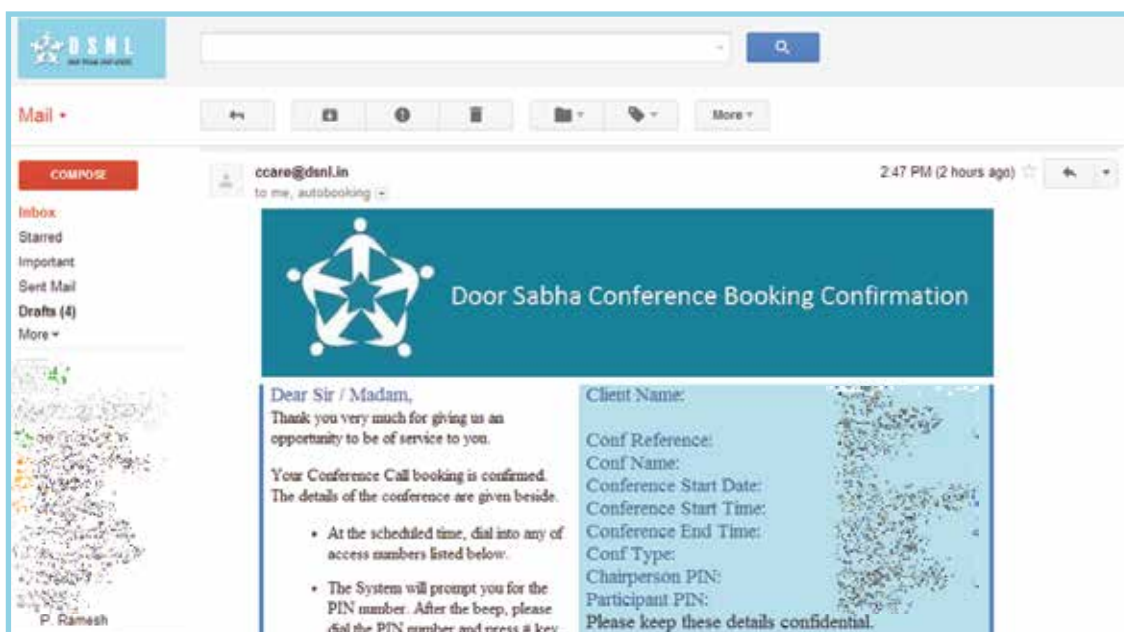
Step 5: Click 'Save'



The screenshot shows the Google Calendar event creation interface. At the top, there is a navigation bar with links for 'You', 'Search', 'Images', 'Mail', 'Drive', 'Calendar', 'Sites', 'Maps', 'YouTube', and 'More'. Below this is a search bar labeled 'Search Calendar'. The main form contains several sections: a 'SAVE' button (highlighted with a red arrow) and a 'Discard' button; an 'Event title' input field; date and time selection (10/1/2013, 5:30pm to 6:30pm); checkboxes for 'All day' and 'Repeat...'; an 'Event details' section with an 'End a time' button; a 'Where' input field; a 'Video call' section with an 'Add video call' link; a 'Calendar' dropdown menu set to 'Sreeja Ravendran'; a 'Description' text area; an 'Attachment' section with an 'Add attachment' link; an 'Event color' selection bar; and a 'Reminders' section set to 'Pop-up' 10 minutes before. On the right side, there is an 'Add guests' section with an 'Enter email addresses' input and an 'Add' button, and a 'Guests can' section with checkboxes for 'modify event', 'invite others', and 'see guest list' (the latter two are checked).

▶ Click 'Save' to complete the process.

Step 6: Receive Mail Confirmation



A mail confirmation is sent to the conference initiator/sender and the participants as well.

Mail Confirmation

- ▶ The mail to the conference initiator shall consist of the
 - a) Chairperson PIN
 - b) Participant PIN
 - c) Access numbers
 - d) DTMF Commands.

- ▶ The mail to the participants shall consist of the
 - a) Participant PIN
 - b) Access numbers
 - c) DTMF Commands.

** IMP: Please ensure the confidentiality of this email.

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Visit www.dsnl.in or call - Chennai: +91 94444 03894 | Bangalore: +91 99000 40450 | Delhi: +91 98997 27720
 Hyderabad: +91 83745 23450 | Mumbai: +91 98925 36033 | Pune: +91 98600 07801

Door Sabha Nigam Limited (DSNL), Tidel Park, 1106-D, South Block, No. 4,
 Rajiv Gandhi Salai, Taramani, Chennai 600 113 INDIA