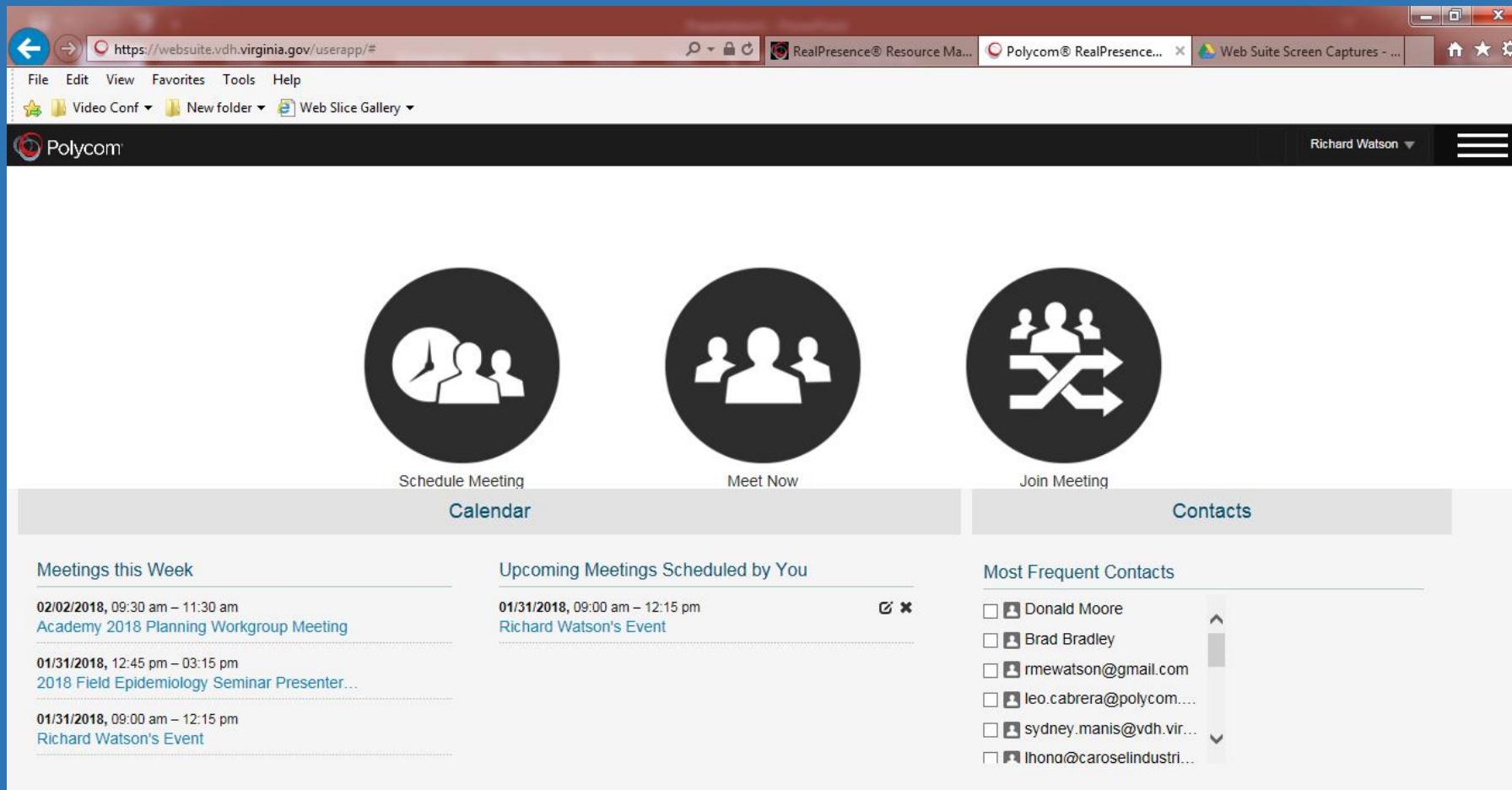


# Polycom Web Suite



The screenshot displays the Polycom Web Suite interface on a Windows operating system. The browser address bar shows the URL <https://websuite.vdh.virginia.gov/userapp/#>. The interface includes a top navigation bar with links for Video Conf, New folder, and Web Slice Gallery, as well as a user profile for Richard Watson and a navigation menu icon.

