

## Useful Vscene information for all School of Medicine Staff.



**The University uses Vscene for Video calls. This allows you to have virtual meetings or one to one chats through your phone, Ipad, laptop, home computer or VC equipment. In any location that has Wifi or an internet connection.**

### **Joining Meetings:**

It is possible to receive meeting invites and join meetings, without having an account with Vscene.

To join meetings you simply copy and paste the link sent to you by the host by email/calendar invite, **(watch out for emails in your junk mail)** into your Chrome browser (Chrome is always compatible but it may be worth trying your preferred browser first.)

This will take you to a log in page where you add your name.

You will then be connected to the pre- arranged video meeting to join your colleagues.

**Remember to enable your camera and audio.**

### **Create an account to book meetings:**

In order to book meetings you will need to have an account on the Vscene app on your device.

To get the app - google Vscene app and click on Vscene to set up an account. You will use your university email address and choose St Andrews University as your institution.

Once you have created an account you will get an email asking you to confirm your request and telling you to then wait for approval. **(Watch out for the email in your junk mail).**

*We're nearly there!*

*Hello! Thank you for registering an account with Vscene - the world's largest education and learning video-collaboration platform.*

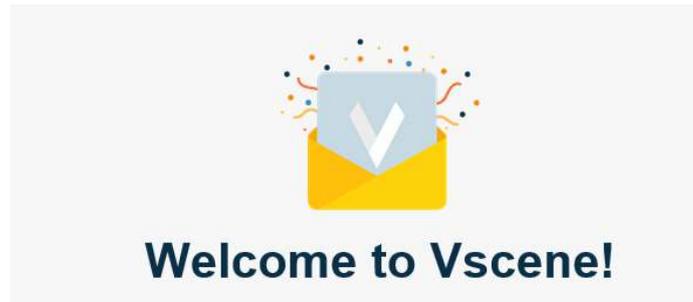
*To confirm your registration request please click on the following link:*

<https://app.vscene.net/email-confirmation/WLYiqQ/1583493418/> <<https://app.vscene.net/email-confirmation/WLYiqQ/1583493418/>>

*Before you can use the platform, your registration request needs to be approved by your chosen Organisation - we'll send another email notifying you when this has been done.*

Regards,  
Vscene

Your application will be approved quite quickly and you are then ready to log in using your university email address and password. Once your request has been approved you will get a welcome email from Vscene which includes a user guide. **(Watch out for the email in your junk mail).**



Here are some useful parts of the user guide.



### Home

Here, you can view details of all Scheduled Meetings and Spaces you're a member of, filter Scheduled Meetings and Spaces by name or ID using the search bars, and chat with members of your Organisation from the chat panel.



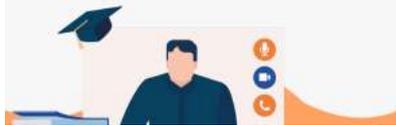
### Schedule

Schedule meetings days, weeks, months or years in advance. You can customise your meeting title, description and date & time details, as well as schedule your meeting to repeat, record or operate in Lecture Mode. You can add Members, Moderators and Room Systems.

Log in to Vscene using university email address and password:

# Welcome to Vscene

The complete video collaboration service for education.  
Please log in or register your organisation to start collaborating.



EMAIL  
cmy3@st-andrews.ac.uk

PASSWORD  
Forgot your password?

Remember Me

Please enter your password

Log In

You will arrive at the following Home Page:

