To add contacts to a web office:

1. Right-click a HomeMeeting server and select **New Contact Group**. Name the group and then click **OK**.
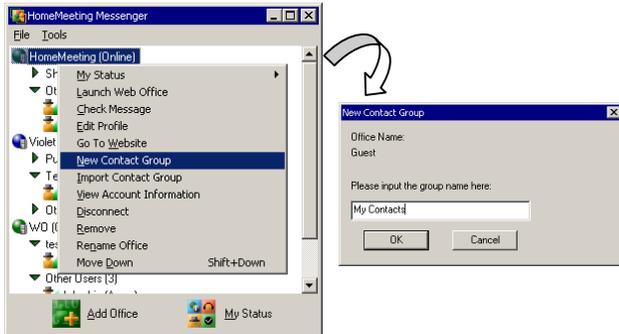
2. Right-click the new contact group and select **Add Contacts**. CTRL+click multiple users in the *Pick User ID window* and then click **Pick**. Or you can drag users from Other Users to the contact group, one by one.

To visit an Owner's web office:

1. Right-click an Owner's name and select **Visit...**. (JoinNet will be launched automatically.)

2. Select **Visitor** and type your **Name** in the Name field at the JoinNet prompt and click **OK**.

3. Wait for the Owner's permission to enter his/her web office.

4. If the Owner is not online or busy, a message box will pop up. You can click **OK** and then leave a recording message to the Owner.

To send short message (for Owner only):

1. Right-click an Owner's name and select **Send Short Message...**.

2. Type your message on the *Conversation window* and then click the **Send Message** button 📧 to send your message to the other Owner.

3. Each Owner who is invited to a text conversation receives a message box, and the *Conversation Window* should appear at the PC desktop.

4. At the *Conversation window*, you can open your web office (🚪), visit the other Owner's web office (👤), or invite the other Owner (👤) to your on-going meeting if your office has opened already.

5. If you see Information: the server is logging your message activity, the text messages are logged at the HomeMeeting server. HomeMeeting Messenger also logs all text messages at your PC, under the directory C:/Program Files/HomeMeeting/Messenger, with a filename **imlog.txt**.

To share a recording file (for Owner only):

1. Right-click an Owner's name and select *Share recording file of (MCU server)* to bring up *Your Messages window*.
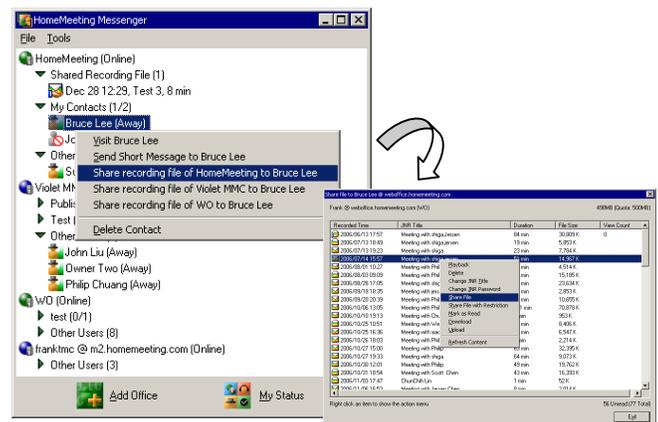
2. In *Your Messages window*, right-click the recording file to be shared and select **Share File** to bring up the *Share Recording File window*.

3. In the *Share Recording File window*, you can select **Copy URL Only** and paste the URL to an email or webpage for anonymous playback of the recording file. Or you can select **Share through Messenger** to share the recording file to the Owner.

4. You can view playback history of a shared recording file by selecting *View Shared Playback Record* in the *Your Messages windows*.