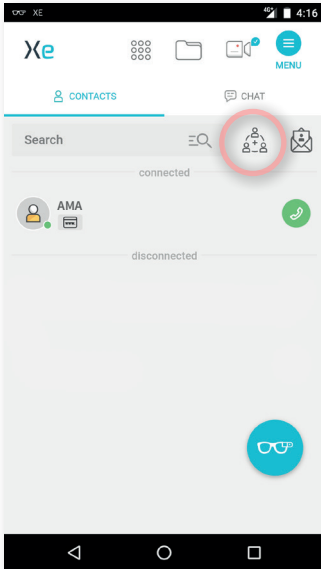


5

CREATE A CONFERENCE AND INVITE PARTICIPANTS (1/3)

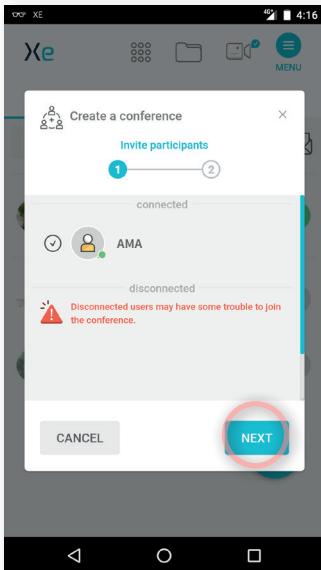
*Make sure that you are connected to the Internet and logged in to XpertEye
If not, see sheet 1. Check if you are on the same server region. If not, see sheet 11.*



Create a conference

1

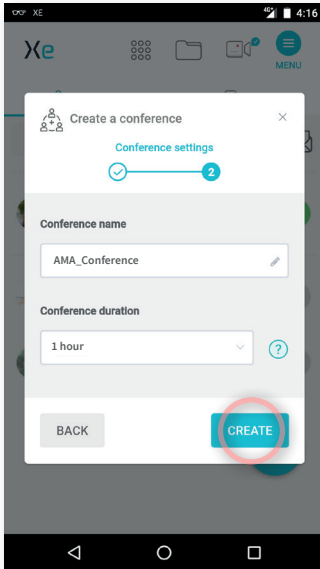
Click on the  icon.



2

- 1 Select one or several contacts that you want to add.
- 2 Then click on **NEXT**.

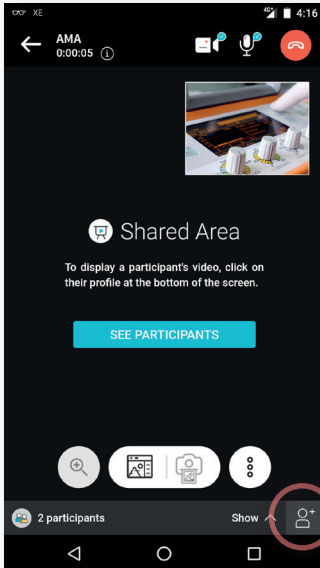




3

- 1 Assign a name to the conference.
- 2 Set the duration setting.
- 3 Then click on **CREATE**.

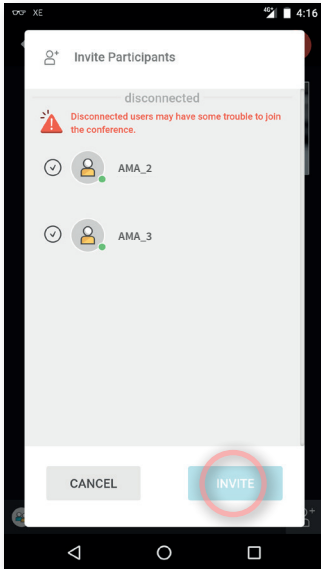
The conference begins automatically.



Invite additional participants

4

Click on the  icon.



5

- 1 Select the contact that you want to add.
- 2 Then click on **INVITE**.

Any participant can invite a guest.