



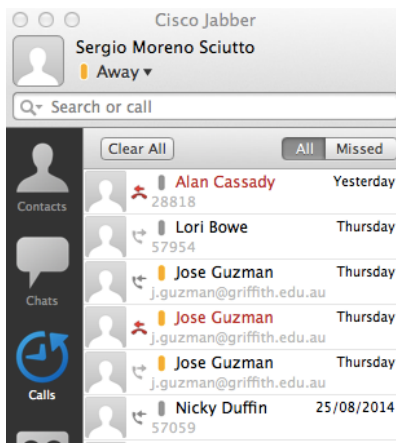
## Quick Reference Guide *Jabber Conferencing (Mac)*

### Conferencing

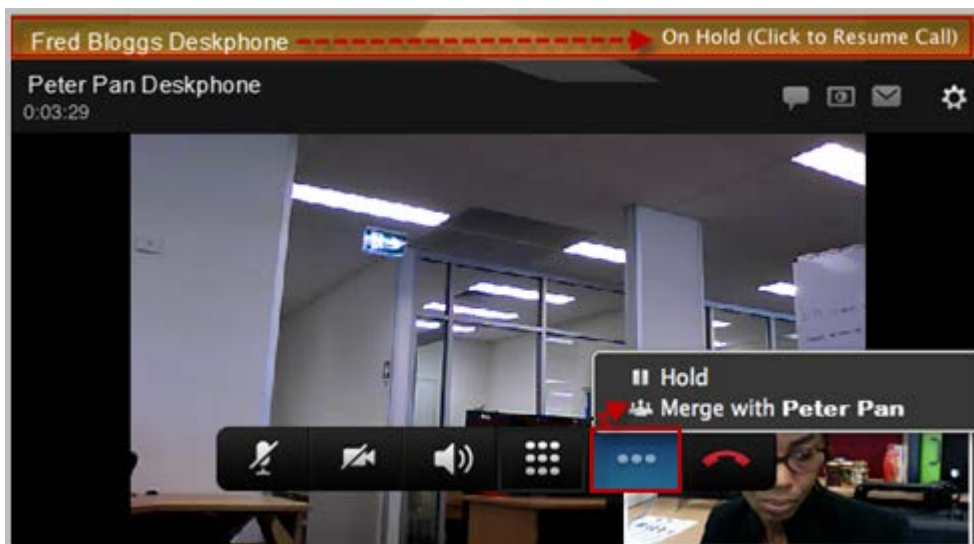
Conferencing allows you to talk simultaneously with multiple people. When you are on a call, use the Conference option to dial another person and add them to the call.

### Set up a Conference Call

1. Call the first person you wish to have in a conference call.
2. You will have to click back to the main Jabber window whilst on the call to the first person and call the second person. *The first person will be placed on **Hold** automatically*



3. When the recipient answers click the **More** menu button and then select **Merge with [Person's Name]**.



4. The conference begins.

5. To add more participants to the conference, repeat steps 2 to 3 above.
6. To leave the conference, simply hang up. All other participants remain in the conference.



Anyone in a conference can add participants to the conference call. You do not have to be the conference host.