

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>

Pirate Port

Campus Links	
Academic Resources	My Access
Budget Priorities Input	Policies & Forms
Campus Life	Registration & Records
Employee Resources	Student Services
Financial Aid & Billing	Technology
Health & Safety	Help Desk/Technical Services
Housing, Dining & Parking	Information Systems
	Instructional Resources
	Phone Information

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.

MeetMe Conference Line - New Item



EDIT

Save	Cancel	Paste	Cut	Copy	Attach File	Spelling
Commit		Clipboard			Actions	Spelling

Title

Location

Start Time *

End Time *

Description

PhoneNumber *
 509-777-4838 and 1-800-535-4668
 509-777-4839 and 1-800-532-4668
 Specify your own value:

All Day Event Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence Make this a repeating event.

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 .