

Online Conference Call Manager

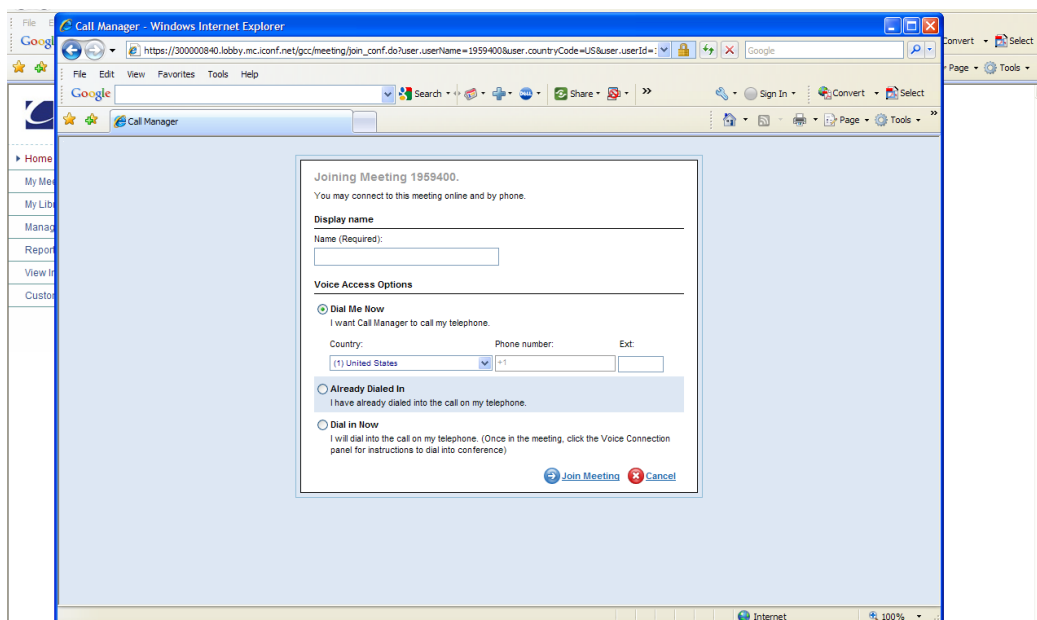
Attendee User Guide

1. Go to <http://ccimeet.tconline.com>. At the bottom right corner of the screen input the conference code of the conference call that you are joining, your first and last name and your email address.

NOTE: Make sure that you have popup windows enabled.



2. A new window will appear with three options to connect into the meeting. If you have not already connected into the meeting you can choose "Dial Me Now" to have the system dial out to your telephone. Select your country, enter your contact phone # and select "Join Meeting".



3. Once you've joined the meeting you can mute your own line or chat.

