

## How to initiate a meeting

As the meeting organiser you will need to provide all the relevant information of the meeting details to the participants including the Conference ID and Meeting URL.

### Send Meeting URL to Participants

The Conference ID and Meeting URL can be sent as part of a meeting request or as a link in an email. This information can be found in the following locations:

#### KFRS Staff

1. Open **Lync** from the thin client desktop.
2. Click on the **Phone** icon.
3. Click **PIN** to view PIN settings.
4. On the PIN setting page, under **Personal Identification Number**, click **Sign In**.
5. On the Language screen leave **English (United States)** as default, click **Sign In**.
6. Under the heading **Assigned Conference Information** the unique Conference ID and Meeting URL will be displayed. An example is shown below

*Conference ID:*        51252

*Meeting URL:*        <https://meet.kent.fire-uk.org/username/KOL11MJF>

7. Copy this information and paste it into an email or meeting request.
8. Once copied, click **Sign Out** in the top right corner to exit the Dial-in Conferencing Settings and PIN Management screen.

#### South East Region FRSs

The Conference ID and Meeting URLs for each region can be found on the Kent Fire & Rescue Service website ([www.kent.fire-uk.org/conferencing](http://www.kent.fire-uk.org/conferencing)). This information can be copied and pasted into a meeting request or email.

### Use Kent Fire & Rescue Service website

The Kent Fire & Rescue Service website([www.kent.fire-uk.org/conferencing](http://www.kent.fire-uk.org/conferencing)) will list all of the Conference IDs and Meeting URLs for the South East Region Fire & Rescue Services. Attendees of a meeting being held in one of the South East Region FRSs will be able to go to this site and click on the meeting URL or use the Conference ID to join via audio.