

Introduction

This guide will show you how to speak simultaneously with multiple people via the Conference option in Jabber.

Step 1: Set up a conference call

- 1 Call the first person you wish to join the conference call.
- 2 While on the call to the first person, call the second person. The first person will be placed on hold automatically.
- 3 When the recipient answers select the **More** menu button and select **Merge with [person's name]**.
- 4 The conference will begin. To add more participants, **repeat steps 1.2 to 1.3**. Please note that anyone in the call can add participants. This is not restricted to the conference initiator.
- 5 To end the call simply hang up. All other participants remain in the conference.

