



- To create a conference call meeting firstly select the group that you wish to call from the left hand side list(1)
- The under the text box you should see a little camera icon(2)
- The following box will then appear. You can choose whether to enable your webcam or not and also give the meeting a name. Once you hve done this click meet now.
- The rest of the people in your group will then see the following message and be able to join your meeting.

