

Polycom Web Suite

The screenshot shows the Polycom Web Suite interface within a web browser window. The browser's address bar displays the URL `https://websuite.vdh.virginia.gov/userapp/#`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar shows icons for Video Conf, New folder, and Web Slice Gallery. The Polycom logo is visible in the top left corner of the application, and the user's name, Richard Watson, is displayed in the top right corner. The main content area features three large circular icons: a calendar icon labeled "Schedule Meeting", a group of people icon labeled "Meet Now", and a group of people with arrows icon labeled "Join Meeting". Below these icons are two tabs: "Calendar" and "Contacts". The "Calendar" tab is active, showing a list of meetings. The "Contacts" tab is also visible, showing a list of contacts.

Schedule Meeting

Meet Now

Join Meeting

Calendar

Contacts

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](#)

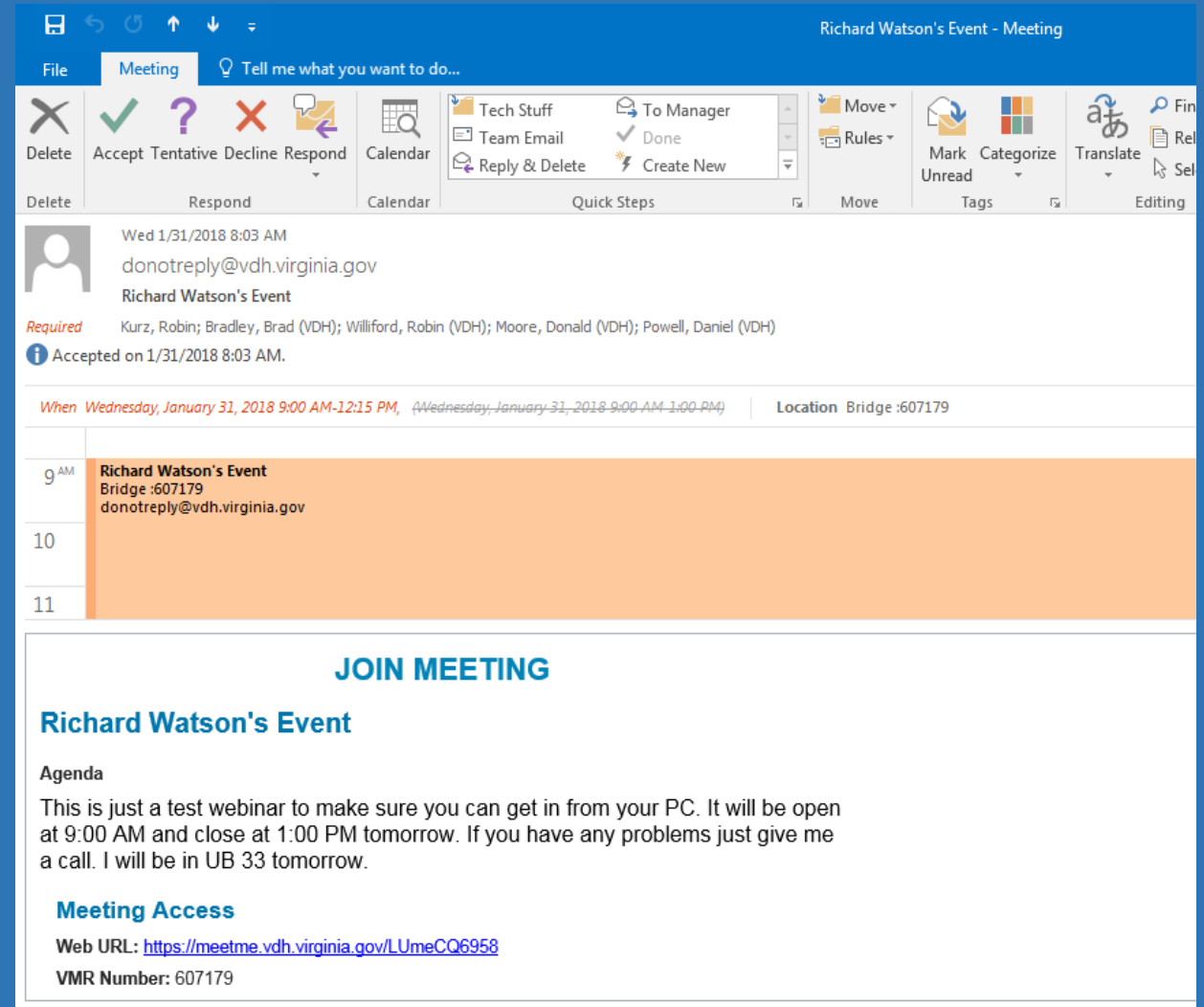
Most Frequent Contacts

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

Email Invitation

You will receive an email invitation

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



