



To launch your personal web office :

1. In your browser, enter the URL of IPmeeting.
2. Select **Office Directory**.
3. Click your office name.
4. Select **Join Meeting -or- Leave Message**. JoinNet launches automatically.



5. Select **Owner** and type in your **Password**. Click **OK**.
6. Uncheck **Stop Video** or **mute microphone** if you want to start recording by yourself alone.

To visit other people's web office :

1. In your browser, enter the URL of IPmeeting.
2. Select **Office Directory**.
3. Find the user and click on the user that you want to Visit. Select **Join Meeting -or- Leave Message**. JoinNet launches automatically.
4. Select **Visitor** and type in your **Name**. Click **OK**.
5. 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.

To authorize visitor(s) entering your office :

1. After launching your web office, the **Join Request Dialog** will pop up every time when a visitor arrives. Click **Accept** to authorize entering or **Reject** to turn down the request. And
2. You can ask invited guests to type in their name followed by a secret code (e.g., Carson/456) to manually improve authorization security. Or
3. You can select **Auto Allow Visitor** from JoinNet's **Settings** to bypass the authorization process for public meeting such as online customer support.

To make a recording file with title:

1. Click your office name.
2. Select **Join Meeting -or- Leave Message**. JoinNet launches automatically.
3. Select **Visitor** and type in recording title instead of

your name. Click **OK**.

4. Start recording your presentation.

To check your recording messages:

1. Select **Check Recordings -or- Settings**. JoinNet launches automatically.
2. Type in your **Password**. Click **OK**.
3. Select the recording message from the list. Click **Play**, **Download**, or **Delete**.
4. You will receive an email notification when there is a new recording message, if you specify your email address in your personal web office.

To send meeting invitations (as personal business cards):

1. Click your office name.
2. Select **Send Meeting Invitation**. Your email client launches automatically. A new mail with a hyperlink to your personal web office will be created.
3. Compose the mail. Click **Send**.
4. Note that the hyperlink is generated in a special format:
http://url/weboffice/data/weboffice_userID.jnj

To share recording files from a team office:

You can ask the system administrator to create a team office for multiple users using the same user ID and password. The email address of this shared office can be that of the team leader.

1. Each team member can **make a recording file with title**.
2. To share the recording file to other team members, simply compose an email with a hyperlink to **check recording messages** as follow:

http://url/weboffice/data/owner_userID.jnj

3. Click the hyperlink. JoinNet launches automatically.
4. Type in the shared **Password**. Click **OK**.
5. Select the recording message from the list. Click **Play**, **Download**, or **Delete**.
6. Team leader can ask the system administrator to provide activity log of the shared office.