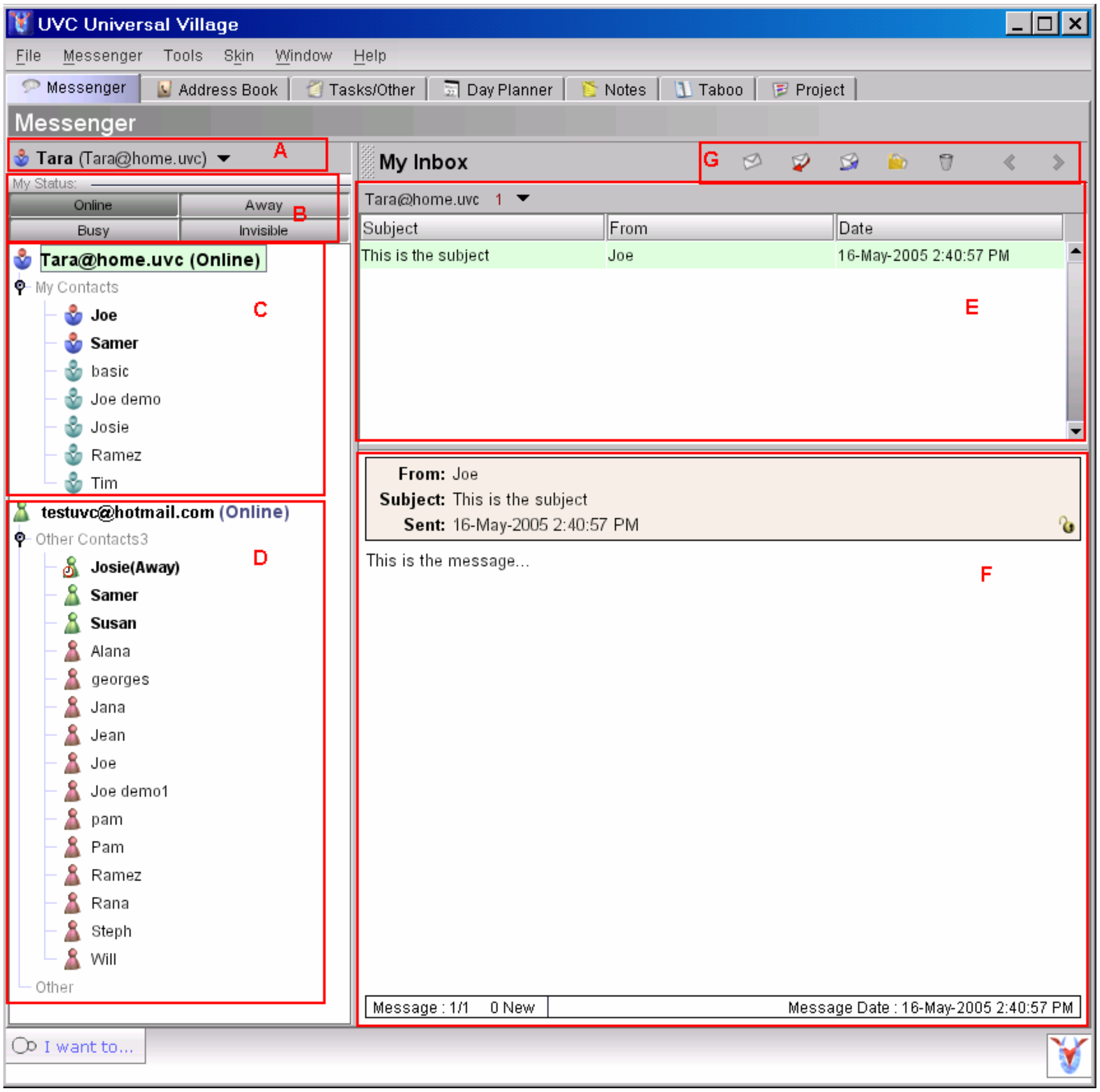
Messenger

The Messenger is the core module that ties all other add on modules as well as making sure that features like sharing of tasks, sending your address book contacts to other users as well as setting up group meetings and appointments work with the proper access levels you assign to each of your online contacts. The UVC Messenger allows you to send an instant message to other friends, have an online chat with a group, send files and photos to your family and much more.

Navigating in the Messenger Screen



A

This drop down allows you to manage your profile.

B

You are able to change your online status in this area.

C

This area shows the contact tree for your UVC contacts.

D

This area shows the contact tree for any accounts you have linked to UVC such as MSN or AIM

E

This is your message inbox. It shows all messages you have received as well as appointment requests, task assignments, etc.

F

This area displays the contact of the selected message.

G

The message toolbar allows you to forward, delete and reply to messages.