The screenshot shows an Outlook email interface. The top bar is blue with the title "Richard Watson's Event - Meeting". Below the bar is a ribbon with tabs for "File" and "Meeting". The "Meeting" tab is active, showing a "Tell me what you want to do..." search bar and various action buttons like "Delete", "Accept", "Tentative", "Decline", "Respond", "Calendar", "Tech Stuff", "Team Email", "Reply & Delete", "To Manager", "Done", "Create New", "Move", "Rules", "Mark Unread", "Categorize", "Translate", "Find", "Rel", and "Sel".

The email body shows a meeting invitation from "donotreply@vdh.virginia.gov" for "Richard Watson's Event". The invitation is marked as "Required" and lists attendees: Kurz, Robin; Bradley, Brad (VDH); Williford, Robin (VDH); Moore, Donald (VDH); Powell, Daniel (VDH). It states "Accepted on 1/31/2018 8:03 AM.".

The meeting details are as follows:

| When | Wednesday, January 31, 2018 9:00 AM-12:15 PM, (Wednesday, January 31, 2018 9:00 AM-1:00 PM) | Location | Bridge :607179 |
|------|---|----------|----------------|
| 9 AM | Richard Watson's Event Bridge :607179 donotreply@vdh.virginia.gov | | |
| 10 | | | |
| 11 | | | |

Below the meeting details, there is a section titled "JOIN MEETING" for "Richard Watson's Event". It includes an "Agenda" section with the text: "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." and a "Meeting Access" section with the following information:

- Web URL: <https://meetme.vdh.virginia.gov/LUmeCQ6958>
- 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

