Scheduling a conference call with Wiggio

How do I schedule a conference call?

1. In the left-hand, Groups column locate the group with whom you will be conferencing.
2. Click the name of the group.
3. Click the Feed tab.
4. (optional) In the topmost text box, type a comment about the call.
5. For Type, click "Conference Call".
6. In the Name box, type a name for your call.
7. Choose the planned Length of your call.
8. For "When" choose:
   - Start right now
   - Set a date and time
     a. Use the calendar tool to select the date of your call.
     b. Click into the next box and select the time of your call.
   - Request availability
     a. Click "Add date" and use the calendar tool to select a possible call date.
     b. Click "Time 1" and select a possible call time.
     c. (optional) Click "Time 2", "Time 3", etc. and select more possible call times.
     d. (optional) Click "More time slots" for four additional slots you can use for possible call times.
     e. (optional) Click the "Add a new date" button to add another possible call date.
     f. (optional) Click delete to remove a possible call date.
9. (optional) Add additional participants.
10. Click the "Post" button.

End-of-Life Warning

The D2L Corporation will turn off Wiggio in February 2020.

Before Spring 2020:
  - Copy out of Wiggio any materials you wish to keep.
  - Adopt replacement tools: Zoom, Microsoft Teams, etc.

The Wiggio conference call phone number is not toll-free and is in the 702 (Las Vegas, NV) area code. You are responsible for any charges incurred.