Make a conference call

Create a Conference with multiple online contacts in your XpertEye contact list.
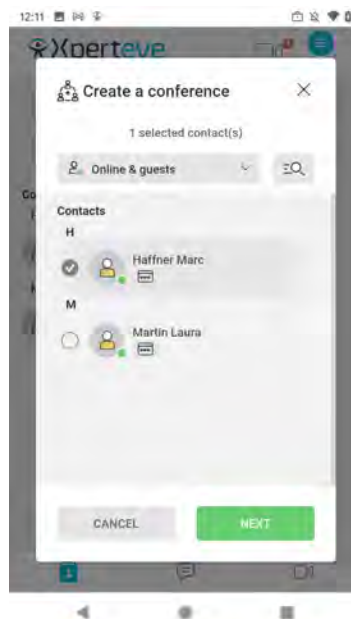
Prerequisites:

- Make sure that you are connected to the Internet and logged in to XpertEye.
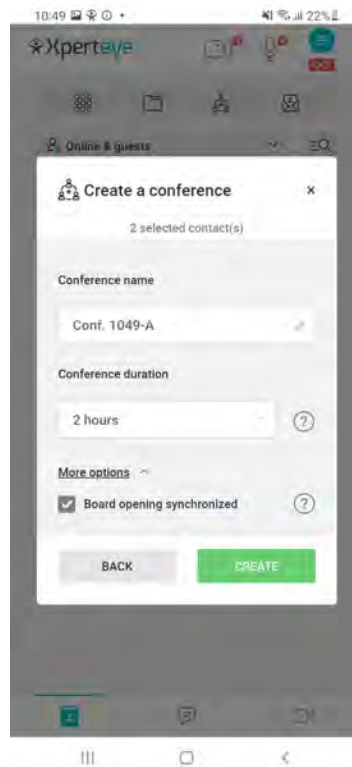- Check if you are on the same region.

1. Press the ⛫ icon.

2. Select one or several contacts that you want to add.
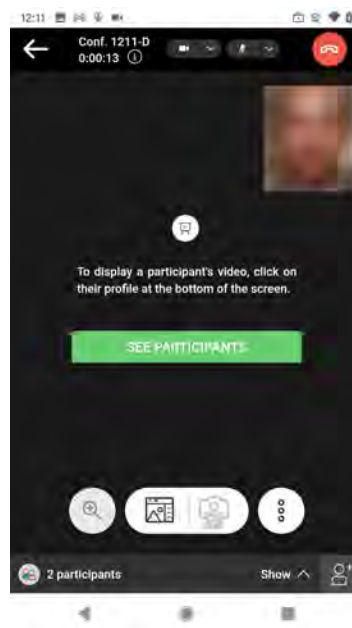3. Then press **NEXT**.

4. Give a name to the conference.

5. Set the duration setting.
6. If you wish to deactivate the Board synchro, click on **More options**, then untick the **Board opening synchronized** box.
7. Then press **CREATE**.

The conference begins automatically.

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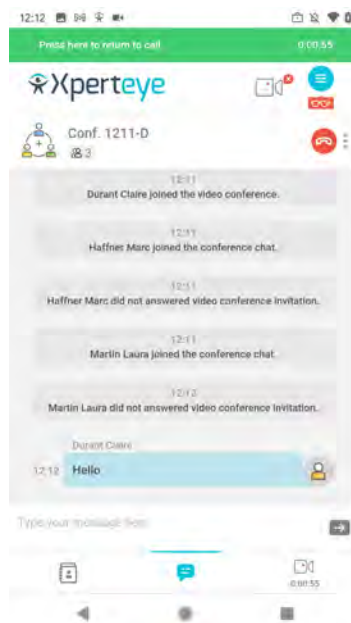
8. Press the 👤 icon to add contacts.
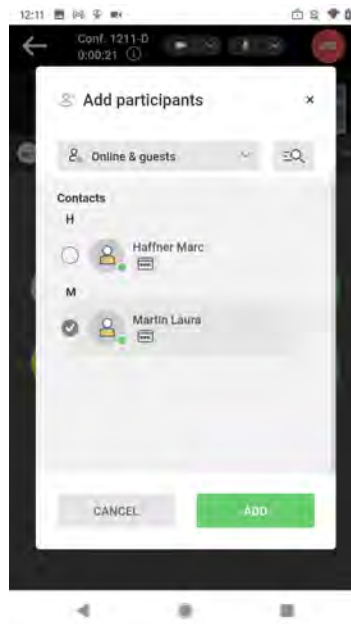
9. Select the contact that you want to add.
10. Then press **Add**.

Note: Any participant can add another XpertEye user.

11. At the end of a call hang up using the ☎ icon.

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