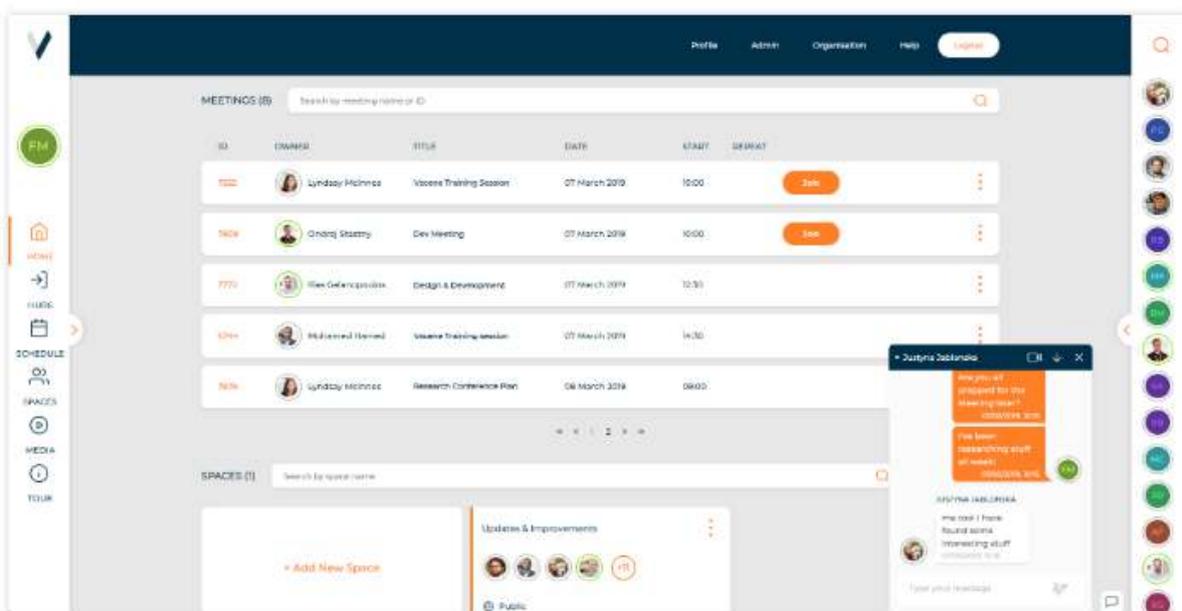
The screenshot shows the Vscene Home Page interface. At the top, there is a dark blue header with the Vscene logo, 'Profile', 'Help', and 'Log Out' buttons. On the left, a vertical sidebar contains navigation icons for Home, Hubs, Schedule, Spaces, Media, and Tour. The main content area is divided into two sections: 'MEETINGS' and 'SPACES'. The 'MEETINGS' section has a search bar and a table with columns for ID, OWNER, TITLE, INITIAL START, and NEXT OCCURRENCE. The 'SPACES' section has a search bar and a '+ Add New Space' button. On the right side, there is a vertical stack of colorful circular icons representing different meeting or space categories.

ID	OWNER	TITLE	INITIAL START	NEXT OCCURRENCE
13000	Cathrina Young cmy3@st-andrews.ac.uk	AGC Improvement Project 9 March	March 10, 2020 - 11:05	N/A
14727	Cathrina Young cmy3@st-andrews.ac.uk	Wor 7 ScaCDEM CCM Weekly Review Meeting	August 27, 2019 - 14:00	March 10, 2020 - 14:00
15044	Cathrina Young cmy3@st-andrews.ac.uk	ScaCDEM Staffing Group March 10	March 10, 2020 - 09:50	N/A
14937	Cathrina Young cmy3@st-andrews.ac.uk	AVC Improvement Project 12 March	March 10, 2020 - 15:30	N/A
14935	Cathrina Young cmy3@st-andrews.ac.uk	AGC improvement project 24 March	March 24, 2020 - 12:55	N/A