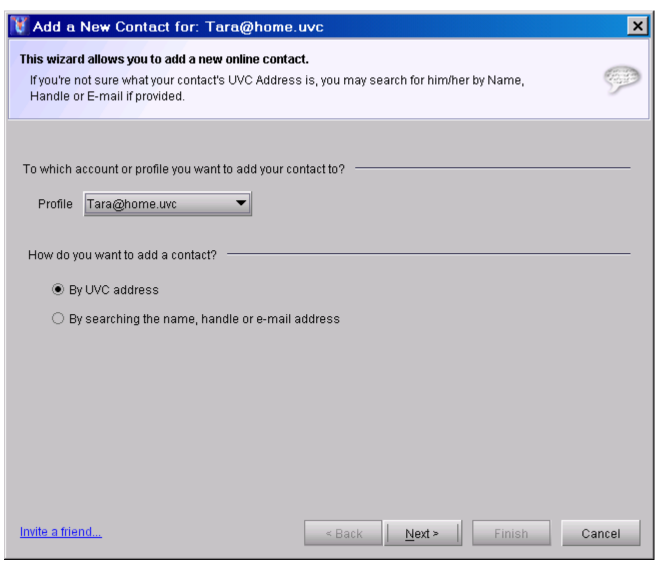
The Contact Tree

To Add a New Online Contact

There are 2 ways to add a new messenger contact, by UVC Address or by searching by the user's name, handle or email. To add a new contact to the database using the user's UVC address use the following steps:

To Add a Contact using the UVC Address

1. Right click anywhere in the contact tree area of the messenger.
2. Select **New Contact** from the menu.



3. Select **By UVC Address** and click on next.
4. Enter the UVC Address of the contact you are adding and click on **Next**.
5. You then have the option of pre-approving the contact you are adding to add you to their list. If you select Yes you also have the choice of specifying which permissions you would like to give them to the various modules of the program. Select which option you would like and click on **Next**.
6. If you have selected to specify the permissions now, enter the access levels that you would like to give this user to the various modules of your UVC database. For each module there are different levels of access available:

Read Only:

This is available for all modules and indicates that the user can see information but cannot modify anything.

Partial:

This is available for the Task, Calendar and Project modules. It indicates that the user will only have access to the folders or sheets that you specifically give them access to when defining your folders and sheets in the related modules.

Full:

This is available for all modules. It indicates that the user can see and modify all information.

Available Time:

This is available in the Calendar module and indicates that the user can see when you have available time but cannot see the details of your appointments.

Note: In all access levels private data can only be accessed by users that you have specifically given private access to by ticking the allow private checkbox. For example, even though you have given Full access to someone they will still not be able to see things that you have indicated as private unless you have ticked the allow private checkbox for them.

7. Click on **Finish.**
8. You should now see the user in your contact tree.

To Add a Contact by Searching for the Contact

1. Right click anywhere in the contact tree area of the messenger.
2. Select **New Contact** from the menu.
3. Select **By Searching the Name, Handle or Email Address**. Click on **Next.**
4. This screen allows you to search for your contacts. Click the proper tab at the top to select whether you want to search by Name, Handle or Email.
5. Once you enter the information needed to search, click the **Search** button. You should then get a list of names for contacts that match your criteria.
6. If the list shows more than one entry, select the one you want and click the **Next** button.

Note: You can search for your contacts using a partial Name search (i.e. to search for Joe you would only need to put J) but only if they have selected to enable that search. So in most cases you'll probably have to put the full name with the proper spelling in order to find who you're looking for.

7. You then have the option of pre-approving the contact you are adding to add you to their list. If you select Yes you also have the choice of specifying which permissions you would like to give them to the various modules of the program. Select which option you would like and click on **Next**.
8. If you have selected to specify the permissions now, enter the access levels that you would like to give this user to the various modules of your UVC database. For each module there are different levels of access available:

Read Only:

This is available for all modules and indicates that the user can see information but cannot modify anything.

Partial:

This is available for the Task, Calendar and Project modules. It indicates that the user will only have access to the folders or sheets that you specifically give them access to when defining your folders and sheets in the related modules.

Full:

This is available for all modules. It indicates that the user can see and modify all information.

Available Time:

This is available in the Calendar module and indicates that the user can see when you have available time but cannot see the details of your appointments.

Note: In all access levels private data can only be accessed by users that you have specifically given private access to by ticking the allow private checkbox. For example, even though you have given Full access to someone they will still not be able to see things that you have indicated as private unless you have ticked the allow private checkbox for them.

9. Click on **Finish.**
10. You should now see the user in your contact tree.

To Rename an Online Contact

By default you messenger contacts are displayed by their handle name. You are able to change the display name of your contacts to anything you wish. To change rename an online contact use the following steps:

1. Find the contact you would like to rename in the contact tree area of the messenger.
2. Right click on the contact and select **Rename Contact.**
3. Enter the name that you would like the contact to be displayed as.
4. Press **Enter** on your keyboard.

Displaying Contact Names

If you have renamed a contact you have the option of displaying your contact by just the new name you have given them or by their handle and the name you have given them. The displaying contact option is on a contact by contact basis. So you can have some of your contacts displayed by just the name you have given them and some by both their handle and the name you have given them. To change the way your contacts are displayed use the following steps:

1. Find the contact you would like to change the display option for in the contact tree area of the messenger.
2. Right click on the contact and select **Display this Contact Name By.**
3. Select the option you wish to use.

Note: If the display options are greyed out it means that you have not renamed the contact and given them a display name. You must do that first before you can use this option.

To Delete an Online Contact

To delete an existing contact use the following steps:

1. Find the contact you would like to delete in the contact tree area of the messenger
2. Right click on the contact and select **Remove Contact.** You should then get a warning asking you if you are sure.
3. Click **Yes** to confirm delete.

Warning: Please exercise caution when deleting contacts. The action cannot be reversed.

To Set-up UVC, MSN and AIM Accounts

The account setup section of the messenger allows you to add and enable different instant messaging accounts to your UVC messenger such as MSN or AIM.

