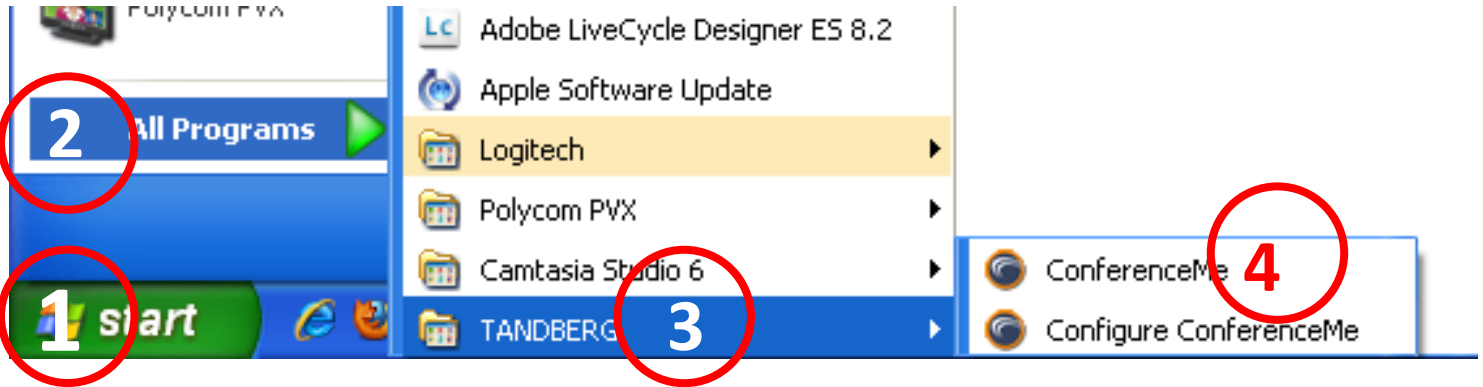


To join a Video Conference using ConferenceMe

Once you install ConferenceMe*, you will have this listed in your All Programs list:

1. Start
2. All Programs
3. TANDBERG
4. ConferenceMe



The ConferenceMe window opens.

In the Conference Address field, type in the name of the conference exactly as it appears in the email message you received. Click Connect.







You should be connected directly to your conference.

REMINDER: You can only connect to a video conference that is currently in progress

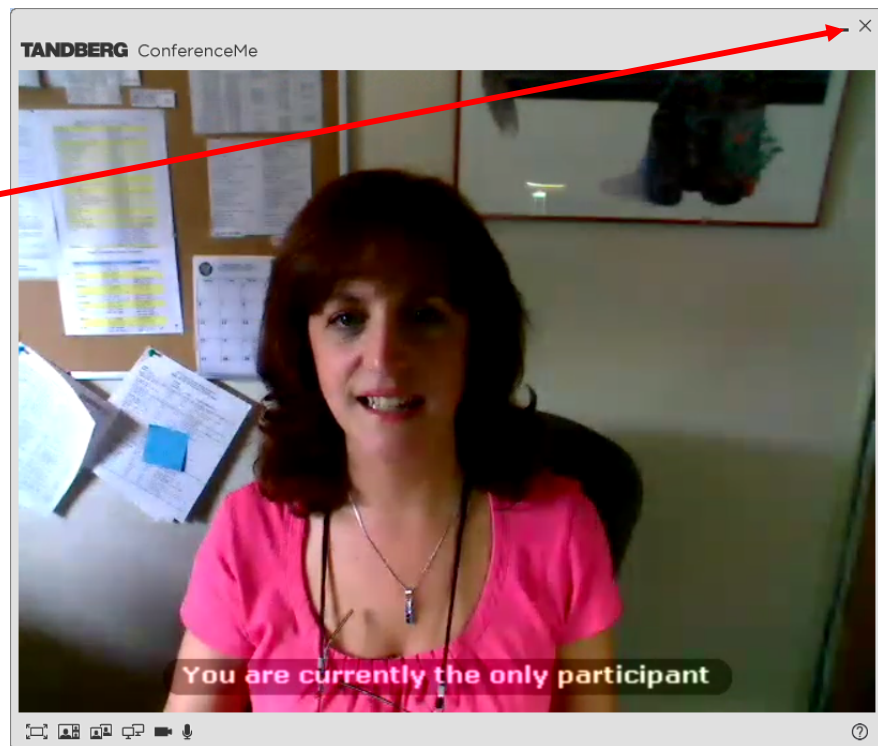


TIP: Create a Shortcut for the ConferenceMe program on your desktop

Here is what the buttons on the bottom of the screen can do for you:

					
Toggle to full screen view and back	Change display layout (several options)	Change to next participant	Send your desktop to other sites	Mute your video	Mute your audio

To disconnect, click the button (X)



close