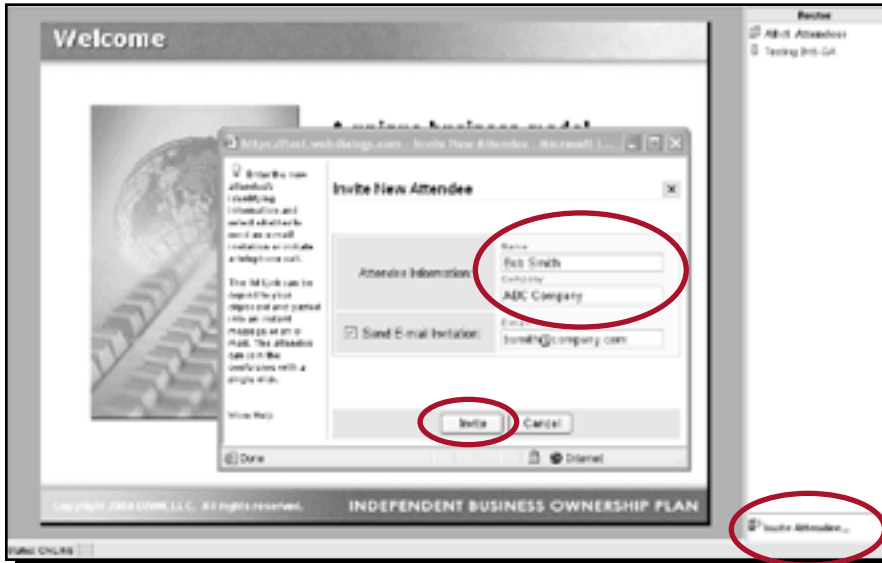
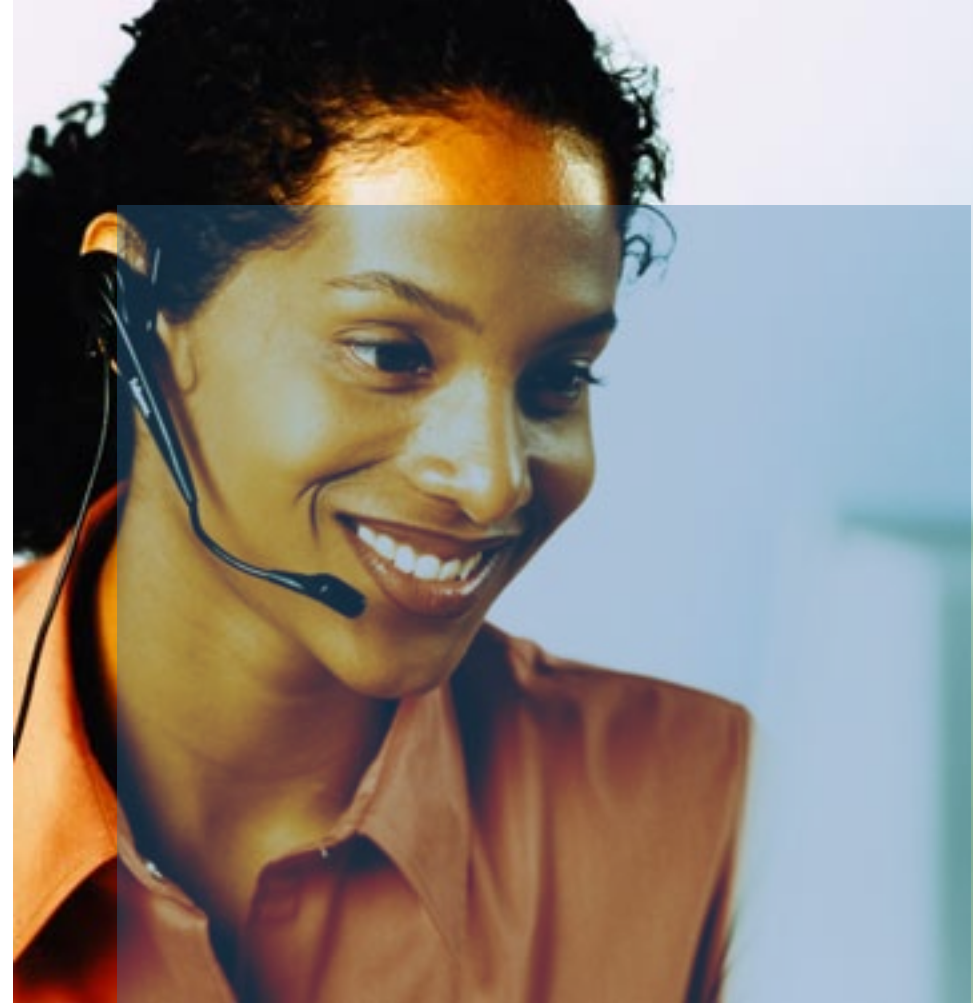