The main content area features three large circular icons: "Schedule Meeting" (two people), "Meet Now" (three people), and "Join Meeting" (three people with a video camera icon). Below these are two tabs: "Calendar" (selected) and "Contacts".

The "Calendar" section displays "Meetings this Week" and "Upcoming Meetings Scheduled by You".

- Meetings this Week:**
  - 02/02/2018, 09:30 am – 11:30 am  
Academy 2018 Planning Workgroup Meeting
  - 01/31/2018, 12:45 pm – 03:15 pm  
2018 Field Epidemiology Seminar Presenter...
  - 01/31/2018, 09:00 am – 12:15 pm  
Richard Watson's Event
- Upcoming Meetings Scheduled by You:**
  - 01/31/2018, 09:00 am – 12:15 pm  
Richard Watson's Event

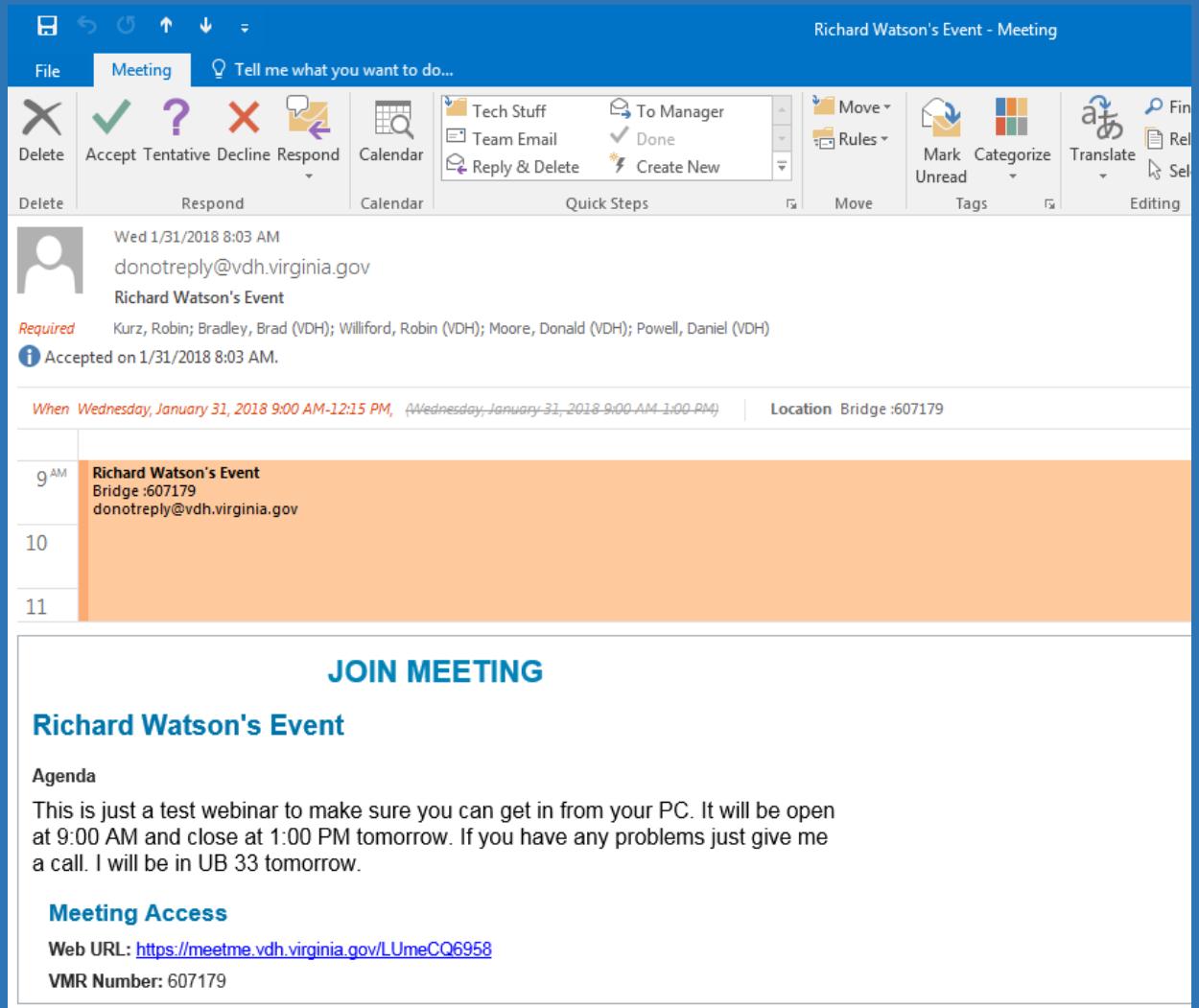
The "Contacts" section displays "Most Frequent Contacts" with the following list:

- Donald Moore
- Brad Bradley
- rmewatson@gmail.com
- leo.cabrera@polycom...
- sydney.manis@vdh.vir...
- lhonda@caroselindustri...

