



Converse. Collaborate. Create.

Your Quick Start Guide to effective conferencing

## Booking a conference using Microsoft Outlook

### How to use Microsoft Outlook for Autobooking

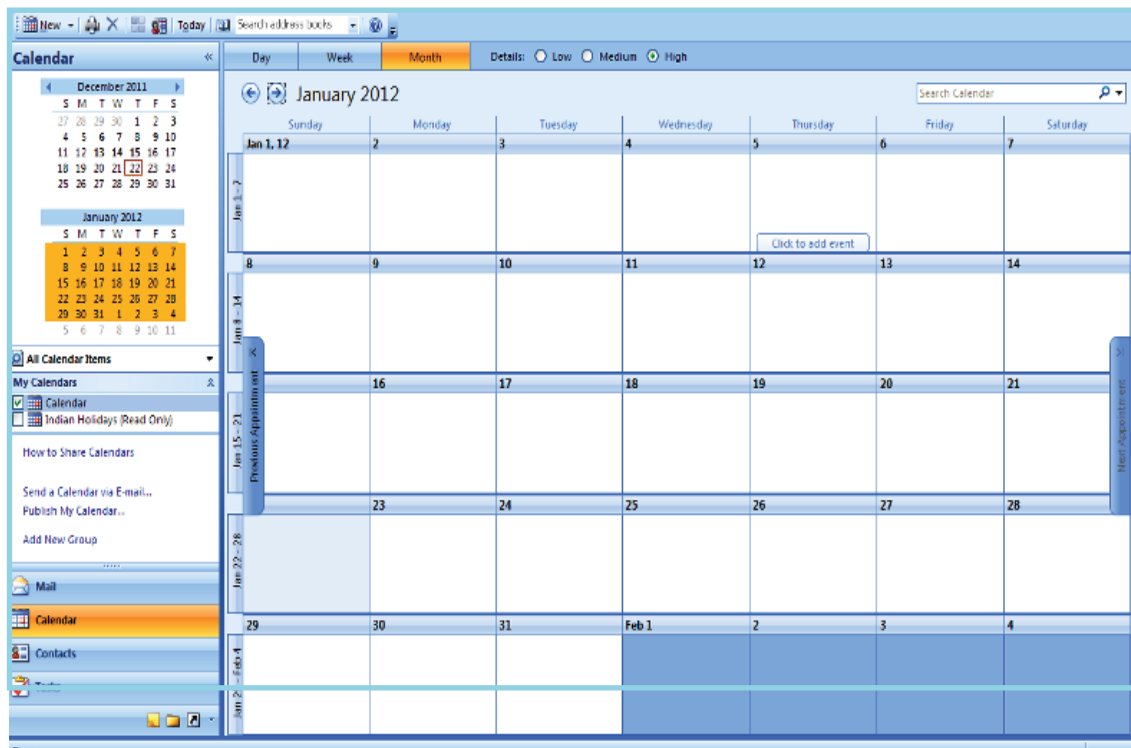
- ▶ Register your Email-ID as a client by sending a mail request to [customercare@dsnl.in](mailto:customercare@dsnl.in) marking a copy to the Single Point Of Contact.
- ▶ Click on **Calendar**
- ▶ Click the **New Appointment** Tab
- ▶ Click on **Invite Attendees**
- ▶ Set the **Date** and **Time** of the conference call
- ▶ Select the **Time Zone** Required
- ▶ Mark a mail to [reservations@dsnl.in](mailto:reservations@dsnl.in), add the participants mail ID's separated by ','
- ▶ **Send** the Invite

The sender will receive both the chairperson and participant PIN Details along with the Access Numbers.

The participants will receive the participant PIN along with the access numbers.

