Hampden-Sydney Conference Bridge

Quick Reference Guide

Step 1 Open a Browser and go to the Web page interface for the Conference Circuit

Open any browser Window, on the URL line type Conference with a carriage return. Or if you have bookmarked it open favorites and go to your bookmark

Step 2 Login

Enter your user name (the first 10 characters of your email address before the @ symbol) and Password. First time logging in or if you have a password reset your default password will be 6 zeros "000000"

Step 3 To Schedule a Conference

Change the For Days to 90 and Click on the New Conference Radio Button

Step 4 Expand the browser to view more options

On the lower left of your screen click the Radio button marked Options

Step 5 What is the purpose of the Conference

On the subject line enter a brief description for the purpose of the Conference. Please be aware that other conference schedulers will see this and based on priorities your or their conference may need to be moved.

Step 6 How many participants will be on the call

Enter the number of participants including 1 for the host

Step 7 Who will be the Chairperson

Enter the name of the person Chairing the meeting

Step 8 When is the meeting to be scheduled for

Enter the Date, Start time, and expected length of the call

Step 9 Set the dial in Password for the Conferees

You can either make up a password or let the system generate one for you

Step 10 Set the dial in Password for the Chairperson

You can either make up a password or let the system generate one for you

Step 11 Add additional ports if necessary

Under General Options mark "Add ports if needed"

Step 12 Send the Chairperson an e-mail

Send Chairperson an email with the call-in number, start Date, Time and login password

Step 13 Send Conferees an email

Send Conferees (People who will be joining the host) an email with the call-in number, start Date, Time and login password