



# Defense Collaboration Services (DCS) Web Conference

Using DCS Web Conference as a Conference Bridge

## Follow These Steps:

1. Using a web browser (Chrome or Firefox preferred), go to <https://conference.apps.mil> to access the DCS Collaboration Portal.
2. Click Accept on the US Department of Defense Warning Statement Page
3. Click the “Conference” link to the left of the screen below “Directory” and above “Help”. If you already have a conference reservation that you would like to use, please skip to step 11.
4. To create a conference reservation, click the “+ New Reservation” button in the top upper right corner. An “Add Reservation” window will pop up.
5. In the “Add Reservation” window, please add a name for your reservation (e.g. “Team Meeting”).
6. You have the option to have a custom meeting URL (e.g. Team-Meeting), if you would like to do so, please complete the Desired Custom URL field in the “Add Reservation” window. You can leave this field blank and one will be created for you.
7. In the “Description” field, please add a description of your meeting.
8. Leave “Recording” and “Allow Dial-in” set to Yes.
9. Leave “Meeting Time” blank and Visibility left to Private.
10. Click Save in the “Add Reservation” window and return to the Conference reservation page. You should see your newly created Web Conference reservation.

More on Reverse Side

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11. Note the Web Conference URL under your reservation (e.g. <https://conference.apps.mil/webconf/Team-Meeting>). You can click the copy button to copy the URL.
12. Also note the Web Conf Dial In Number (e.g. 410-874-6300 or DSN: 312-874-6300) and Web Conf PIN (e.g. 1234567890) and send this number to your conference bridge attendee'.
13. To start your reservation, click the "Start" button under the name of your reservation.
14. A "How do you want to join the audio?" window will pop up. Please select if you want to join the conference as:
  - a) Microphone (Two-Way Audio via the browser)
  - b) Listen Only (One-Way Audio)
  - c) Click the X if you do not want to connect to DCS Audio via the Browser and you intend to dial in from a telephone.

## Need Help – Contact DCS Technical Support

If you are experiencing technical difficulties, please contact the Global Service Desk for support.

### Phone:

COMM: 1 (844) 347-2457 or DSN (312) 850-0032 / Option 1, 1

Email: [disa.gsd.apps@mail.mil](mailto:disa.gsd.apps@mail.mil)