# Email Invitation

You will receive an email invitation

Click on the Web URL in the email to access the meeting.



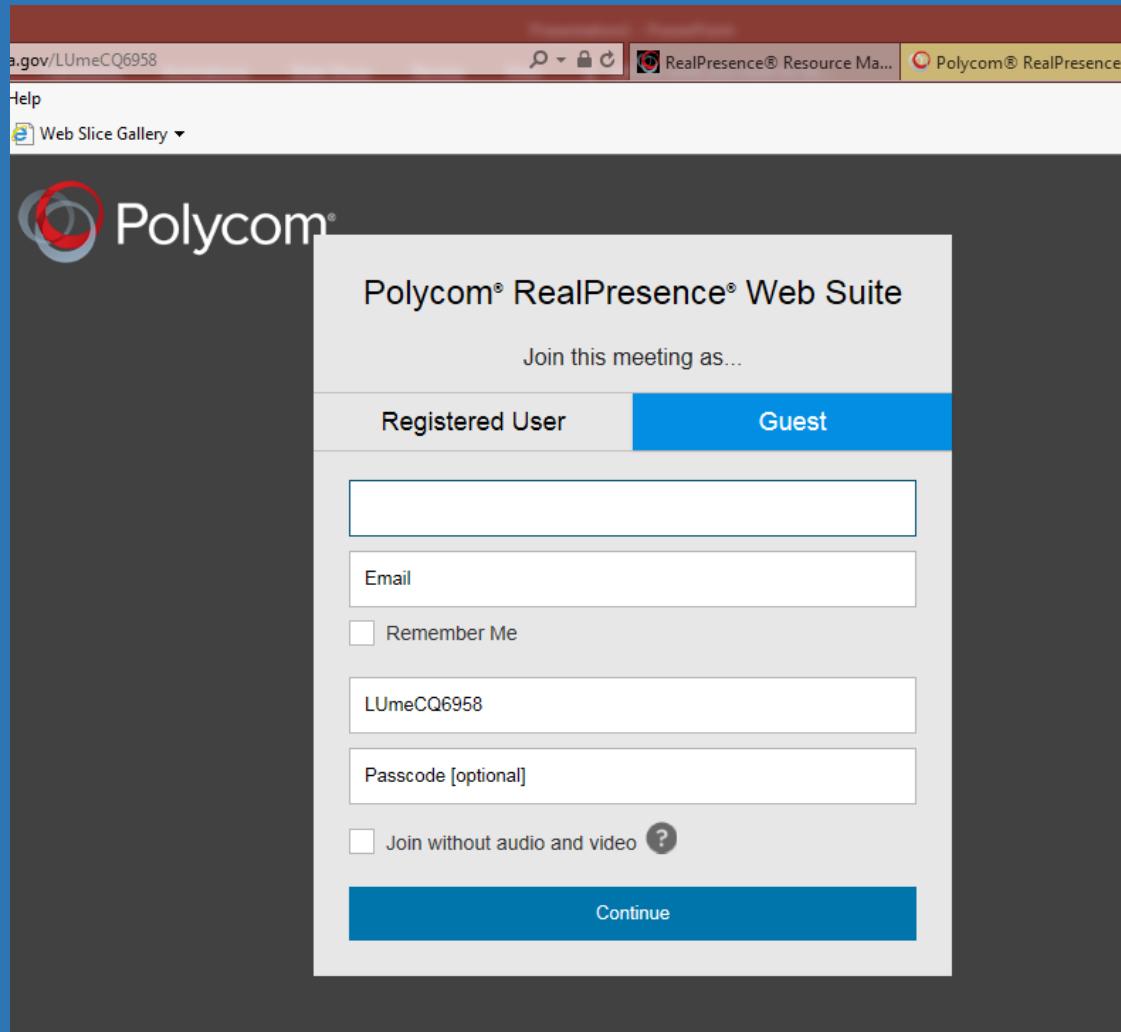
The screenshot shows a Microsoft Outlook window titled "Richard Watson's Event - Meeting". The "Meeting" tab is selected in the ribbon. The invitee information includes a placeholder profile picture, the date and time (Wed 1/31/2018 8:03 AM), the email address (donotreply@vdh.virginia.gov), and the event name (Richard Watson's Event). The "Required" attendees listed are Kurz, Robin; Bradley, Brad (VDH); Williford, Robin (VDH); Moore, Donald (VDH); Powell, Daniel (VDH). The status is "Accepted" on 1/31/2018 8:03 AM. The meeting details show it starts at 9:00 AM on Wednesday, January 31, 2018, and ends at 1:00 PM, with the location being Bridge :607179. The calendar view shows a block of time from 9 AM to 11 AM. Below the calendar, a "JOIN MEETING" button is prominently displayed, followed by the event name "Richard Watson's Event" and an "Agenda" section. The agenda text reads: "This is just a test webinar to make sure you can get in from your PC. It will be open at 9:00 AM and close at 1:00 PM tomorrow. If you have any problems just give me a call. I will be in UB 33 tomorrow." A "Meeting Access" section provides the Web URL (<https://meetme.vdh.virginia.gov/LUmeCQ6958>) and the VMR Number (607179).

