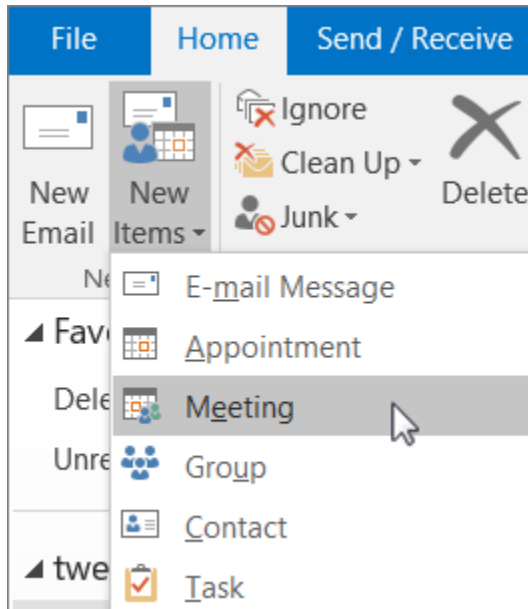


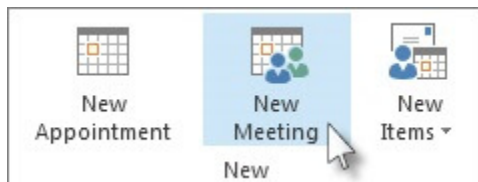
# How to Schedule a Conference Bridge

1. Create a meeting request in one of the following ways:

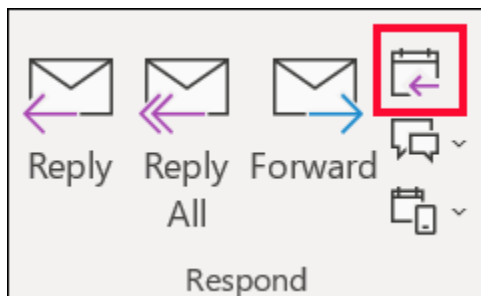
a. From the Inbox, select New Items > Meeting or use the keyboard shortcut Ctrl + Shift + Q.



b. From the calendar, select New Meeting or use the keyboard shortcut Ctrl + Shift + Q.



c. From an email message in the Inbox, select the Reply with Meeting button.



2. Add a meeting subject, start time and end time, and location.
3. Add your attendees in the Required and Optional fields.
  - **In the Required Field enter the ITD Conference Bridge that is appropriate (AK or National), available and that you would like to reserve for your meeting.**
4. To attach a file to a meeting request, on the Insert menu, select Attach File, then choose the file you want to add.
5. If the meeting will be held using Teams see Schedule a Teams Meeting.
6. Then click Send.

**Tips and Insights:**

Before you send the meeting request, select Response Options > Allow Forwarding to toggle the ability for attendees to forward a meeting request.

[Make a meeting recurring.](#)