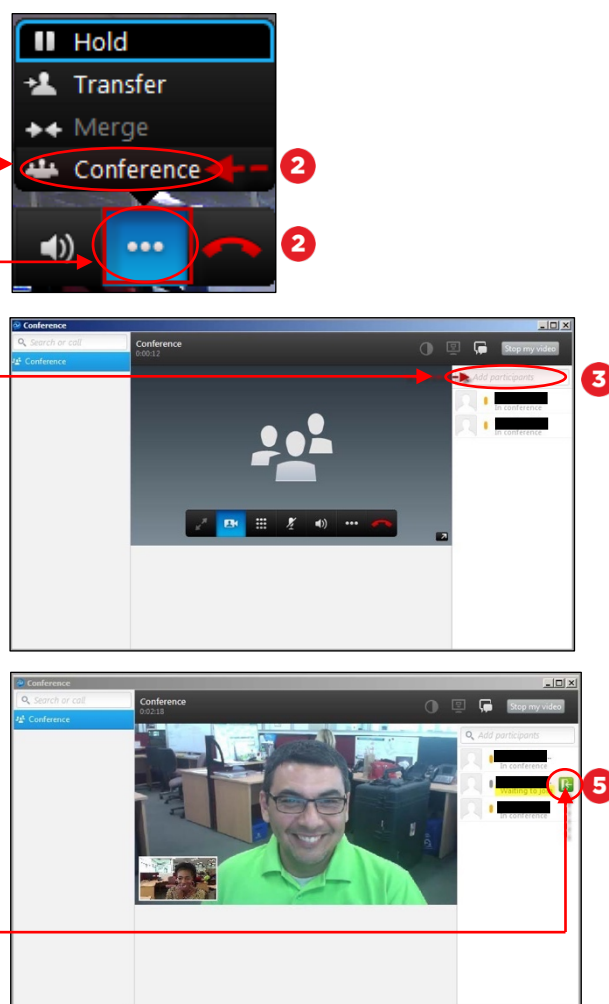**Griffith UNIVERSITY**
Queensland, Australia

How to…
Host a Conference Call on Jabber for Windows

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 Select the **Show more menu** button and then select **Conference**.

3 When this screen appears, enter the name or telephone number of the person you wish to add to the conversation in the search box.

4 Select the 📞 symbol that appears to the right of the person's name, or double click the telephone number you entered.

5 When the recipient answers they will appear in the call list. Press the **green button** to the right of their name to add them to the conference.

6 The conference will begin. To add more participants, **repeat steps 1.2 to 1.5.** Please note that anyone in the call can add participants. This is not restricted to the conference initiator.

7 To leave the conference, simply hang up. All other participants will remain in the conference.

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Step 2: Merge calls into a conference

- You can make calls to other contacts while you are already on a call or in a conference call by placing the first caller or conference on hold, then dial a second contact, then merge the caller on hold into a new or existing conference.

1 During a call, click the **Show more menu** button and select **Hold**.

2 Enter the name, extension number or phone number of the person you wish to call in the search box.

3 Select the desired entry from the search results, and select the ✆ symbol to the right of the person's name or double click on the telephone number you entered. The conversations window will appear.

4 When the recipient answers select the **Show More** button.

5 Select **Merge** and then select **the caller you placed on hold** from the list that appears. Please note if you select **Conference** at this stage instead of **Merge**, the caller on hold will not be merged into a conference.

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