

IABPFF Directions on How to Access the IABPFF Online Conferencing Tool

- These services are free to all IABPFF members
- You have to be a IABPFF member to use these services
- Go to the IABPFF website located at www.iabpff.org
- Go to the Members section by either clicking on the link at the bottom left corner of the main page or by going into the site
- Click on the Members menu tab on the top menu
- Click on the IABPFF Members Login button to enter the Forum
- Sign into the Forum by entering your user-name and password. (If you do not have a user name and password, click New Member and then contact ITC).
- After logging in, click on the Live Chat button on the top menu to enter the conferencing area.
- A drop down sign in area will appear. Sign into the chat area by entering your user-name and password. (If you do not have a user name and password, click Sign up and create a new userplane profile using your IABPFF Forum login and password).
- After clicking Login, wait for a minute for the new window to open (It will authenticate and connect).
- Click on the name of the room and click “Join” for the one you want into in or create a new room by clicking on New Room.
- If joining a room which is broadcasting a meeting or conference, be sure to click on the name of the person which has a letter “A” by their name which shows they have the audio on. “V” stands for video on.
- To turn your microphone or video on, you have to click on your name and then click the small letter A or V under your profile window.

Phone Conferencing

- In order to use the phone conferencing, click on the small phone image in the upper right corner of the chat window by the question mark.
- A new small window will open with the number.
- In order to connect those in the online chat room with those on the phone conference so they can hear each other, someone with audio capabilities will have to be on the conference call and use a speakerphone option and place the phone by the computer microphone and speaker.
- The number is good for that room for more multiple days
- Each room will have its own phone number
- It is possible to know how many people are listening with the phone options
- Be careful to know who is in your conferences
- Use these services positively
- Enjoy!