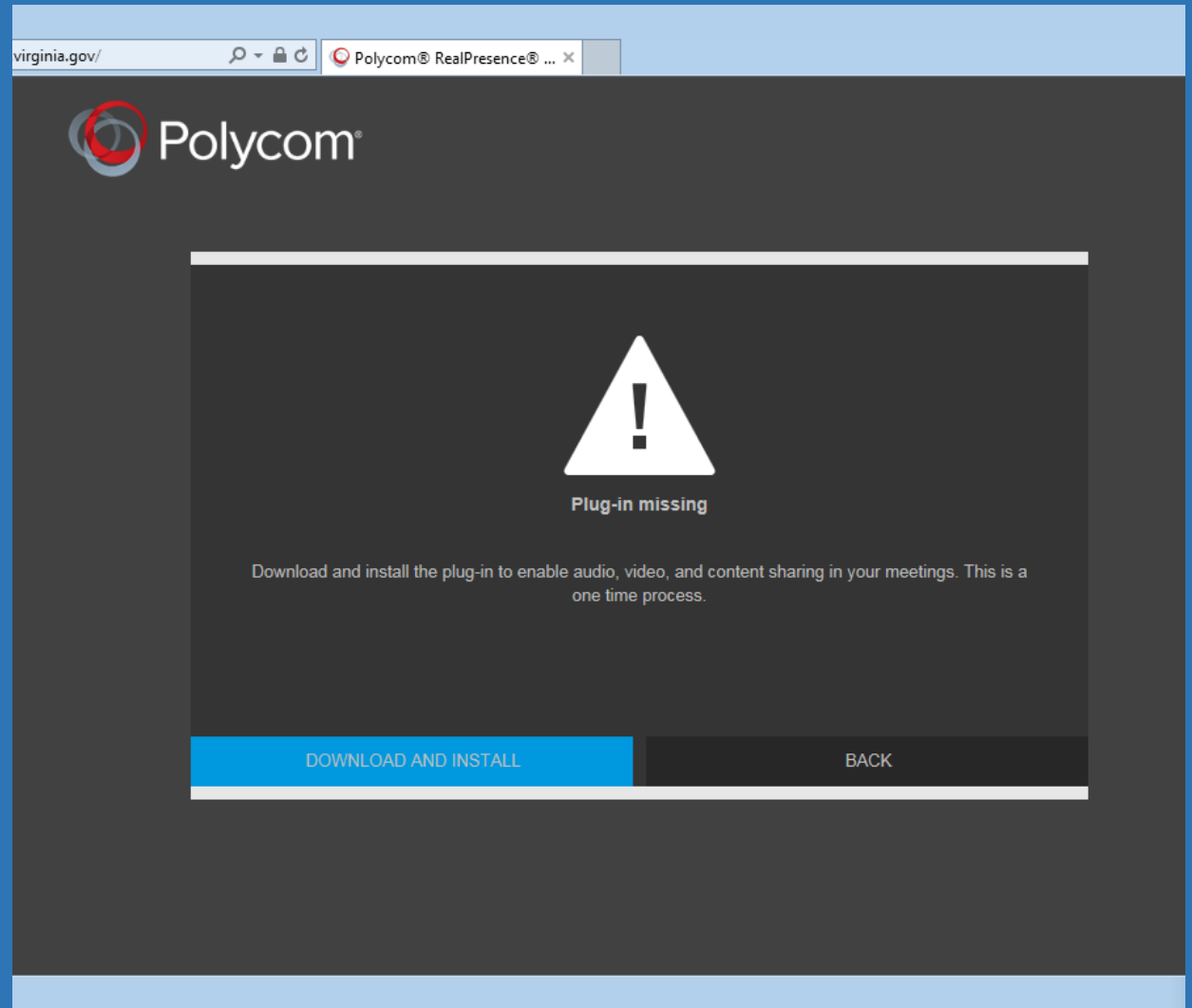
If not, select the Guest option. Fill in your name and email and click Continue.

The screenshot shows a web browser window with the address bar displaying 'a.gov/LUMeCQ6958'. The browser tabs include 'RealPresence® Resource Ma...' and 'Polycom® RealPresence®'. The page header features the Polycom logo and a 'Web Slice Gallery' dropdown. The main content area is a dark gray background with a white login dialog box titled 'Polycom® RealPresence® Web Suite'. Inside the dialog, the text 'Join this meeting as...' is followed by two tabs: 'Registered User' and 'Guest'. The 'Guest' tab is active and highlighted in blue. Below the tabs, there are several input fields: a text field for the name, an 'Email' field, a checkbox labeled 'Remember Me', a text field for the meeting ID (which contains 'LUMeCQ6958'), a 'Passcode [optional]' field, and a checkbox labeled 'Join without audio and video' with a help icon. At the bottom of the dialog is a large blue 'Continue' button.