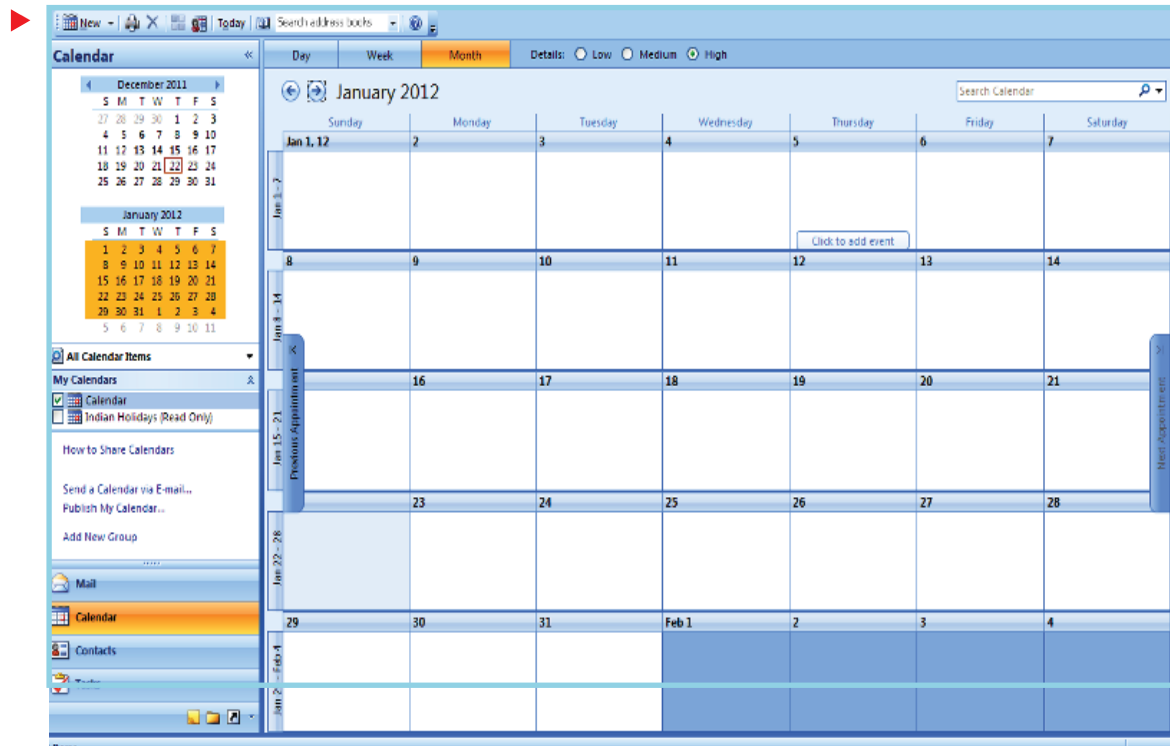
## MS Outlook for Autobooking – Step by step approach