To Add a Messenger Account

To add and account use the following steps:

1. Click on the **Messenger** Menu item on the top menu bar and select **Setup UVC, MSN and AIM Accounts** from the menu.
2. Click on **Add Account**.

3. Select the IM Network for the account you are adding (MSN, UVC, AIM)
4. Enter you username and password for that account. If you were adding an MSN account you would enter you MSN user name and password.
5. Click on **Ok**.

To Enable/Disable a Messenger Account

Once the account is added you must enable it for you to be able to see it in your messenger section. Likewise if you no longer wish to see it you can disable it. To enable/disable and account use the following steps:

1. Click on the **Messenger** Menu item on the top menu bar and select **Setup UVC, MSN and AIM Accounts** from the menu.
2. Place a checkmark (remove checkmark to disable) in the Enabled column beside the account you wish to enable.
3. Click on **Ok**. You should now be able to see the account you have enabled on the main contact tree.

To Change Your Handle and Public Profile

The public profile area allows you to decide what information you will provide to be public to allow people to search for you on the UVC network. You are also able to change your handle in this area. Your handle is the name other users will see you listed as in their messenger. To change your handle name and/or to modify you public search criteria use the following steps:

To Change Your Handle

To change your handle use the following steps:

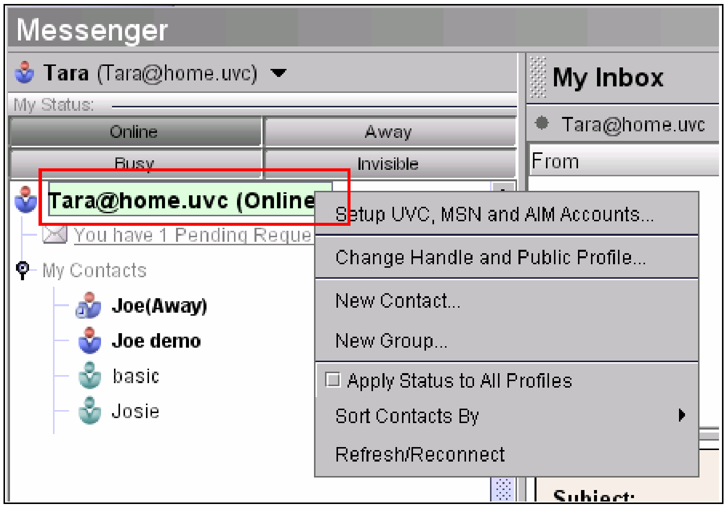
1. Right click on the profile you would like to change your handle for (outlined in red below) and select **Change Handle and Public Profile from the menu.**

2. Type in the handle you would like to use.
3. Click on **Ok**.

To Change Your Public Profile

To change your public search options use the following steps:

1. Right click on the profile you would like to change your public profile for (outlined in red below) and select **Change Handle and Public Profile from the menu.**



2. Tick the boxes for the information you would like other users to be able to find you by. If you tick name it means that if another user is adding a contact under their messenger and searches for someone with your name they will be able to find you and add you to their messenger. If you do not tick this box and the person does the same search they will not be able to find you and add you. The same is true for handle and email. Partial search means that other users can search for you by just typing the first part of your name, one character is enough to find a hit.

Note: If you do not tick any boxes no other user will be able to find you by searching for you. The only way someone will be able to add you to their messenger is by knowing your exact UVC address which you will have to give them.

3. Click on **Ok**.

To Change Your Online Status

You are able to change your online status to online, away, busy or invisible. To do this, simply click on the profile you would like to change your status for (if you only have one you do not need to do this) and change the status by clicking on the appropriate button at the top of the contact tree. After you have changed your status you should see your new status beside your profile name.

To Send an Email to a Messenger Contact

To do this you must have an Internet browser installed on your computer that is properly configured to send emails (this is usually found in you browser's preferences). Your contact must also have a personal or business email address recorded in their information and have given you access to that. To send an email to the contact's email address use the following steps:

1. Find the contact you would like to send the email to in the contact tree.
2. Right click on the contact and select **Write an email.**
3. Another menu will pop up showing the available email addresses. Select the one you want to send the email to.

*Note: If you do not see any email addresses off of the **Write an email** menu it is because your contact does not have an email address recorded or they have not given you access to it.*

4. Your Email application will now be launched and you will be able to write and send an email.

Note: If a window does not open allowing you to compose an email, your browser is not configured to send emails. To continue, configure your browser and repeat these steps.

To View a User's Instant Message History or Chat Line History

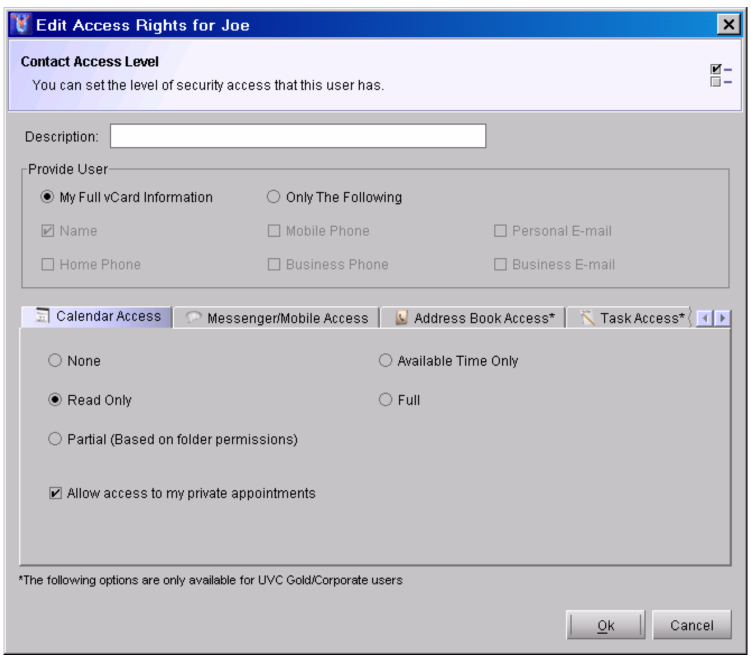
To view a user's instant message history or chat line history use the following steps:

1. Find the contact you would like to view the instant message/chat line history for in the contact tree.
2. Right click on the contact and select **View Message History** from the menu.
3. You will then get a screen listing all of the instant messages that were sent and received from and to this user. You can see the date, handle that was used at the time, the subject and whether the message has been read or not. You can double click on any of the items or highlight it and click on the **View Details** button to get more detail about the message. To view the chat line history change the search type to **chat line history**. You will then get a listing of all chat lines between you and the other user. You can select other users to view histories for from within this box and can also search for specific messages or chat lines. You can also tag each message you want to delete and click on the **Delete all Tagged** button to permanently remove those entries.
4. When you are finished simply click on **Close** to close the window.

To Edit/View a User's Access Rights

The Edit/View Access Rights area allows you to see and modify the access you have given to one user for all modules in one screen. To view/modify access details for a user use the following steps:

1. Find the contact you would like to edit/view access rights for.
2. Right click on the contact and select **Other Options** and then select **Edit/View Access Rights.**
3. You should then get the following menu:



4. You can then set all the different access levels you want to give this contact. Once you are done click the **Ok** button to save your changes.

Warning: If you change a contact's access rights and the user is already logged in to UVC, your changes will not take effect until the user signs out and goes back in.

Provide User With My:

This option allows you to provide the selected user with fine tuned access to your personal information. For instance you can let them see your name and business phone but not your personal phone and other personal information. This information will usually show up when the user hovers over your name in his/her online contact list.

Read Only:

This is available for all modules and indicates that the user can see information but cannot modify anything.

Partial:

This is available for the Task, Calendar and Project modules. It indicates that the user will only have access to the folders or sheets that you specifically give them access to when defining your folders and sheets in the related modules.

Full:

This is available for all modules. It indicates that the user can see and modify all information.

Available Time:

This is available in the Calendar module and indicates that the user can see when you have available time but cannot see the details of your appointments.

Note: In all access levels private data can only be accessed by users that you have specifically given private access to by ticking the allow private checkbox. For example, even though you have given Full access to someone they will still not be able to see things that you have indicated as private unless you have ticked the allow private checkbox for them.

5. Click on **Ok**.

To Be Invisible to a User

You are able to be invisible to a user. This means that they will not be able to see your online status and cannot initiate online chats with you, your status will always show to them as offline. They can however send you instant messages.

To become invisible to a user use the following steps:

1. Find the user that you would like to be invisible to.
2. Right click on the contact and select **Other Options** from the menu.
3. Select **Be Invisible to User.**

To Be Visible to a User

To become visible to a user again use the following steps:

1. Find the user that you would like to be visible to.
2. Right click on the contact and select **Other Options** from the menu.
3. Select **Be Visible to User.**

To Send an Address Book Contact to a Messenger Contact

You are able to send a contact from your Address Book to one of your messenger contacts for acceptance into their address book. To send an Address Book contact to a Messenger contact use the following steps:

1. Find the user that you would like to send the address book contact to.
2. Right click on the contact and select **Other Options** from the menu.
3. Select **Send Address Book Contact**.
4. You will then see a list of all of your address book contacts. Place checkmarks beside the contacts you would like to send.
5. Click on **Ok**.

The messenger contact you have sent the address book contacts to will now receive a request to accept the contact into their address book.

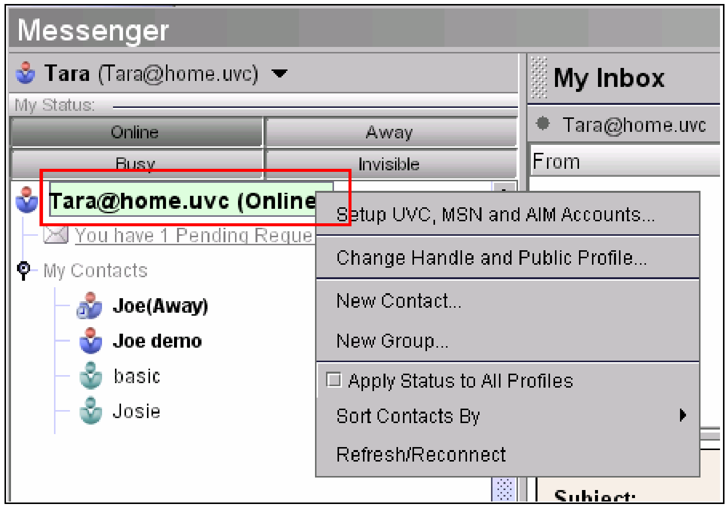
Contact Groups

Messenger contacts can be organized into different groups and sorted by these groups on your screen.