# Meeting Access

You will be taken to the Web Suite Registered User/Guest Login Page

If you are a registered user, select that option and click Continue

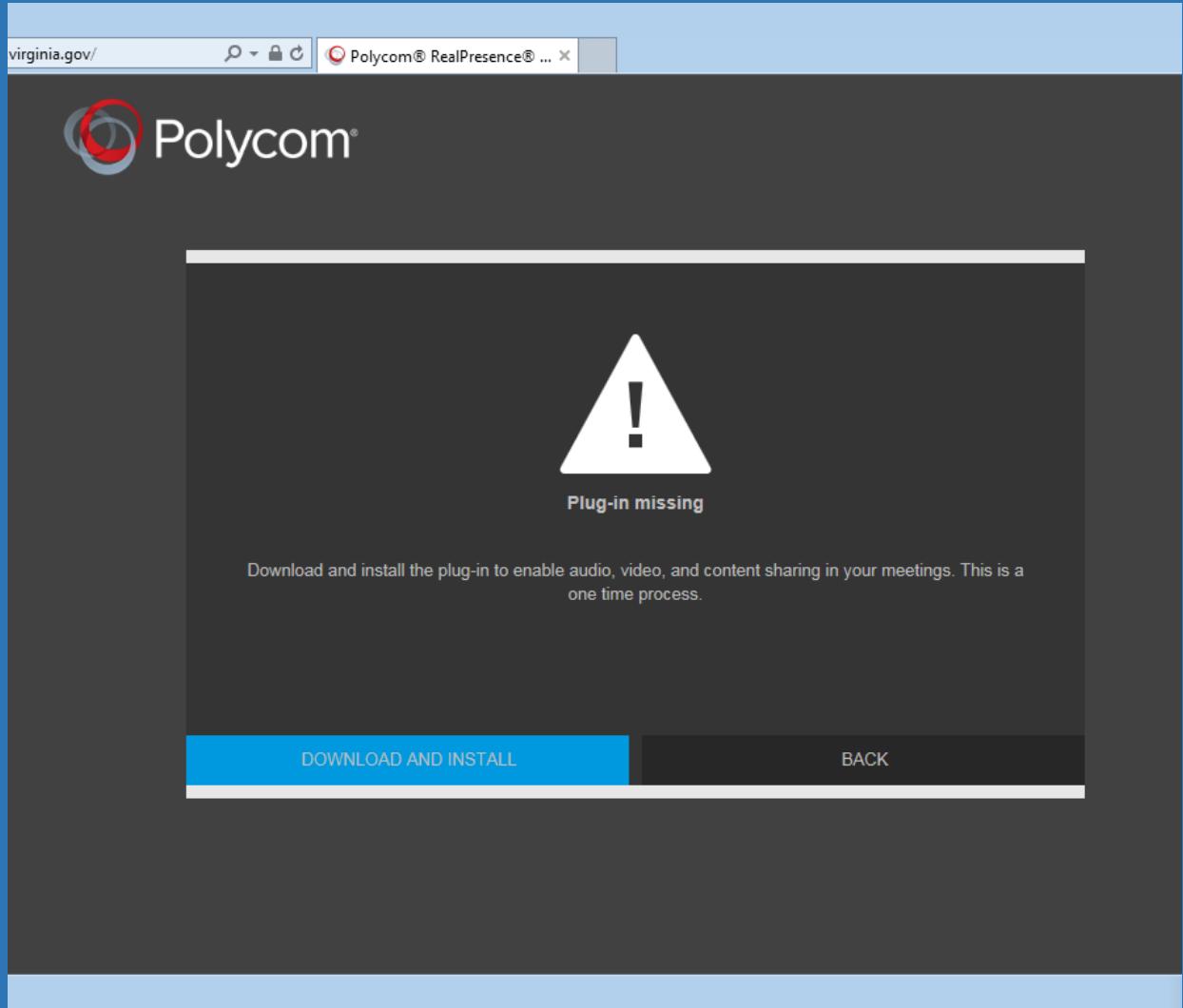
If not, select the Guest option. Fill in your name and email and click Continue.