Plugin Install

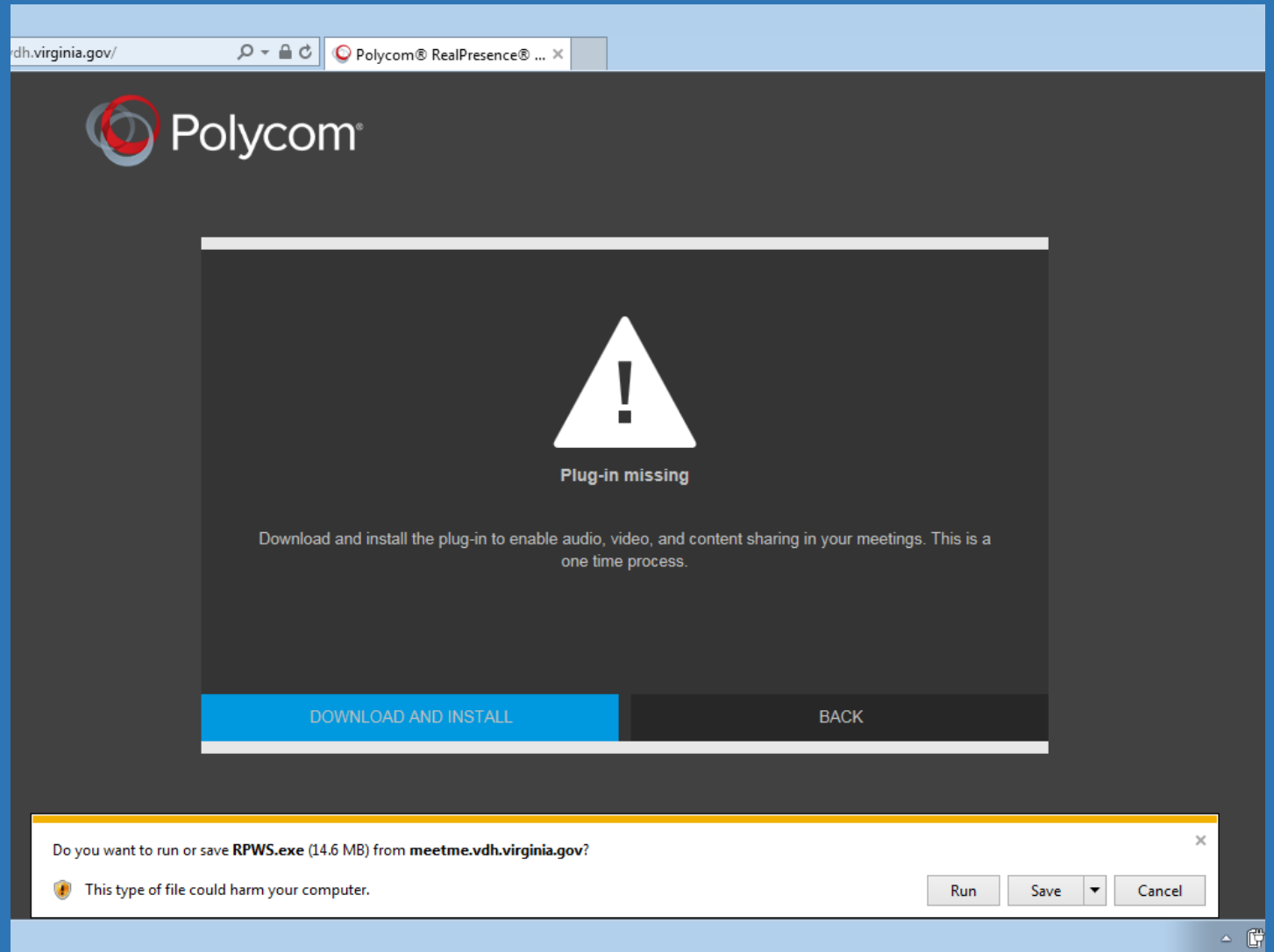
First time users will be prompted to install a plug-in.

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



Plugin Install

When Prompted, select RUN.