Step 3. Invite Participants And Show the Plan

1. Click on the plan you want to show. This launches the Web Conference application and opens the presentation.
2. Click Invite Attendee and the Invite New Attendee pop-up appears.



3. Fill in the person's name and e-mail address. Company name is optional.
4. Click Invite. Kate sends an e-mail to the attendee. When the attendee opens the email and clicks on the link it contains, the Web conference automatically opens and displays the opening slide. The attendee's name appears in the Roster.
5. Begin Showing the Plan. Use the Toolbar to move from slide to slide or to jump back or forward. Click Log off when you are done.



COMMUNIKATE™

*communicating
the possibilities*

Getting Started With Web Conferencing

COMMUNIKATE™

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COMMUNIKATE™

Welcome to CommuniKate Web Conferencing. This guide will show you how to use CommuniKate Web Conferencing using the Show the Plan presentation. You will need to be at your computer with a nearby phone. It's as simple as one, two, three.

Step 1. Start The Conference

1. Log into your CommuniKate user site.
2. Click Conferencing in the Tool menu on the left side of your screen. This opens the Conferencing screen.
3. Click Start Conference Now.



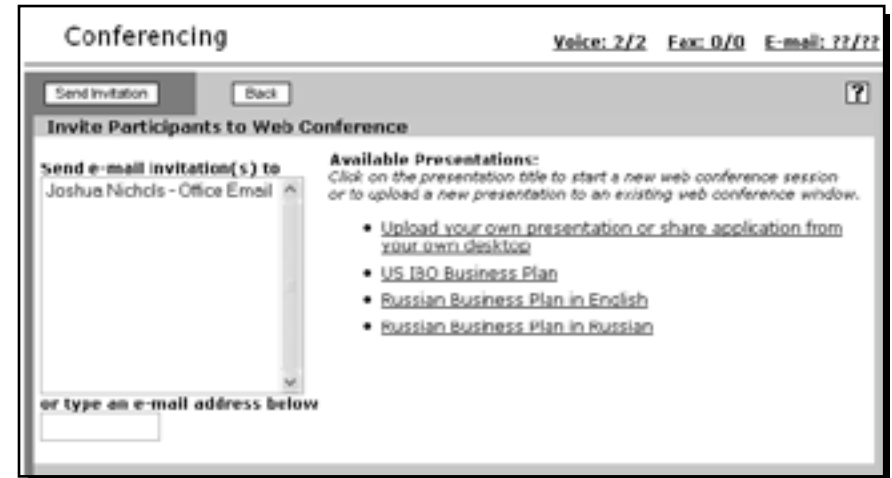
Step 2. Start The Audio

Add Yourself

1. Select the phone number you want to use from the drop-down list in the Add Yourself section of the Conferencing screen or enter a number in the Phone Number field.
2. Click Add Yourself to start the audio portion and makes it possible for new participants to join your call. Until someone joins, you will hear beeps to indicate that the conference is available.

Add New Participant

1. Select a Contact you want from the drop-down list or enter a phone number in the Phone Number field. Click Add Participant. Kate dials the number and your first participant joins the line. Repeat to add additional participants, if desired. You can add only one at a time.
2. Click Web Conference to open the screen for choosing your presentation.



If you need assistance, please call Customer Support at 1-866-333-3281. You can also access additional information in the Help section of your personal CommuniKate Web site.