

Polycom is a secure videoconferencing platform that allows users to schedule conferences from Outlook and join meetings using room based VTC units as well as desktop and mobile apps.

1. Request an Account

A Fund Polycom account is required to schedule Polycom conferences in Outlook and sign in to the Polycom RealPresence Desktop or RealPresence Mobile applications.

To request a Polycom account:

1. Visit <http://IMFVTC>.
2. Click *Request Your Account* in the upper right corner.

Request Your Account

You will receive a confirmation email once your account is set up.

2. Install the Software

For Fund laptops: *Polycom RealPresence Desktop* is installed by default on all Fund laptops.

For Fund desktops: Install the application by Open Software Center, search for Polycom RealPresence and click *Install*.

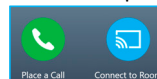
NOTE: Desktop users will need a webcam and microphone to participate in video calls.

To create Polycom Meetings: Laptop AND desktop users must install the Outlook Plugin from Software Center. Search for Polycom Conferencing for Outlook and click *Install*.

3. Initial Setup

Open Polycom RealPresence Desktop and follow the steps below.

1. Select **Place a Call**.



2. Select **Enterprise** and hit **Enter**.

3. Enter your Fund email address and click **Next**.

Email:

4. Enter the Server: **imf-vtc-imf.org** if it does not already appear in the text box and click **Next**.

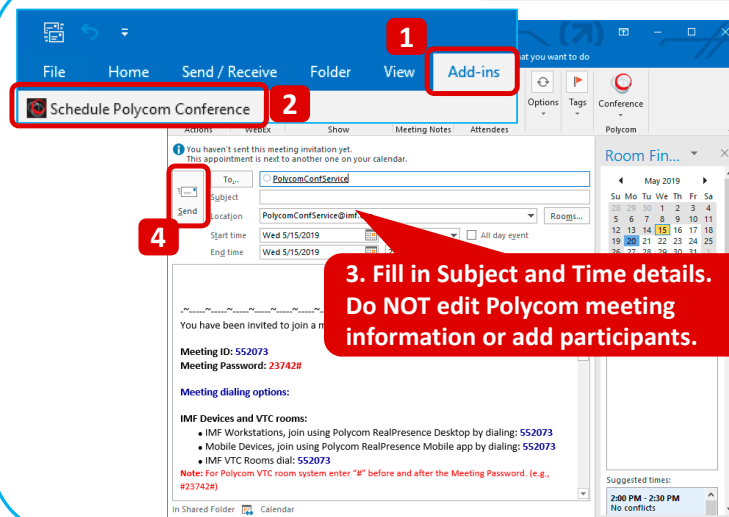
Server:

5. Check the box next to **Sign in using network login credentials**.

☒ Sign in using network login credentials

6. Click **Sign-In**.

4. Create a Videoconference from Outlook



You will receive an email within 5 minutes from *PolycomConfService* indicating that your meeting has been accepted.

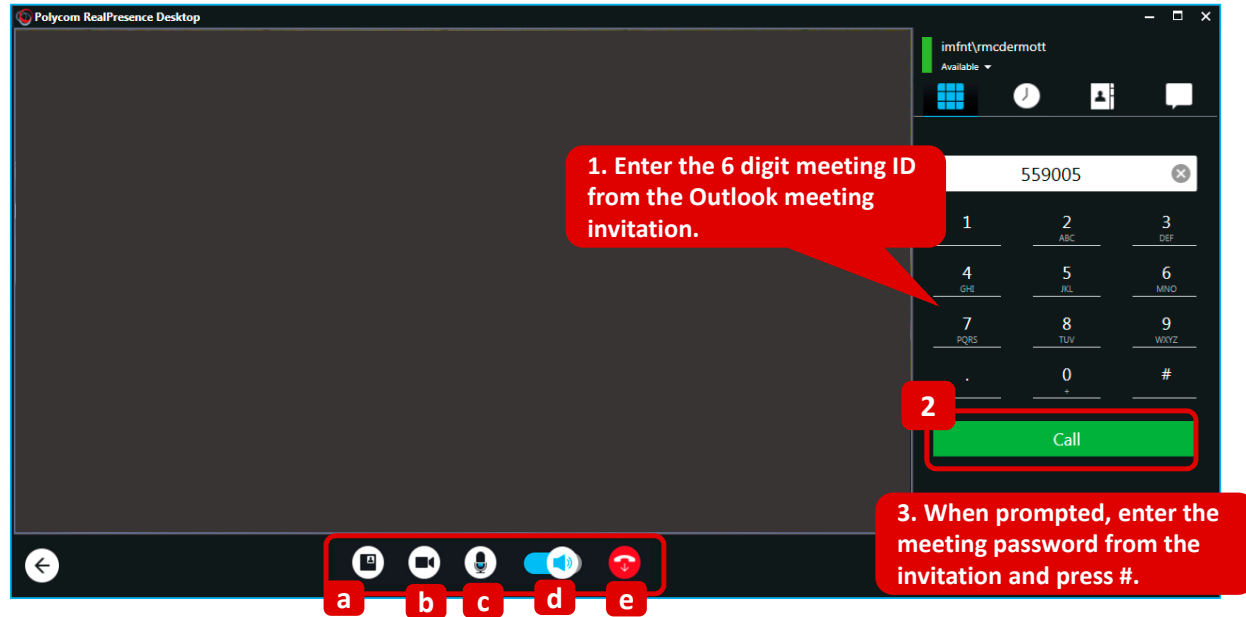
After receiving the confirmation email:

1. Create a separate calendar appointment to invite participants.
2. Paste the Polycom Meeting Dialing Options for the conference that you just scheduled into the new calendar appointment.

NOTE: Once you have received the email confirming that the Polycom conference has been accepted, the meeting room is available for testing at any time.

5. Connect to a Videoconference

To connect to a Polycom videoconference from your Fund workstation: Open the Polycom RealPresence application and follow the steps below.





Once dialed in, you will see video on the screen above.

Use the controls at the bottom to:


- Hide/show self-view
- Pause/start video
- Mute/unmute microphone
- Volume control (speakers out)
- End call

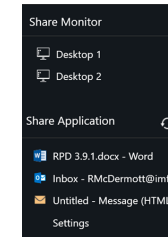
Settings and Sharing Options

To access the Call Options menu: Click  in the bottom right corner while connected to a call.

Select **Call Settings**  to choose a different webcam, microphone, or speakers.

To Share Content:

- Click  to share your PC screen or an application with participants.
- Select from the options to share a monitor or open application.



- After selecting content to share, you will see the Shared Content toolbar below at the top of the screen.



- Click Stop to quit sharing your screen.

NOTE: Polycom videoconferencing, including RealPresence Desktop, does not prevent a participant from sharing content and overriding another participant who is already sharing content.