To Create a New Contact Group

To create a new contact group use the following steps:

1. Right click on the profile you would like to add the new group to (outlined in red below).



2. Select **New Group** from the menu.
3. Enter the name of the new group.
4. Press enter on your keyboard.

You should now see the new group in your contact tree.

To Put a Contact into a Group

To put a contact into another group simply drag the contact into the new group. Make sure when dragging that before you release the mouse the group heading where you want to put the contact is selected/activated.

To Rename a Group

To rename a group use the following steps:

1. Find the group you would like to rename.
2. Right click on the group and select **Rename Group** from the menu.
3. Enter the new name of the group.
4. Press Enter on your keyboard.

To Delete a Group

To delete a group use the following steps:

1. Find the group you would like to delete.
2. Right click on the group and select **Delete Group** from the menu.

Your group will now be deleted

To Move a Group Up or Down in the List

You are able to move a group up or down in your contact tree list. To do this use the following steps:

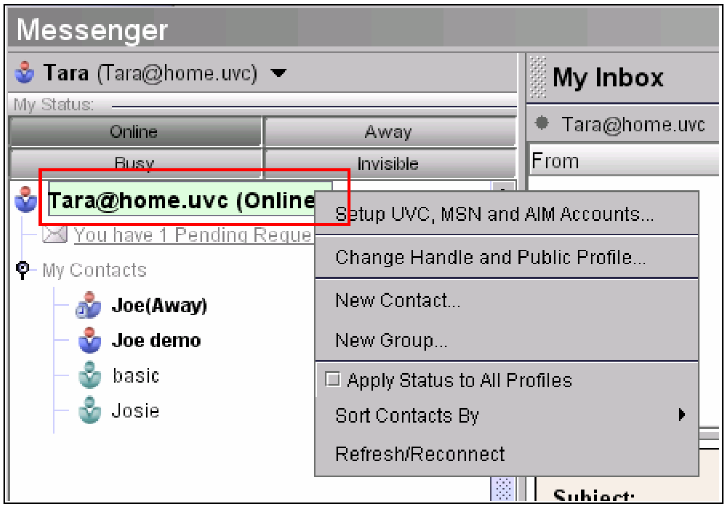
1. Find the group you would like to move.
2. Right click on the group and select **Move Group Up** or **Move Group Down** from the menu.

Your group will now be moved up or down.

To Sort Contacts By

You are able to sort contacts 2 different ways in your contact tree. You can sort them by groups you have defined or you can sort them by contact that are online and contacts that are offline. To sort you contacts use the following steps:

1. Right click on the profile you would like to sort the contact for (outlined in red below).



2. Select **Sort Contact By** from the menu.
3. Select your preference.

Your contacts will now be sorted the way you have specified.

To Refresh/Reconnect

Occasionally you may become disconnected to the UVC network because of a loss of internet connection, connection to your network or something else. If you do become disconnected and need to reconnect simply right click anywhere in the contact tree area of the messenger module and select **Refresh/Reconnect** from the menu.

Chat Lines

The chat line window is the screen you use when you are carrying a conversation with an online friend or group of friends. You can have different fonts and colors for your handle and text. You can also specify whether you want to use emotion icons or change the background skin of your chat window. You use this window by simply typing in the message you want to send in the bottom edit box and click on the send button to send it to all users in your chat line.

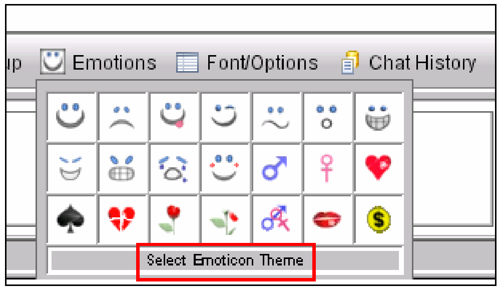
To Open a Chat Line

To open a chat line with an online user or a group of users use the following steps:

1. Select the online user you want to open a chat conversation with from the contact tree. Right click on the user and select **Open Chat Line.** You should then get a new chat line window. You can also just double click on an online contact to open the chat line window.

To Use Emoticons in a Chat Line

Emoticons are pictures of emotions that you can use in your chat lines and instant messages. You can either use the default set of UVC emoticons or install and use MSN emoticons in the Options and Preferences area of the File menu. To use emoticons in a chat line simply click the **Emoticons** button in a chat line and select the emoticon you would like to use. If you have installed the MSN emoticons you can switch to those by clicking on **Select Emoticon Theme** underneath the different emoticons.



