Before installing Conference Me on your PC, you will need to have a webcam and a headset with microphone plugged in. **A headset with a microphone is mandatory.** Failure to use a headset will cause echo and feedback disturbing the class. We recommend using Internet Explorer for Conference Me.

To join a conference using the MCU home page


2. Enter the Numeric ID of the conference you are joining in the Conference ID dialog box. Your Numeric ID is 0017032498058.
Conference "KIHD GMU VI (703-249-8058)"

Click here to join the conference using ConferenceMe.
Automatically join next time [ ]

If you have not installed ConferenceMe, click here to install.

- If you already have ConferenceMe installed, select the Click here to join the conference using ConferenceMe link.
- If you do not currently have ConferenceMe installed:
  1. Select click here to install.
  2. Complete the installation process by following the on-screen instructions.
  3. When the installation is complete select Click here to join the conference using ConferenceMe.

  3. If you want ConferenceMe to open automatically and connect you to your conference on your next visit, select the automatically join next time check box.
  4. If the conference is PIN-protected, type the PIN using the number keys on your keyboard.

  5. ConferenceMe opens and you are connected to your conference.

You're now in a conference and should see something similar to……
Microphone Mute
Camera Mute
Share Your Desktop
Swap images within Layout
Change the layout in your Conference Me window.
Full Screen (ESC to exit)