Setting up a Conference Call.....

If you need to set up a conference call with internal OR external callers, you can set this up by calling 3-6048. You just need to let them know the date, time, number of callers, and the title of the call.

On the day/time of the scheduled call:

• If internal/campus participants - dial 3-6048 and provide the title of the call

• If external participants – dial 615-343-6048 and provide the title of the call