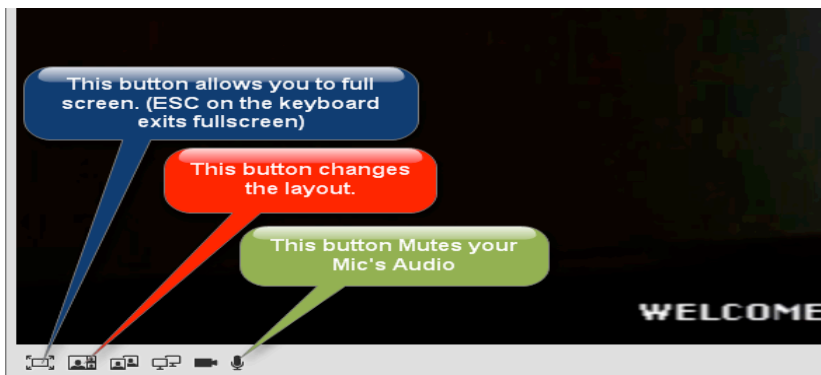


## ConferenceMe™ – Joining An IVC Event

1. You should get the Course Name and Bridge from your local scheduling representative.
2. Select the correct MCU from the list:
  - A Bridge = <http://go.uen.org/1v>
  - B Bridge = <http://go.uen.org/1w>
  - C Bridge = <http://go.uen.org/1x>
  - D Bridge = <http://go.uen.org/1y>
  - E Bridge = <http://go.uen.org/1A>
  - F Bridge = <http://go.uen.org/1B>
  - G Bridge = <http://go.uen.org/1C>
  - V Bridge = <http://go.uen.org/3v>
  - W Bridge = <http://go.uen.org/3w>
  - X Bridge = <http://go.uen.org/1D>
  - Y Bridge = <http://go.uen.org/1E>
  - Z Bridge = <http://go.uen.org/3z>
3. Click on the corresponding link, but do not click on the Log in button
4. Click on the link “Conferences” located in the top left of the screen under the Codian logo
5. A list of classes will then be displayed in the left hand column

Note: A scheduled class will not appear on the bridge until 15 minutes before the scheduled start time of the class

6. Find the desired class and click the “ConferenceMe” link to the right of the class name
7. Click “Click here to join the conference using ConferenceMe.”
8. You should see buttons like these at the bottom of the window after the class connects:



9. You are now ready to participate in a UEN ConferenceMe Class.
10. To Disconnect, click the X in the upper right hand corner of the ConferenceMe screen.