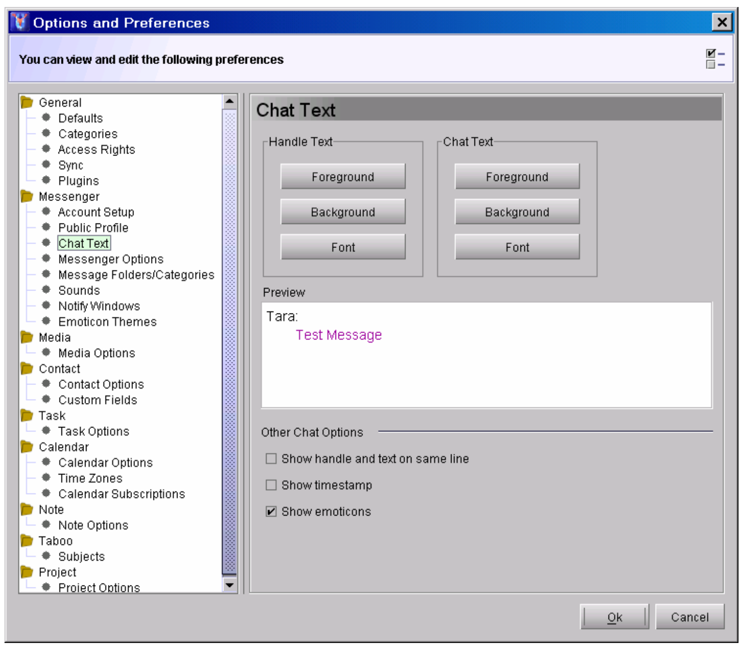
To Change the Chat Font

UVC gives you the option of changing all aspects of your chat text appearance in a chat line, this includes foreground and background color as well as your font. The Preview box shows you your chat text as it is currently. You also have other chat options which you can turn on or off for your chat windows.

To Change Foreground Color

To change your foreground color use the following steps:

1. Click on the **Font/Options** button from within a chat line. You should then get the following window:



2. On the right side of the window click on the **Foreground Color**.

Note: A new window will pop up with three tabs, Swatches, HSB or RGB. Swatches are pre-selected colors. HSB allows you to select your color by specifying the hue, saturation and brightness. RGB allows you to select your color by specifying the amount red, green and blue in a color. Ultimately all three tabs allow you to come to the same result, they are simply different ways of selecting your color.

Note: The preview area shows you how your color will look in contrast with different backgrounds. On the right sides there are two boxes one showing you your original color and the one under it shows you the new color you have chosen.

3. a) If you like any of the swatch colors then simply select it and then click on **Ok**.

   b) If you decide to mix your own color then click on the **HSB** or **RGB** tab.

c) In the **HSB** tab you have two ways of selecting your color. First is to move the color slider to pointer to the desired color for the hue, saturation and brightness. The second method is to directly type in the HSB values. Click on the **OK** button when the color is set.

d) In the **RGB** tab, you have three sliders, one for the color red, another for green and last one for blue. You may use the slider to increase or decrease the value of the color amount. You may also directly type in the desired number on the right side. When the color is set click on the **OK** button.

Note: The HSB values run from 0 to 100 while the RGB values run from 0 to 255.

To Change Background Color

To change your background color use the same steps as Changing Foreground color explained previously.

To Change Font

To change your font use the following steps:

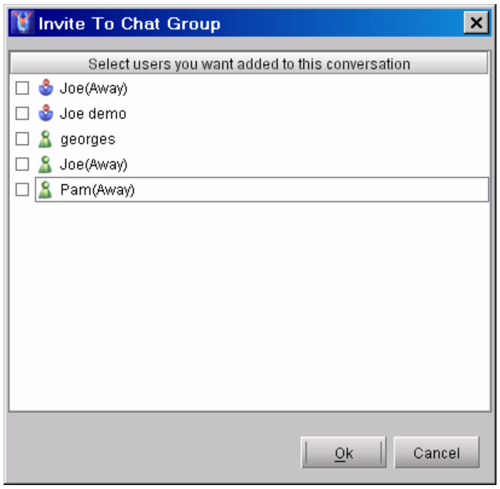
1. Click on the **Font/Options** button from within a chat line.
2. On the right side of the window click on **Font**
3. A new window will pop up which will allow you to change your font type and size. Click **Ok** when finished.

Note: The preview area shows you the appearance of your text if selection is approved.

To Invite a User to a Chat Group

If you are chatting with someone you are able to invite one or more users to the chat line so that you can all chat together. To add a new contact to the to the chat group use the following steps:

1. Click the **Invite to Chat Group** button in the chat line window, you should get the following screen.



2. A list will come up showing your contacts that are currently online. Select the ones you want to invite to the chat by placing a checkmark beside their name click on **Ok.**

You should then get notification in your chat line that the user(s) has joined the group.

To Send a File or Photo to an Online Contact

You are able to send a file or photo to a user you are chatting with. To send a file or photo to another user in the chat line use the following steps:

1. Click on the **File** menu from within the chat line and select **Send File or Photo.**
2. Find the file that you would like to send and select it by clicking on it once.
3. Click on **Open**.
4. The user you are sending the file to will then get the option to accept or decline the file. Once the user makes a choice you will be notified in the chat line. If the user has accepted the file the file transfer will get initiated automatically and you should see a progress bar at the bottom part of the chat window.

Warning: If you are placed behind a firewall or router this operation may not work properly

Instant Messages

The instant message window allows you to send an instant message to a friend or colleague that is currently online or offline. By using the instant messaging feature you can:

a. Have a lot of options for text layouts, colors and fonts.
b. Send a message to users that are currently offline.
c. Send the same message to multiple users.
d. Encrypt your message so that it is not visible over the Internet or by anyone else.
e. Keep a history of your messages so you can track all your correspondences going back and forth with each user.

To Send an Instant Message to a Contact

To send an instant message to an online or offline contact use the following steps:

1. Find the contact that you want to send an instant message to in the contact tree.
2. Right click on the contact and select **Send Message** from the menu**.** You should then get a new instant message window.
3. Enter the subject and type the body of your message.
4. Click on the **Send** button.

