How to Reserve a MeetMe Conference Line

1. Please go to the following site within Pirate Port and login using your network credentials:

https://mywhitworth.sharepoint.com/sites/cds/shared/Lists/MeetMeConferenceLine/calendar.aspx

2. Above the calendar in the office ribbon, select "Events" to add a new item to the list. Click "New Event" and fill out the form to request a phone line. Required fields are marked with asterisks.

For instructions on how to use the reservation line see the link on the "Phone Information" page: www.whitworth.edu/cms/media/whitworth/documents/administration/telecommunication-services/meet-me-conference-line-instructions.pdf

   If you have any other questions, please see Terry Norton at tnorton@whitworth.edu or Omar Campos at ocampos@whitworth.edu .