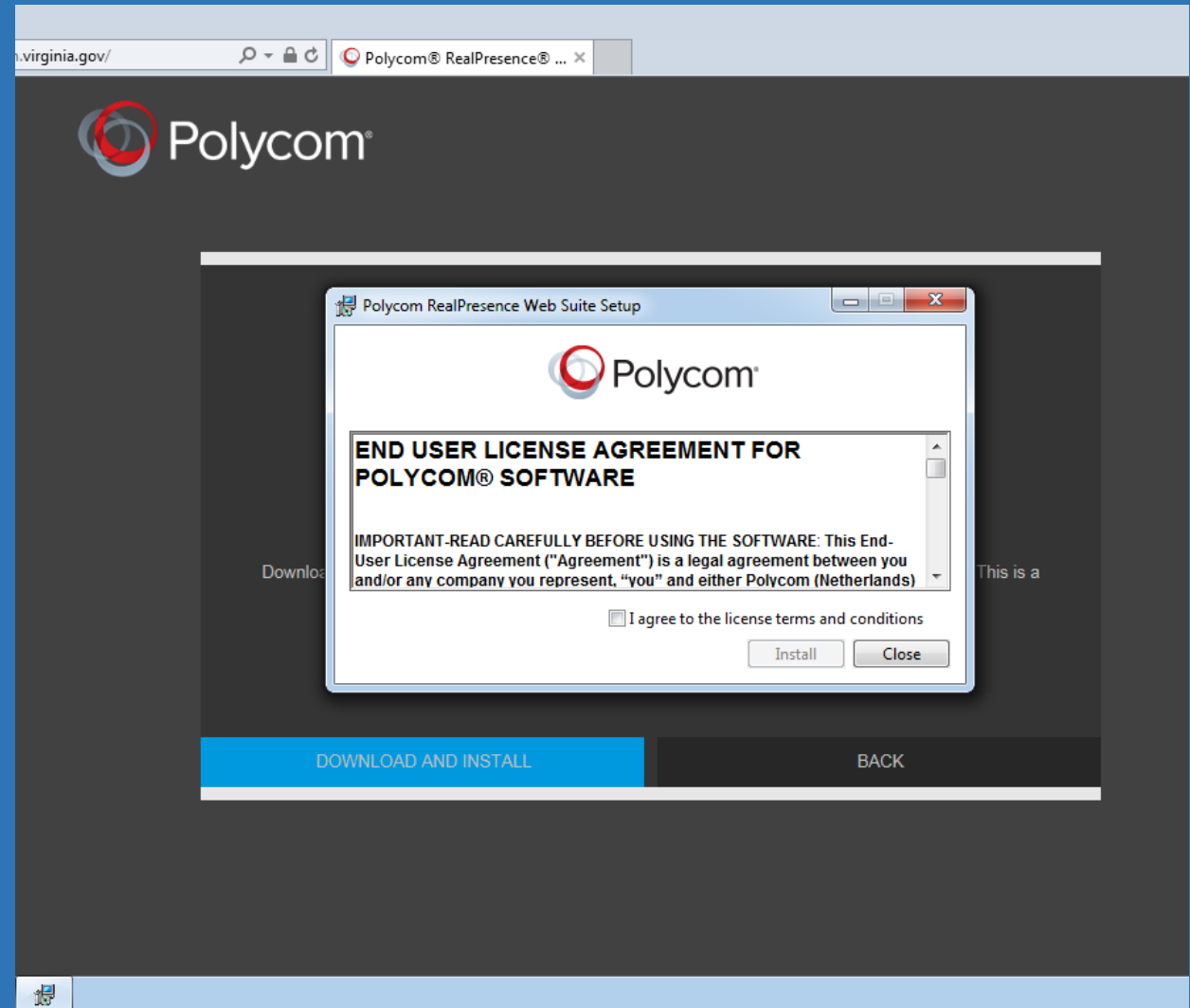


Plugin Install

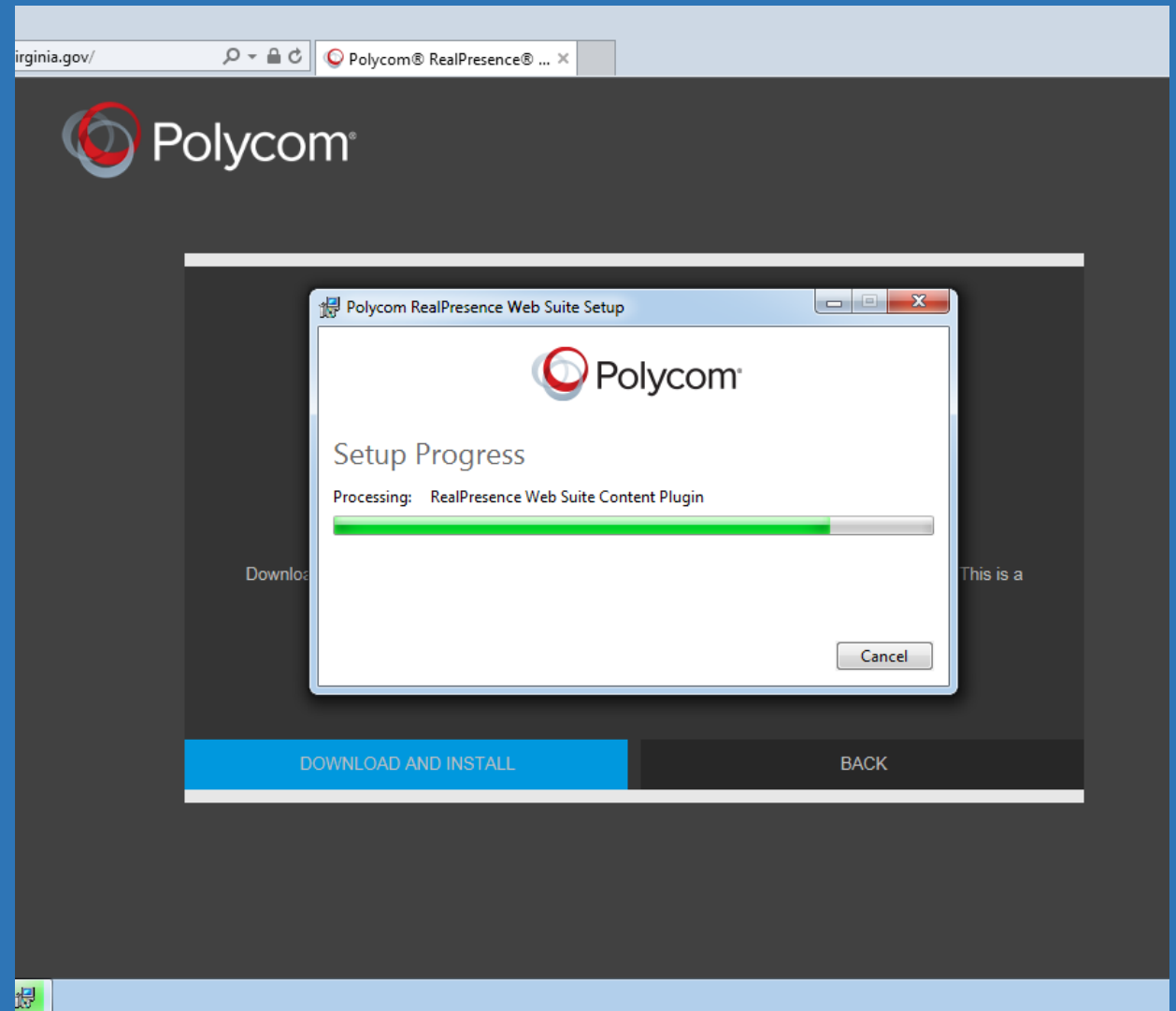
Click the box to Accept the License Agreement

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.