# Plugin Install

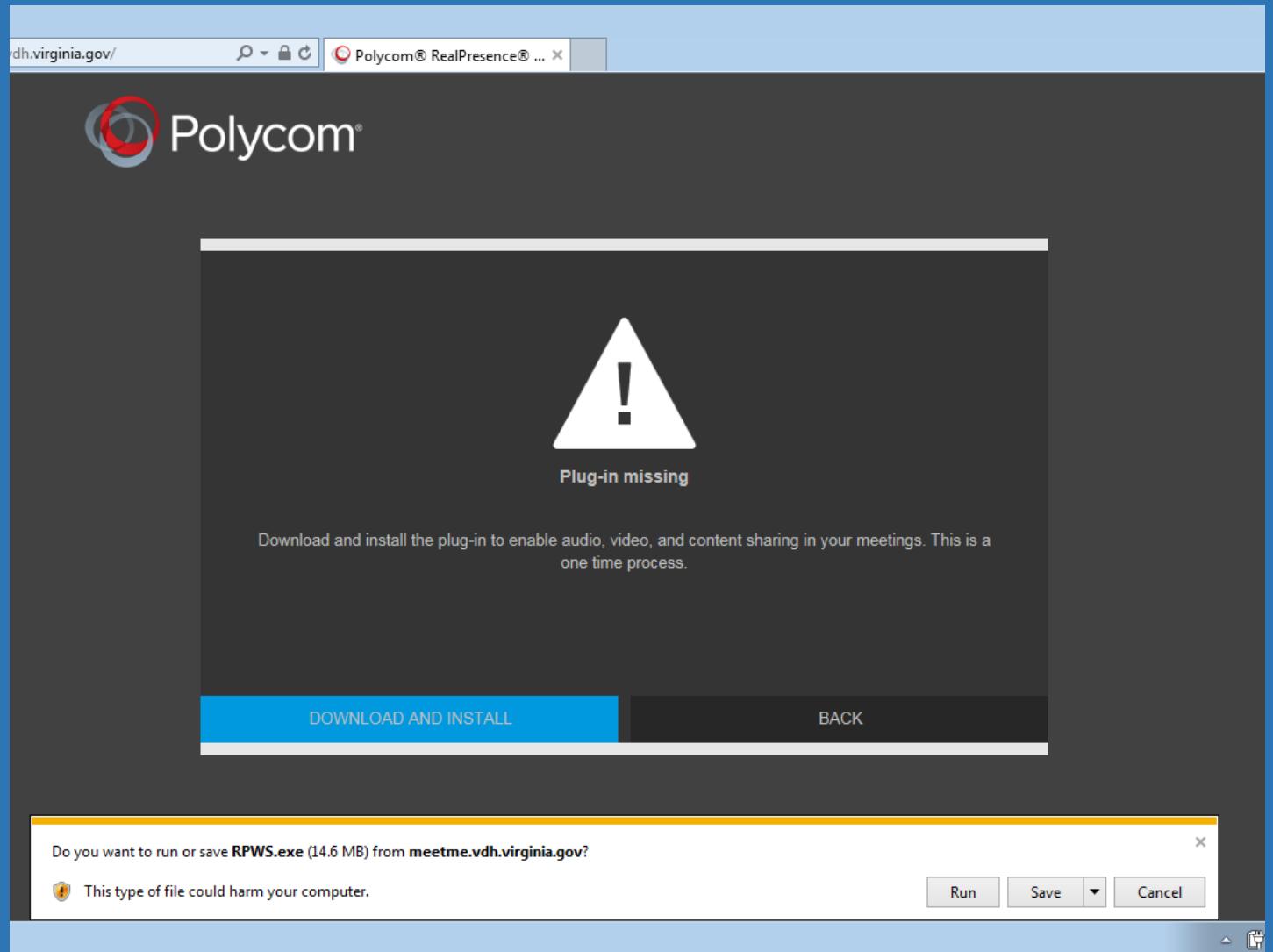
First time users will be prompted to install a plug-in.

