To register your personal account at the multimedia messaging center:

1. In your browser, enter the URL for your MMC website and press **Enter**.

2. On top of the home page, click **Register**.

3. On Identity Registration, type in **E-mail**, **Name**, and **Password**. Click **Submit**.

4. Check your email. Open the email of **Identity Registration Confirmation** sent by your MMC.

5. Click at the hyperlink inside the confirmation email to complete the registration. Automatically you enter the MMC for the first time.

Seeing MMC for the first time:

1. Click **Download JoinNet** to install JoinNet. Click **Run Test Wizard** to test audio settings.

2. Under **Meeting** menu, if you see **List Recordings**, **Create Meeting**, **Start Meeting**, and **Reservation Status**, you are an authorized owner who can host an online meeting. If not, you are a registered guest who can joint both public and private meetings hosted by owners.

3. Set your personal preference. Click **My Preferences**. Select preferred **Time Zone** from the drop-down list. Enable auto sign-in by selecting **Identity Installed** to your PC. Click **Save**.

4. Click **Calendar** to see today's schedule or click another date/week/month to display future meeting schedule. Or

5. Click **Lookup Meeting** to search scheduled meetings by date and/or meeting title.

To join an ad hoc meeting or to leave a recording message:

1. In your browser, enter the URL for your MMC website, or click the link in an email message that invite you to the multimedia messaging center.

2. At the home page, under **User Directory**, find the user name. Click on the user that you want to visit.

3. Wait for the user's authorization to enter his/her room. If the user is not online or busy, you can leave/present a recording message. JoinNet should be launched automatically when you click on the user's name.

To attend an invited and pre-scheduled meeting:

1. Click **Attend** in the email notification that invites you to a meeting, during the schedule time slot. Or

2. In your browser, enter the URL for your MMC website. On the login page, type in **E-mail** address and **Password** and click **Submit**.

3. Click **Calendar** or **Lookup Meeting** to find the desire meeting and click on the meeting title.

4. Click **Attend** in the **Meeting Information** during the schedule time slot.

To playback a published recording:

1. Log in to the MMC web portal.

2. Click **Lookup Recording** under Published Recordings.

3. Select available recording file and click the Title.

4. Click **Play Back**.

To playback a forwarded recording:

1. Click **Play Back** in the email notification that invites you to view a recording file.

2. If a secure playback policy is applied, you need to sign in to the MMC website first in order to playback any forwarded recording.

3. If **Identity** is installed to your PC, you can play back any forwarded recording file.

4. If a recording file is deleted by the owner, the corresponding playback link is then disabled.

To lookup file attachment:

1. Log in to the MMC web portal.

2. Click **Lookup Meetings**.

3. Click meeting **Title** to view **Meeting Information**.

4. In **Meeting Information**, click **Open Attachment**, if there is any.

5. A registered meeting participant can upload file to **Meeting Information**: click **Browse** and select file to upload, and click **Upload.**