

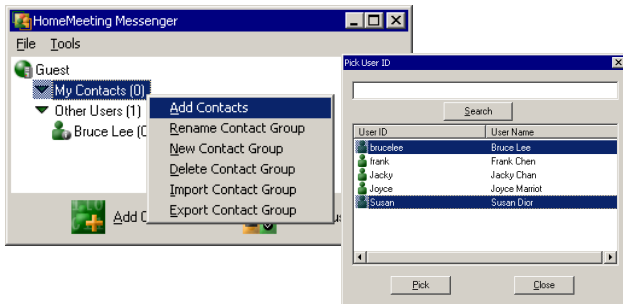


To add contact list to a web office:

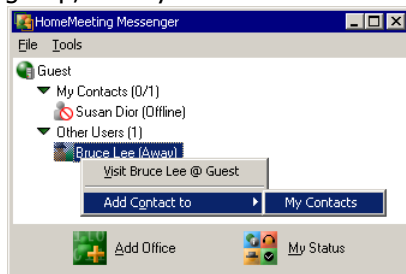
1. Right-click a HomeMeeting server and select **New Contact Group**. Name the group and then click **OK**.



2. Right-click the new contact group and select **Add Contacts**. Hold down CTRL and select users from the Owner list at the server and then click **Pick**.

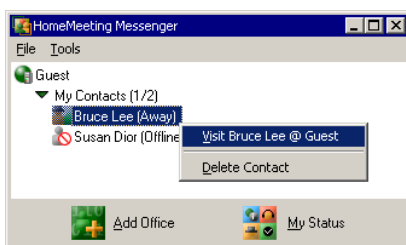


3. Or, you can select and add an Owner to your contact group, one by one.



To visit an Owner's web office:

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

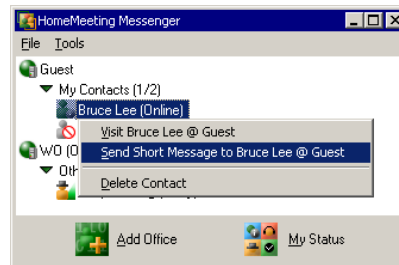


2. Select **Visitor** and type in your **Name** at the JoinNet prompt and click **OK**.

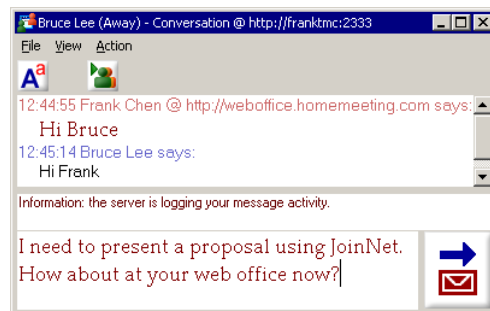
3. Wait for the Owner's authorization to enter his/her web office.
4. If the Owner is not online or busy, a message box will pop up. You can click **OK** and then leave a recording message to the Owner.

To send short message (for Owner only):

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



2. Type in your message at the Conversation window and then click the **Out Message** button to send your message to the other Owner.



3. 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, depending on whether you use the same HomeMeeting server or your office is open or not.



Open your web office



Visit the other Owner's web office



Invite the other Owner's to your on-going meeting

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