To Send an Instant Message to Multiple Contacts

To send an instant message to multiple contacts use the following steps:

1. Select the contacts that you want to send an instant message to in the contact tree by holding to Ctrl key down on the keyboard while you select them. This will allow you to do a multi-select.
2. Once you have selected all the contacts that you wish to send the message to, right click directly on one of the selected contacts and select **Send Message** from the menu**.** You should then get a new instant message window.
3. Enter the subject and type the body of your message.
4. Click on the **Send** button.

Note: Alternatively, you can select one contact that you wish to send the message to, type the message and click on the ***Recipients*** *button from within the Instant message window. You can then place a checkmark beside the users that you want to send the message to.*

To Reply to a Message

To reply to an instant message use the following steps:

1. Find the message you would like to reply to in the message inbox.
2. Right click on the message and select **Reply** from the menu.
3. Type your reply.
4. Click on **Send**.

To Forward a Message

To forward an instant message use the following steps:

1. Find the message you would like to forward in the message inbox.
2. Right click on the message and select **Forward** from the menu.
3. Click on the **Recipient** button inside the instant message window and place a checkmark beside the users that you would like to forward the message to.
4. Click on **Send**.

To Delete a Message

To delete a message use the following steps:

1. Find the message you would like to delete in the message inbox.
2. Right click on the message and select **Delete** from the menu.
3. You will then get a warning asking if you are sure you want to delete the selected message, if you are click on **Yes**.

Your message will now be deleted.

To Mark a Message as Read

To mark a message as read use the following steps:

1. Find the message you would like to mark as read in the message inbox.
2. Right click on the message and select **Mark Message as Read** from the menu.

Your message will now be marked as read.

To Mark a Message as Unread

To mark a message as unread use the following steps:

1. Find the message you would like to mark as unread in the message inbox.
2. Right click on the message and select **Mark Message as Unread** from the menu.

Your message will now be marked as unread.

To Move a Message to a Different Instant Message Folder

You are able to organize your instant messages into different folders. To move an instant message into a different folder use the following steps:

1. Find the message you would like to like to move to a different folder.
2. Right click on the message and select **Move Message** from the menu.
3. You will then get a window listing all the folders that you have setup, if you see the folder that you would like to put the message in simply select it and click on **Ok**. If you do not see the folder that you would like to put the message in you will have to add it:

<u>To Add a New Folder:</u>

To add a new folder use the following steps:

a. Click on **Edit Folder List** from inside the move message window.
b. Select the profile you wish to add the new folder to by selecting it from the drop down menu at the top of the screen.
c. Click on **New Folder**.
d. Enter the name of the new folder.
e. Press **Enter** on your keyboard.
f. Click on **Ok**.

To Delete a Folder:

To delete a folder use the following steps:

a. Click on **Edit Folder List** from inside the move message window.
b. Select the profile you wish to delete the folder from by selecting it from the drop down menu at the top of the screen.
c. Select the folder you wish to delete.
d. Click on the **Delete** button.
e. Click on **Ok**.

To Rename a Folder:

To rename a folder use the following steps:

a. Click on **Edit Folder List** from inside the move message window.
b. Select the profile that contains the folder you wish to rename by selecting it from the drop down menu at the top of the screen.
c. Select the folder you wish to rename.
d. Click on the **Rename** button.
e. Enter the new name of the folder.
f. Click on **Ok**.

To Change the Order of Folders:

To change the order of the folders as they appear in your list use the following steps:

a. Click on **Edit Folder List** from inside the move message window.
b. Select the folder you wish to move.
c. Use the **<** and **>** arrow buttons on the right to move the folder up or down in the list.
d. Click on **Ok**.

4. (continued from above) Once you have added the folder click on **Ok**.
5. You should then see the folder in the list of available folders to select. Select it and click on **Ok**. Your message should now be moved.

To Accept/Decline a Request

UVC gives you the ability to send requests to different users for various things. For example, you are able to send a request to a user for an appointment, task and address book contact. Once the request is sent the other user is notified of the request and is able to accept or decline it. Accepting the request will put the item (appointment, task or address book contact) into the users UVC module. Once the request is accepted or declined it will send notification back to the originator of the message. All requests will appear in UVC as instant messages with the option of accepting them, declining them or declining with comments. If you accept a request and the originating user makes a modification to the item you will receive a modification request notifying you of the changes.

Media Module

The Media Module has many advanced features and options that we will describe here. For one, this module allows you to not only broadcast video or audio files but also to capture from your web cam and microphone and have a conference with your friends. You can have a video chat with an unlimited simultaneous number of users (as long as your bandwidth can handle it). The UVC Media module also has an advanced P2P layer which detects firewalls and routers and is able to tunnel through most configurations.

