

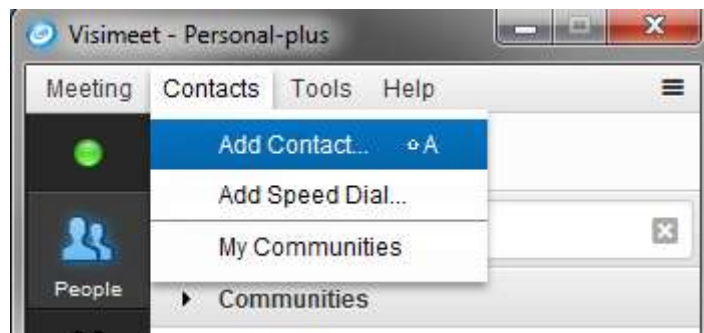
# Adding a Contact

A unique feature of Visimeet is the Contact List. With the Contact List users can easily and instantly communicate. Users can only instantly communicate with contacts. When a contact is added to a user's Contact List an invitation is sent to the invited user requesting their permission to share presence. This invitation must be accepted in order for both parties to see one another on their Contact List and invite them to a meeting.

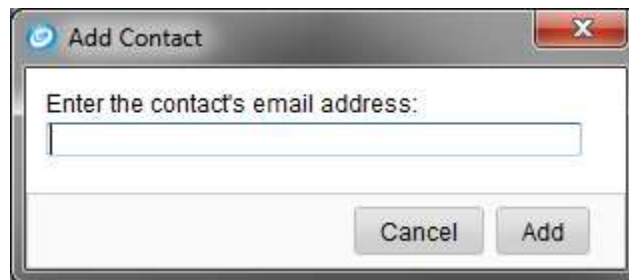
Use the Contact List to see who is available to talk, send an instant message with a question, or instantly invite the user to a meeting. The Contact List keeps all of your Visimeet contacts at your finger tips.

## Adding a Contact

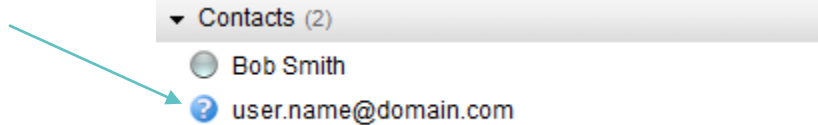
To add a contact, simply go to Contacts – Add contact



When this is selected a window will appear requesting the email address of the user you would like to add.



Enter the user's email address and click "Add." This will add the user to your contact list but their presence will not be available and a "?" will appear next to their address. You will be unable to see their availability or communicate with them until the contact request is accepted.



The contact you request to add receives an invitation on the top of their Contact List. They can either accept or reject the request. Accepting the request will result in both contacts sharing presence and opening the lines of communication. If it is rejected, the request will disappear from their Contact List and their pending invitation will no longer appear on yours and presence will not be shared. If the request was accidentally rejected you can send it again.



If the email you entered is not associated with an active Visimeet user you will see this window:



Complete this form and an email will be sent to the designated email requesting that they download Visimeet. It is best to complete the “Personal Message” section of the form with an explanation of why you are connecting so the recipient understands why they are receiving the request.

**Hi Catherine,**

I'd like to add you as one of my IOCOM Visimeet contacts. Once you sign up, we'll be able to meet and collaborate face-to-face.

Test

Click the following URL to sign up for your account.

<http://account.iocom.com/account/signup.php?vid=14846764-1803-4dd5-9b86-300ca4b06749>

Thanks,

This email was sent by: IOCOM, 111 W. Jackson Blvd. Suite 1412 Chicago, IL, 60604, USA

Once the contact request is accepted, or the invited individual installs Visimeet, they will appear on your contact list and their presence will be shared.