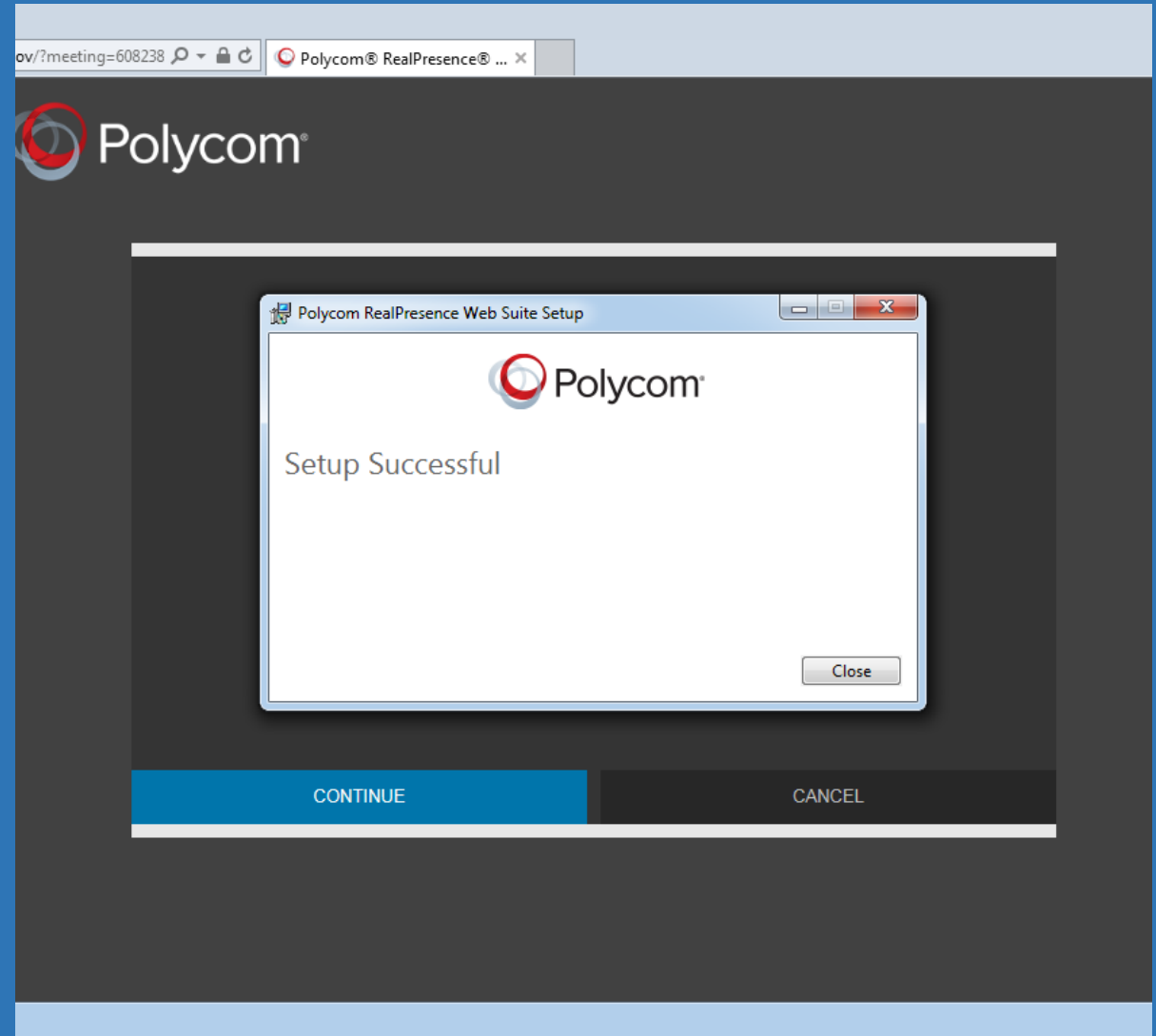


You will see this image as the Plug
in installs



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.

