

## Differences between WSU MeetingPlace and WSU Skype for Business Dial-in Conferencing

To help make the transition to WSU's Skype for Business for Audio Dial-In Conferencing, the following table compares the MeetingPlace and Skype for Business Procedures and Capabilities

Capability/Feature	MeetingPlace	Skype for Business
Dial-in Number for Conferences:	5-4700 from WSU Phones 509-335-4700 from outside	5-2277 from WSU Phones 509-335-2277 from outside (Some local access numbers for Everett, Spokane, Tri-Cities, Vancouver Calling Areas)
Maximum number of Callers per Meeting without special arrangements:	25	250
Typically Scheduled via:	MeetingPlace Web Page or MeetingTime Application  Will send an invitation E-Mail to invitees that you specify.	Microsoft Outlook when you have Skype for Business Client Installed. Adds Conference information to Outlook Calendar Meeting Invitation E-Mails. Also available for Apple Mac OSX and Apple iPhone/iPad (using Calendar when Skype for Business App is installed)  Also can initiate an immediate Meet Now conference from the Skype for Business client app.
Who can Schedule Meetings	WSU MeetingPlace Users who have been set up with a MeetingPlace Profile, ID and Password (not necessarily the same as their WSU Network ID and Password).	Any WSU Employee (Faculty, Staff, Student Employee) with a current WSU Network ID and Password.
What Caller Hears	'Welcome to MeetingPlace.'  To Attend a Meeting, Press 1 To Start Meeting, Press 2 To Review Recording, Press 3 To hear Overview, Press 9 To reach Assistance, Press 0	<b>As Scheduler and Leader</b> <ol style="list-style-type: none"> <li>1. Welcome to the Audio Conferencing Center</li> <li>2. Please enter the conference ID number followed by #</li> <li>3. If you are the Leader please press *</li> <li>4. If you scheduled the meeting, please enter your PIN now</li> <li>5. You have now been joined to the meeting as a Leader</li> </ol>

	<p>After pressing 1, you are prompted to enter the Meeting ID number followed by the # key.</p> <p>Prompted for Name (Name recording feature is broken currently)</p> <p>Admitted to Meeting.</p> <p>(If you are first attendee, you will hear Music until another party joins.)</p>	<p><b>As Leader only</b></p> <ol style="list-style-type: none"> <li>Welcome to the Audio Conferencing Center</li> <li>Please enter the conference ID number followed by #</li> <li>If you are the Leader please press *</li> <li>If you scheduled the meeting, please enter your PIN now (If you didn't schedule the meeting wait a few seconds for next prompt)</li> <li>If you have been designated as a leader, please press * again</li> <li>Enter your phone number or extension</li> <li>Please enter your PIN</li> <li>You have now been joined to the meeting as a Leader</li> </ol> <p><b>As Attendee if Leader is already signed in</b></p> <ol style="list-style-type: none"> <li>Welcome to the Audio Conferencing Center</li> <li>Please enter the conference ID number followed by #</li> <li>After the tone, please record your name and press #</li> <li>You are now joined to the meeting</li> </ol> <p><b>As Attendee if Leader is not signed in</b></p> <ol style="list-style-type: none"> <li>Welcome to the Audio Conferencing Center</li> <li>Please enter the conference ID number followed by #</li> <li>If you are the Leader please press * (if you are not the leader wait a few seconds for the next prompt)</li> <li>After the tone, please record your name and press #</li> <li>The leader has not yet joined the meeting (if you enter before the Leader has signed in)</li> </ol> <p>You are now joined to the meeting (once the leader has signed in)</p>
<p>In-conference phone control: Lock Meeting from further participants</p>	<p>#4 then 1 (Toggles Lock/Unlock)</p>	<p>*7 (Toggles Lock/Unlock)</p>
<p>In-conference phone control:</p>	<p>#5 (Toggles Own Mute On/Off)</p>	<p>6. *6 (Toggles Own Mute On/Off)</p>

Mute/Unmute caller's own phone		
In-conference phone control: Mute All Participants except Presenter	Not Available	*4 (Toggles Participant Mute On/Off)
In-conference phone control: Give Roll Call or Roster of Participants	Not Available	*3