Click Download and Install. This should take only a few seconds.



# Plugin Install

When Prompted, select RUN.

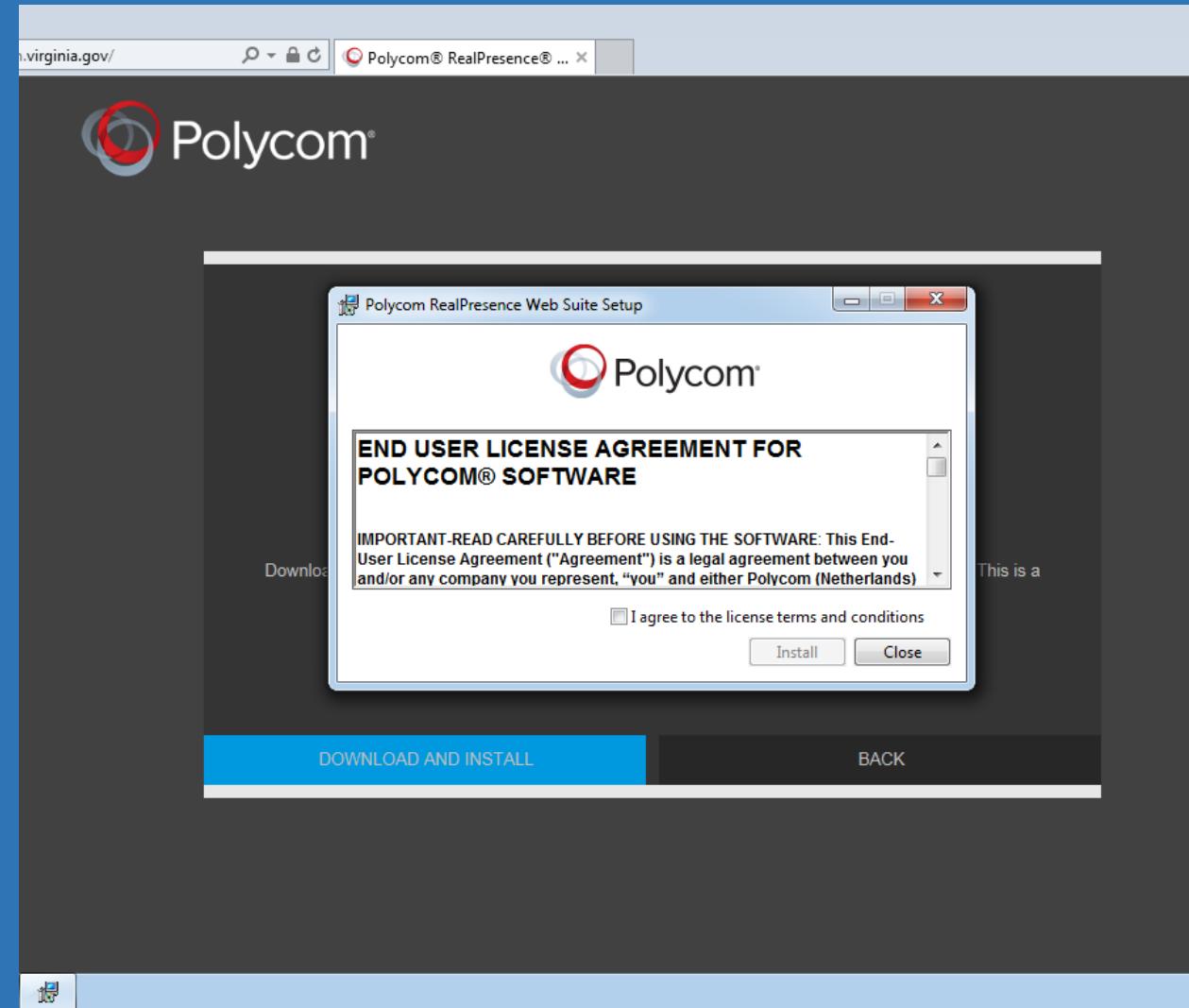