To Broadcast Media (Audio/Video) to a Single User

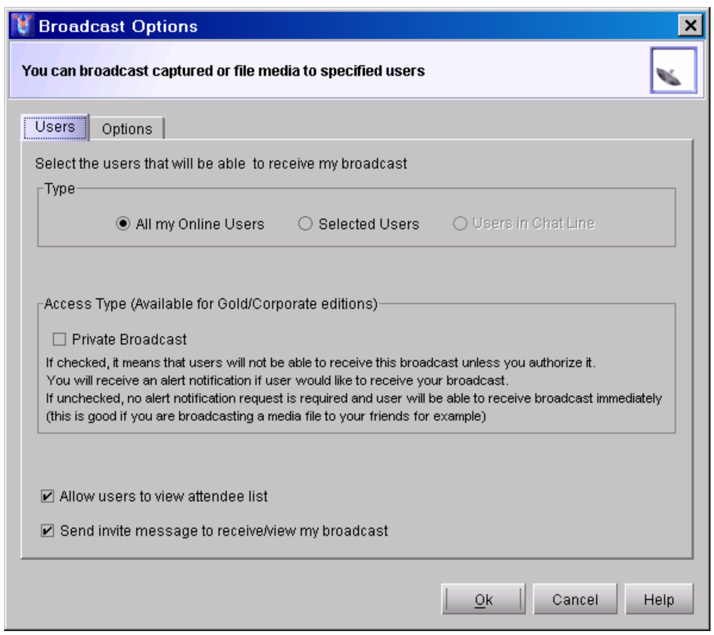
To start an audio/video conversation with an online contact use the following steps:

1. Find the user you would like to start an audio/video conversation with in the contact tree. The user must be online.
2. Right click on the user and select **Start an Audio/Video Conversation** from the menu.
3. You will then get the option if you would like to use audio capture, video capture or both. Place a checkmark beside the option(s) you would like and click on **next.**
4. If you would like to invite more people to the broadcast or change your advanced options click on **Advanced Options** (see To broadcast media audio/video to multiple users below for instructions on this section). If not simply click on **Finish**.
5. A new window will then open up with your broadcast.

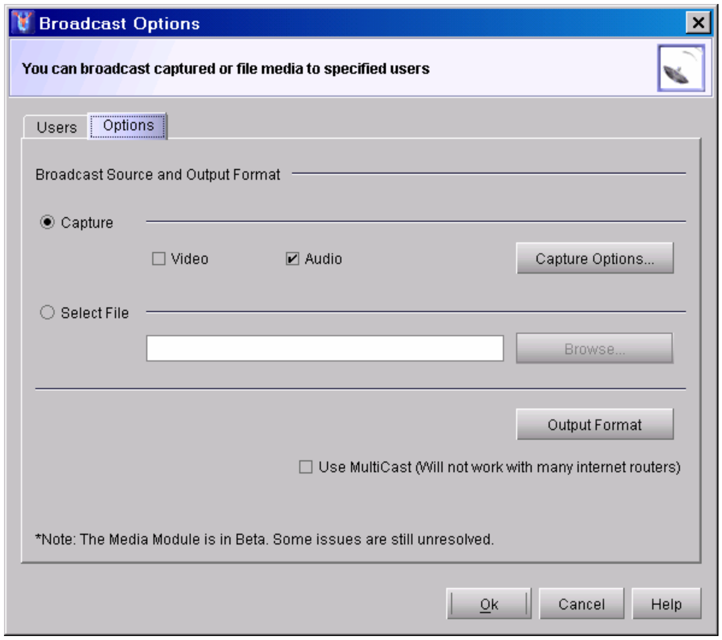
To Broadcast Media (Audio/Video) to Multiple Users

To broadcast media (audio/video) to multiple contacts use the following steps:

1. Go to the **Tools** menu on the top menu bar.
2. Select **Broadcast Media** from the list. If you have a web cam installed, UVC will try to detect the type of web cam you have so you should get a progress window until the detection process completes. You should then get the following dialog.



3. You have the option to select only specific contacts that will be able to receive your broadcast or leave the default which is anyone on your contact list. You can also specify whether you want people to be able to see the attendee list (the attendees currently receiving this broadcast). The other option you have is to specify whether you want to send an invitation message to all your online contacts to notify them of the fact that you began transmitting media (if you don't select this option, your contacts can still receive your broadcast but they will not receive a specific invitation message window). If you are subscribed to the UVC Gold edition you can specify that you want to be notified before any user starts receiving your broadcast and that you want to approve each request specifically.
4. If you click on the **Options** tab you will be taken to this screen.



5. Here you can specify the type of broadcast you want to initiate. You can select a capture device and select **Video** or **Audio** or both. You can also select to broadcast a file (many media files are compatible with UVC including MP3, MPG, AVI and much more).
6. Once you are ready to initiate your transmission, click the **Ok** button which will open up and start up the broadcasting window.

To Receive a Media Broadcast (Audio/Video) from an Online User

To do this you must select a user that is already broadcasting a video or audio session. You can tell by seeing an 'Audio', 'Video' or 'Audio/Video' text beside your online friend's handle. That signals you that you can receive that contact's media. To receive that person's broadcast use the following steps:

1. Find the contact you would like to receive the broadcast from. Make sure that they are currently broadcasting as described above.
2. Right click on the contact and select **Receive Media Broadcast** from the menu.
3. UVC will then try to negotiate with that user to make a connection and begin the media receive. You should see a window telling you the status and giving you the chance to cancel.
4. Once the connection is established you should then see a window come up that displays the video or audio transmission.

To Receive the Attendee List of a Media Broadcast (Audio/Video)

To do this you must select a user that you are already receiving a video or audio session from. To find out how to receive media from a contact please check the previous section. To receive a broadcast attendee list use the following steps:

1. Find the contact you would like to receive the broadcast attendee list from. Make sure that they are currently broadcasting as described above.
2. Right click on the contact and select **Request Broadcast Attendee List** from the menu.
3. You should then get a box that lists all the attendees for the selected broadcast.

Note: If the menu option is greyed out it may be because you are currently not receiving the selected broadcast or because the user is not allowing access for viewing the attendee list.