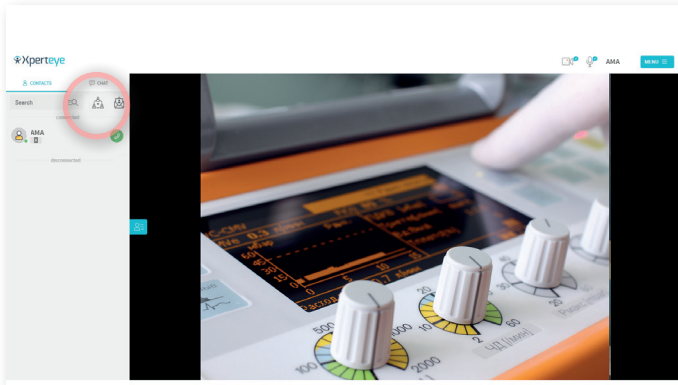


*Make sure that you are connected to the Internet and logged in to XpertEye. If not, see sheet 1. Check if you are on the same server region. If not, see sheet 11.*

1

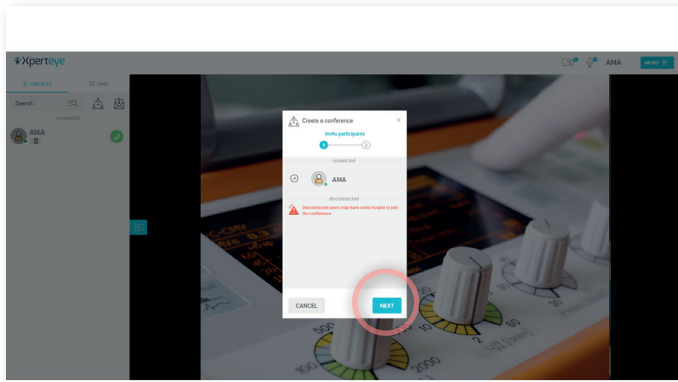
### Create a conference

Click on the  icon.



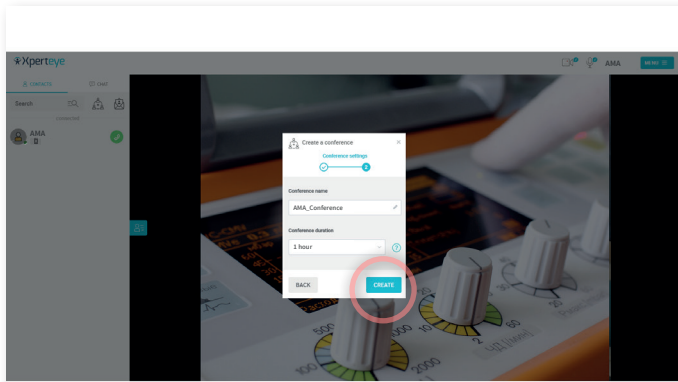
2

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



## 3

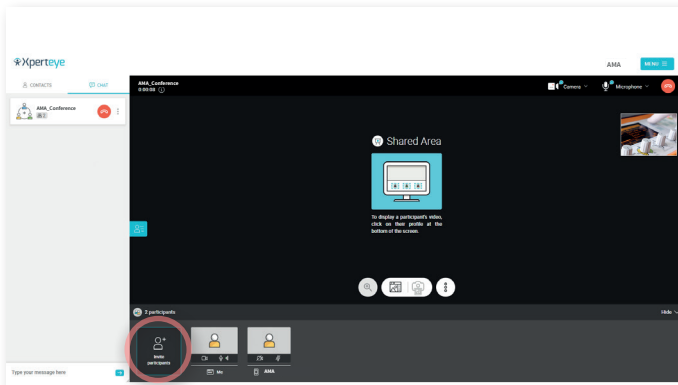
- 1 Assign a name to the conference
  - 2 Set the duration settings
  - 3 Then click on **CREATE**.
- The conference begins automatically.



## 4

Invite additional participants

Click on the  icon.



## 5

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

Guests can be invited by any participant who has the Guest call channel access.