# Plugin Install

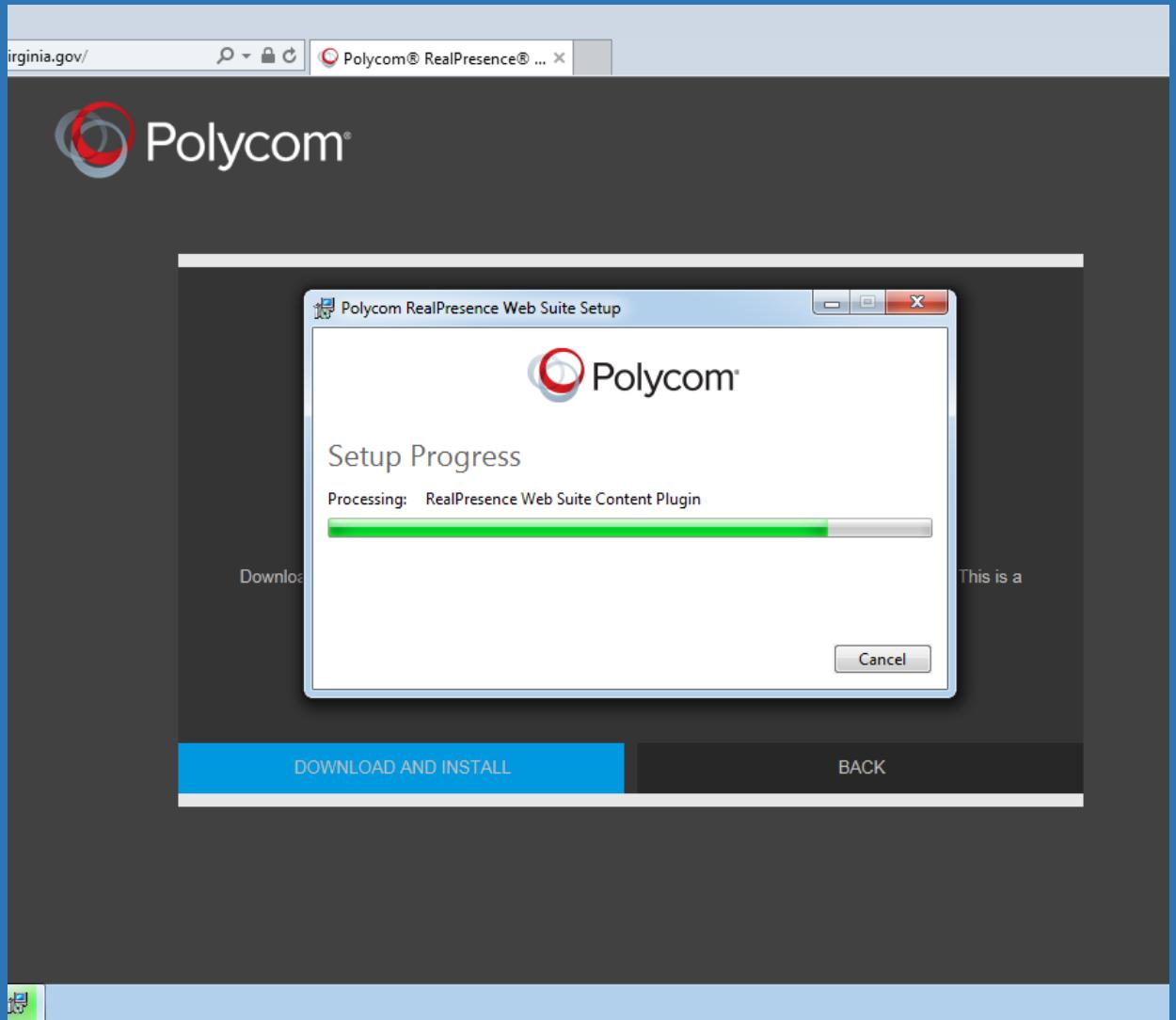
Click the box to Accept the License Agreement

Choose, Download and Install. This is safe and approved for use on state computers.

