Quick EMS Add Videoconference Services

Step 1: Log in, click **My Events**, find the reservation to edit in the list, and click the reservation name to open it.

Step 2: Click **Add Services**.

Step 3: A list of available support services will populate. Scroll down to find videoconferencing services in the list.

**NOTE:** Some buildings manage their own videoconference service and support; the OIT-provided videoconference service will not populate in the room request if not available for a particular building.
Step 4: Select either Videoconference or Webinar and select the Virtual Staffing item if needed (note that Virtual Staffing is always required for Webinars).

Tip: If you require Technical Assistance in the room for this event, request it under the AV Service menu.

Select optional items to add them to your request, review any item details, and provide additional information in the Special Instructions field when requested.
Step 5: All requested items will move over to the *Services Summary* section at the right once selected. Click **Next Step**.

![Services Summary](image)

Step 6: Select the bookings to which to add the service items and click **Add Services**.

![Add Services](image)

**Tip:** The top check box will automatically select all of the bookings.

The requested services will be added to the bookings you selected, and you will receive a confirmation email from the Videoconference Team.

Detailed instructions for editing and cancelling services are located in the [EMS Web App User’s Guide](#).