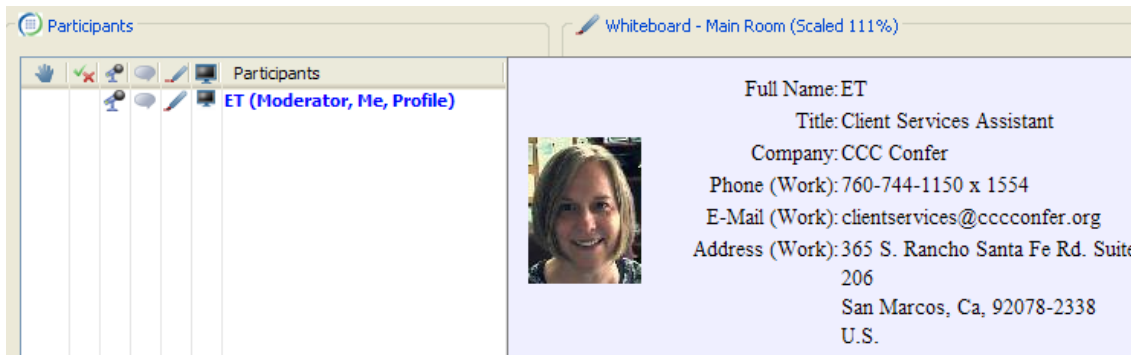




USER PROFILE

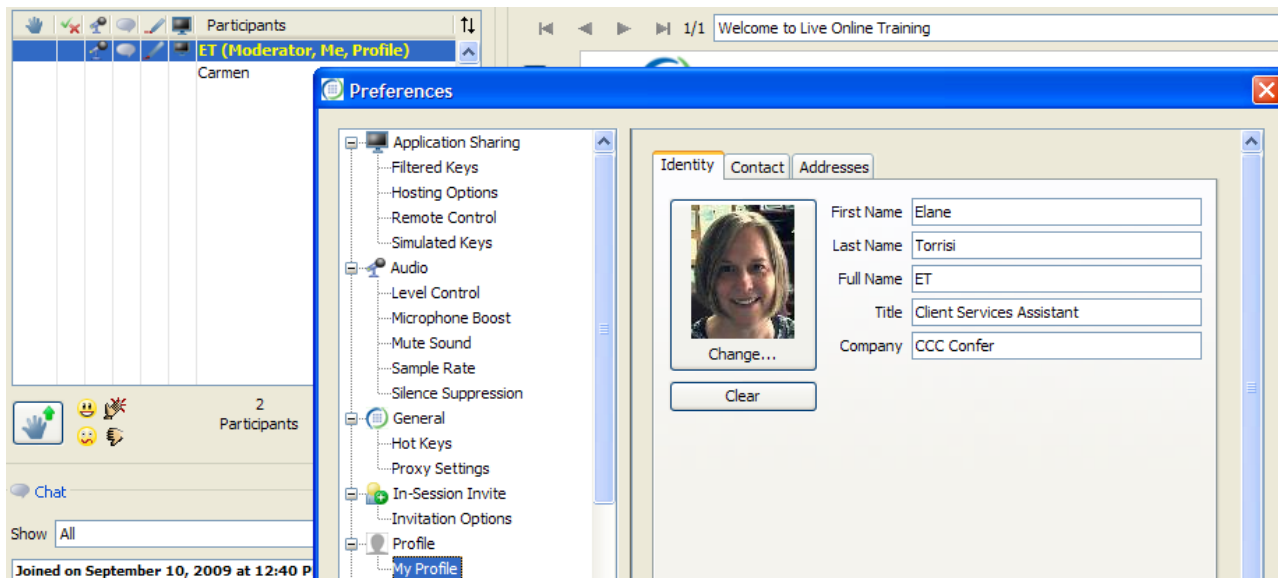
The User Profile feature allows Moderator and participants to publish their contact information, and to view information provided by others.

To view a user's profile, move your mouse over a name in the Participants list. The profile information (if any) will be displayed in a separate window.



CREATE OR EDIT YOUR USER PROFILE

1. Enter your CCC Confer room.
2. Click on your name in the Participant list (highlights your name).
3. Right click and select Edit Profile.

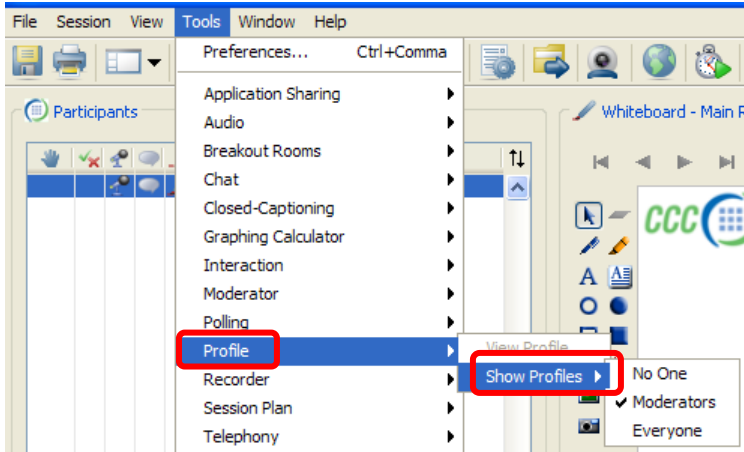


4. Insert a picture of yourself, fill out or edit the field on any/all of the three available tabs with information you want shared.
5. Click **Apply** and **Close**.

SHOW USER PROFILES

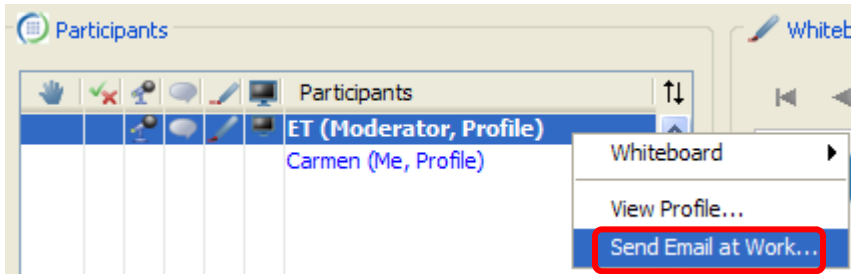
Moderators can choose what profiles will appear in the Participant window.

1. On the menu bar click **Tools**.
2. Click **Profile**.
3. Click **Show Profiles**.
4. Select which profiles are to be visible in this room.



Send Email to Participant at Work

1. If a User Profile has been created, click on Participant's name.
2. Right click and select Send Email at Work – an untitled email will pop up.



SAVE A USER'S PROFILE AS A vCARD

1. If a User Profile has been created, click on Participant's name.
2. Right click and select **View Profile**.
3. Click **Export**
4. Select location to save vCard and click **Save**.