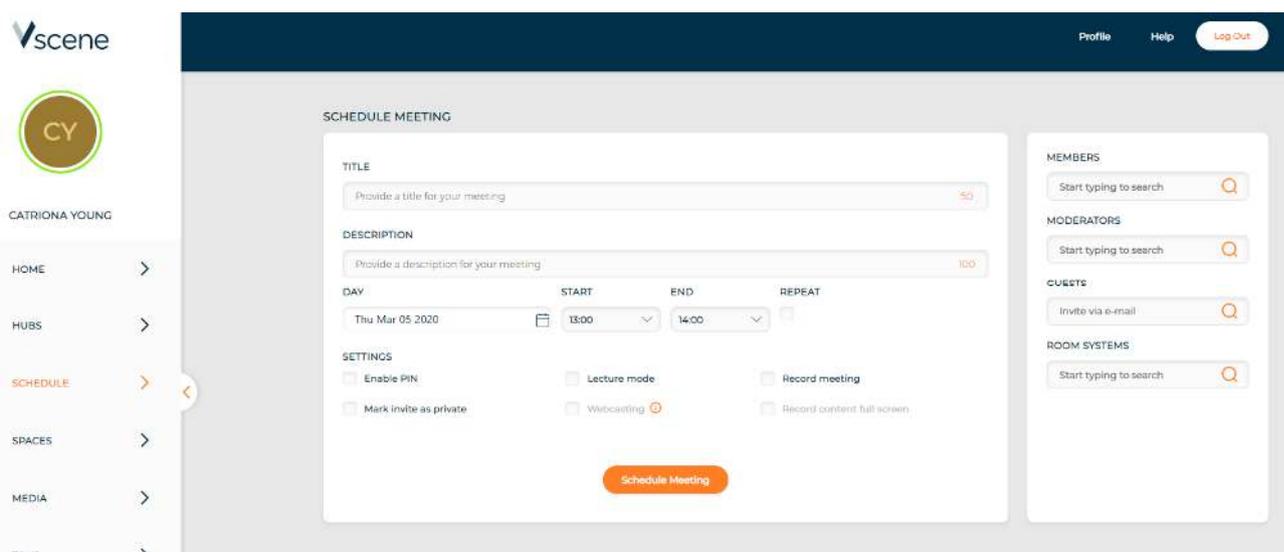
## Chat

The chat panel allows you to start chats and send instant messages to users within your Organisation. Multiple chat windows can be open at the same time. You can minimize or close chat windows individually, or collectively, by using the chat bubble at the bottom right of your page.

If you decide to start a direct video call, previous text communications will be shown in the text chat of the video call.



To Schedule a meeting and invite participants go to 'Schedule' on the left hand side.



You add the details of the meeting you want to schedule and invite participants by adding their emails at the side. Invited individuals will then be sent an invitation to join the meeting.

# You've been invited to a Vscene Meeting

Catriona Young has invited you to a Scheduled Meeting on Vscene!

**Meeting Ref:** 12571  
**Date:** 13 Aug 2019  
**Start time:** 14:00 (Timezone: Europe/London )  
**End time:** 15:00

**Notes:** Weekly Review

## How do I join this Meeting?



### Web Browser

Click on this link - <https://app.vscene.net/r/Bbh1r13pxi>



### Via Room System

- V-Room - 1461516
- GDS/E.164 number - 0044010501461516
- IP/H.323 - [1461516@212.219.85.150](tel:1461516@212.219.85.150)
- SIP - [1461516@vscene.jisc.ac.uk](mailto:1461516@vscene.jisc.ac.uk)

You will be sent an email confirmation of the meeting including the details that you can send to anyone you want for them to join the meeting through their phone, web browser, skype etc.

#### MEETING (LOCAL APPRAISAL MEETING - D+G)

##### TITLE

Local Appraisal Meeting - D+G

##### DATE AND TIME

February 11, 2020, 19:00 - 21:00

##### MEETING SETTINGS

Edit meeting

##### GUESTS

 rs277@st-a...ac

 This meeting starts today at 19:00 and ends at 21:00.

#### CALL DETAILS:

##### MOBILE APP:

Copy and paste the extension: 1441683

##### PHONE:

Call +44 (0)300 201 0142. Then enter the extension:  
1441683#

##### H323:

1441683@212.219.85.150

##### SIP:

1441683@vscene.net

##### E164

0044010501441683

##### V-ROOM

1441683

##### SKYPE FOR BUSINESS:

1441683.skype@vscene.net

**Always book the meetings for ten minutes before they are due and close them ten minutes after they are due to stop as this will allow set up time.**