### Step 1: Create a Calendar entry



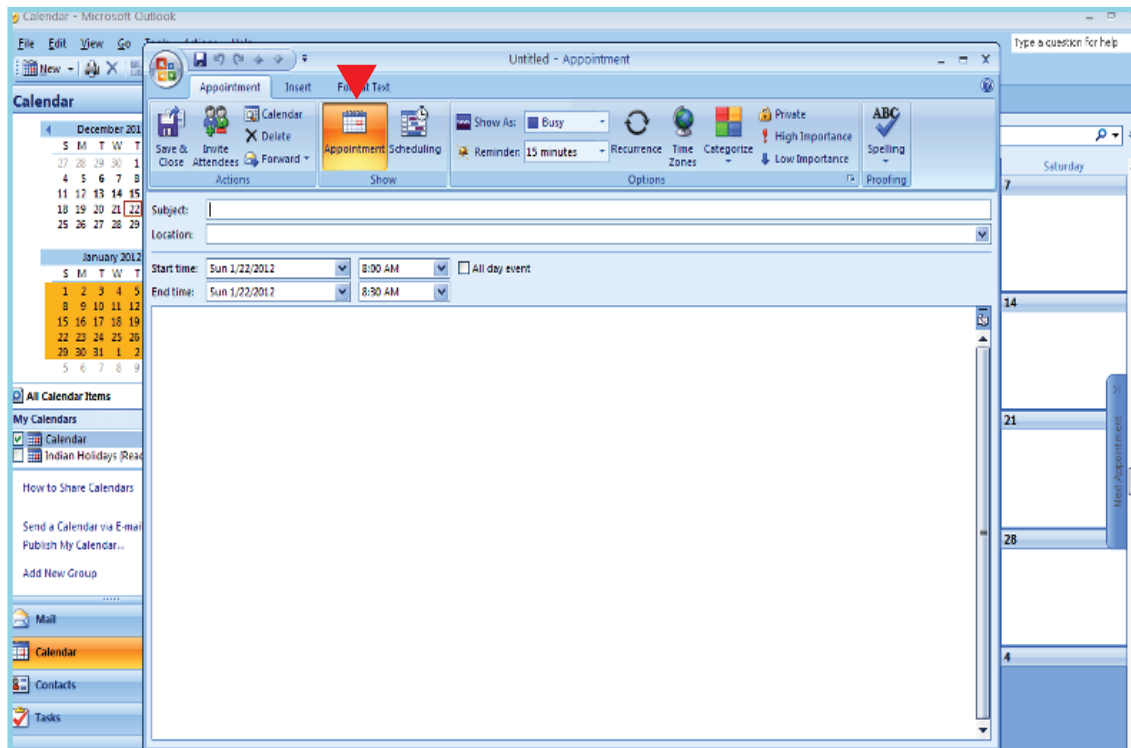
► Click on the Calendar tab

## Step 2: Create a new appointment



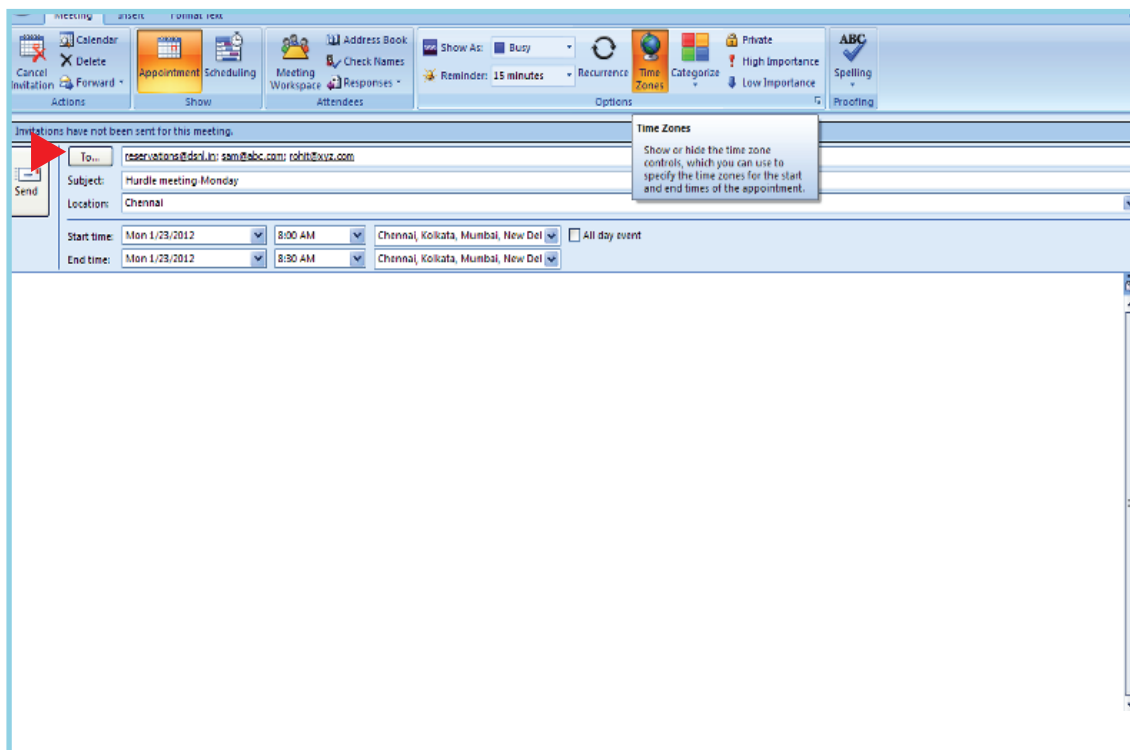
► Click on New

## Step 3: Inviting attendees



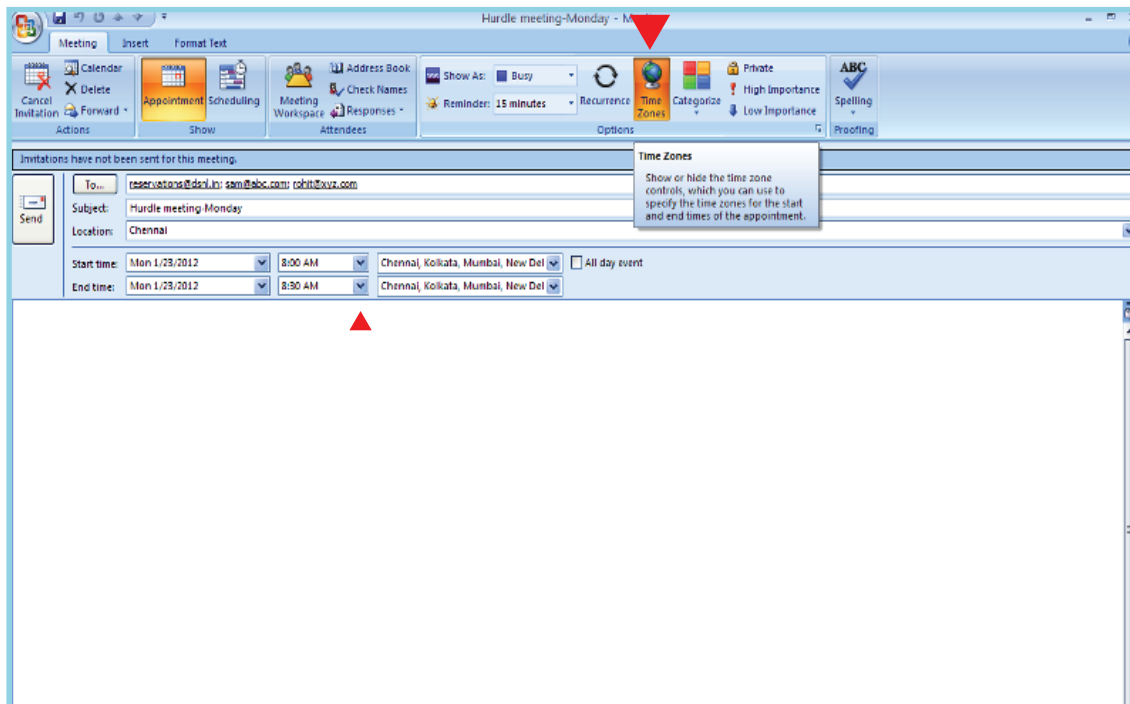
- ▶ Click on Invite attendees

## Step 5: Adding participants and reserving the conference call



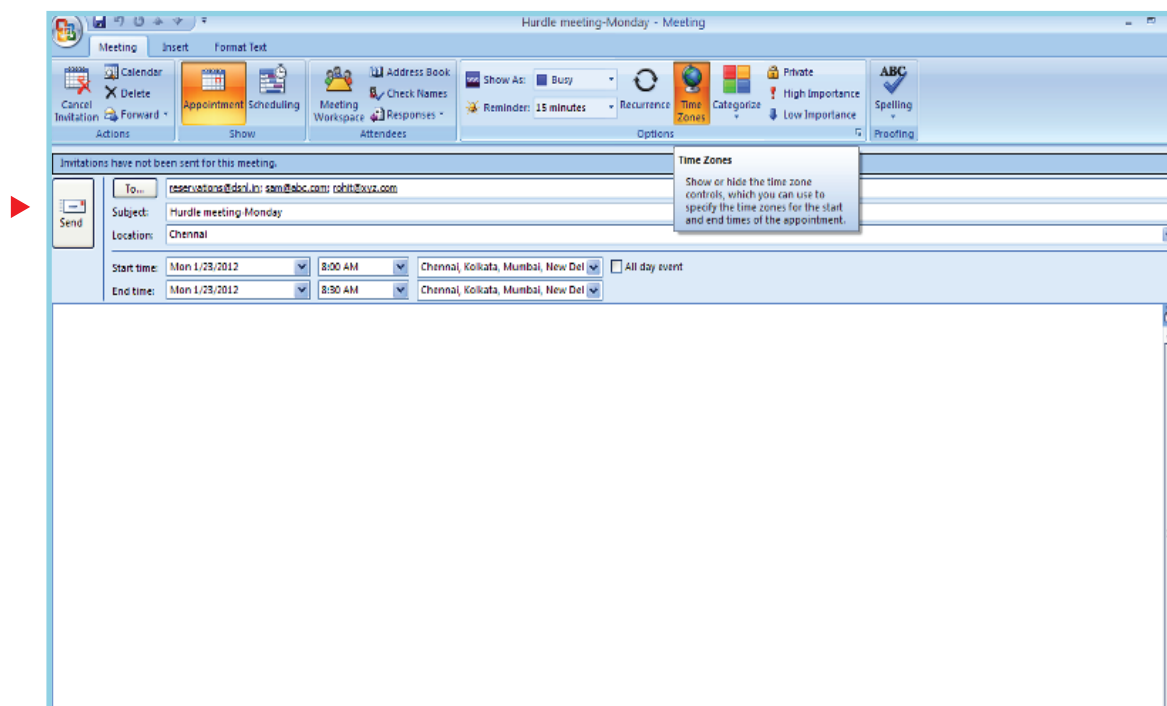
- ▶ Send mail to 'reservations@dsnl.in  
Add participants separated by ','

## Step 6: Setting the time zone



- ▶ Click and select the 'Time Zone'

## Step 7: Adding participants and reserving the conference call



- ▶ Click 'Send'

## Mail Confirmation

- ▶ The mail confirmation will be sent to the 'conference initiator/sender' and participants
- ▶ The mail to the conference initiator shall consist of the Chairperson PIN, participant PIN, Access numbers and DTMF Commands.
- ▶ The mail to the participants shall consist of the participant PIN, Access numbers and DTMF Commands.

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### CONTACT US FOR MORE INFORMATION.

Visit [www.dsnl.in](http://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