Meeting Invitation Template

How to invite your guests to your **eureka.video** web conference.

The following meeting invitation template can be used when you want to invite your participants to your **eureka.video** web conference.

The following text in this template can either be;

1. Copy and pasted into your **eureka.video** Outlook meeting invitation or directly into an email message as needed, or
2. Added to an *Outlook Quick Part* for increased automation.

**IMPORTANT**

Before copy and pasting the following template into your own meeting invitation or email message, please ensure you **add** **your own conferencing guest code** to the template **on the next page.**

- *START OF TEMPLATE* –

*Copy and paste the following text into your meeting invitation and be sure to add your guest code where indicated.*

**Instructions for joining a eureka.video web conference**

**For first time users** (hosts and guests)

It is advisable that you read the [Getting started with eureka.video](https://www.teleconference.com.au/joining-a-web-conference) website page that includes the following resources;

* the *Getting started guide* and *pre-conference check list*
* a web link, so you can join your conference instantly
* instructions on how to join the web conference using your phone

**To join the eureka.video web conference** **via desk top or laptop computer**

1. At the time of your meeting, please click this URL:  <https://eureka.video/login> or copy and paste it into your web browser.
2. When prompted, enter your:
* First name
* Last name
* Conference code: **enter your guest code here**
1. Click SUBMIT.
2. The conference will start when the host arrives.

**Please test your systems** prior to starting the conference to ensure your **integrated camera/web cam** and your **computer’s mic and speakers** (or headset) are functioning correctly.

 **To join the eureka.video web conference** **via** **phone mobile or landline**

**Located in Australia**?

1. Call the national dial in number: **1300 289 804**
2. When prompted, **enter this guest code:** **enter your guest code here** **followed by the # key**.
3. You will be joined to the conference and placed on hold until the host arrives.

 **Located outside Australia**?

1. Dial the number where you are located from [this list of dial in numbers](https://www.teleconference.com.au/dial-in-numbers-page)
2. When prompted, enter this guest code: **enter your guest code followed by the # key.**
3. You will be joined to the conference and placed on hold until the host arrives.

**Should you experience challenges joining the web conference,** please contact the Eureka Conferencing Support Team on 1300 857 032 – available 24/7/365.

- *END OF TEMPLATE* -

Creating a Quick Part in Outlook

**How to Create a Quick Part in Outlook**

1. **Copy** the meeting invitation text from the template
2. Open a new **Appointment** or Email in Outlook
3. Paste the text from the template into the **body text** area in your new Appointment
4. Add your signature to the bottom
5. **Select** **all** the content in the body text area
6. On the **Insert** Tab, Click **Quick Parts**
7. Choose **Save Selection To Quick Part Gallery…**
8. In the **Create New Building Block** window
9. ***Name*** your quick part – for example: *eureka.video meeting invitation*.
10. Under Options select: ***Insert content only***
11. Click OK
12. This has now been added to your *Quick Part Gallery*.

**How to use a Quick Part in an Outlook Appointment or Email**

1. Open a new **Appointment** or **Email** in Outlook
2. Place your cursor in the **body text area** of your new **Appointment** or **Email**
3. On the **Insert** Tab, Click **Quick Parts**
4. Select the quick part you just created
5. It will populate the body text area of your new **Appointment** or **Email**
6. Make your own additions to your message
7. Once you’ve added your signature and guest email addresses your **Appointment** or **Email** is ready to send.

**For further information or assistance with conferencing,** please contact our support team on 1300 857 032. They are available over the phone 24/7/365.