You do not need Admin rights on your PC to install.

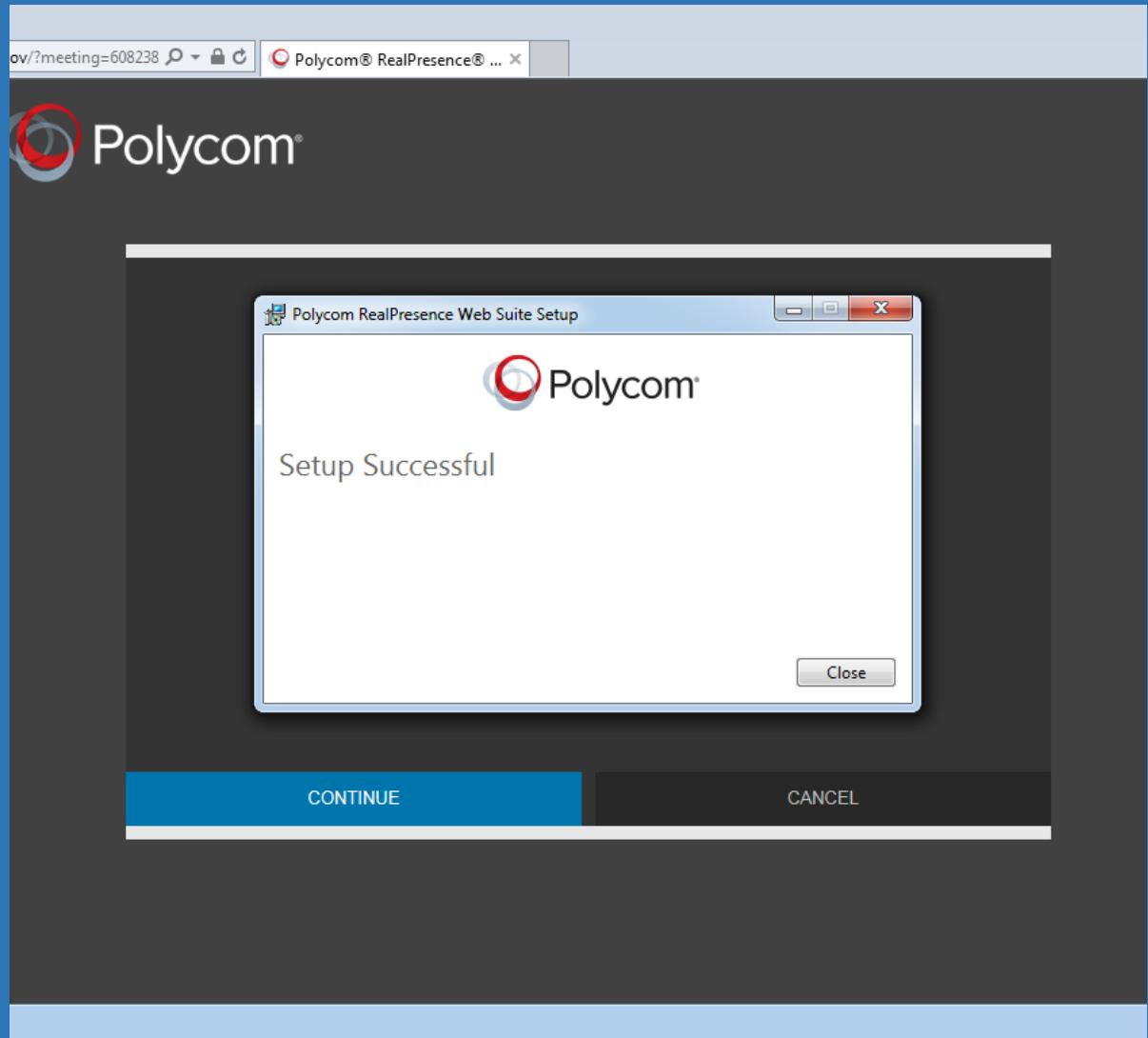


You will see this image as the Plug in installs



It is a very quick process. You will see this image when the install is complete.

Click Continue



You will be taken to the meeting entry page.

Click the Mic icon to mute your mic before entry. It will turn Red

Click Continue to enter the meeting.

