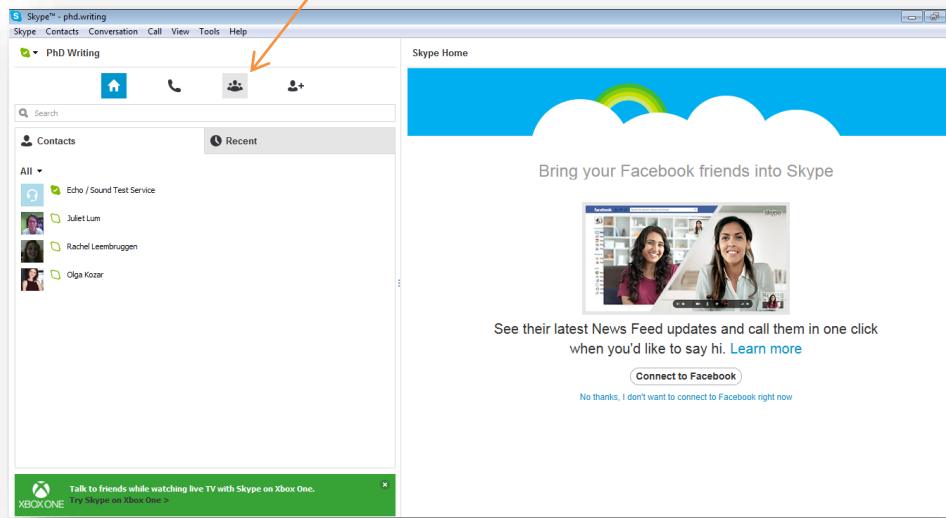


Step 1: Get a headset or headphones

In order to have optimal sound quality and avoid echo effect, please use a headset or headphones. You don't need a specialized headset – you can use basic headphones (e.g. from a music player).

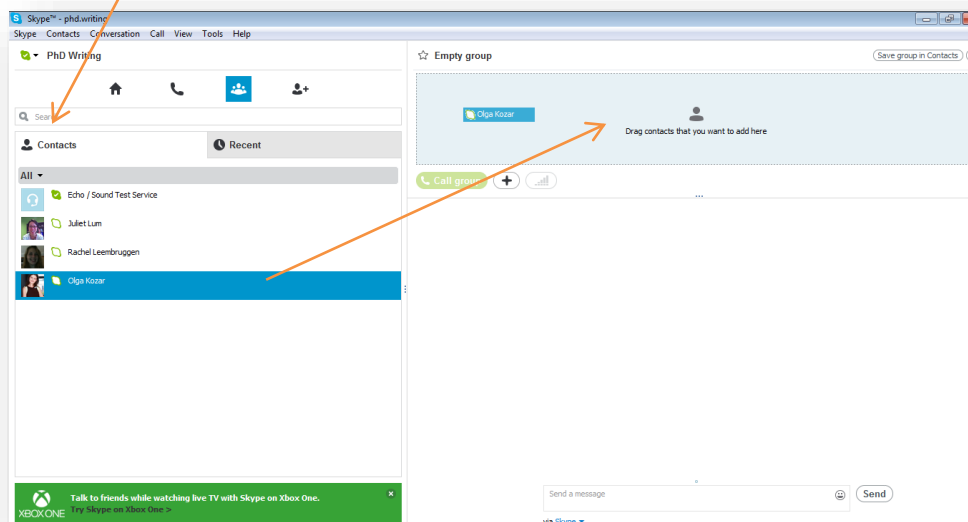
Step 2: Great a Group

- ✓ Sign in and click **'Create a group'** icon



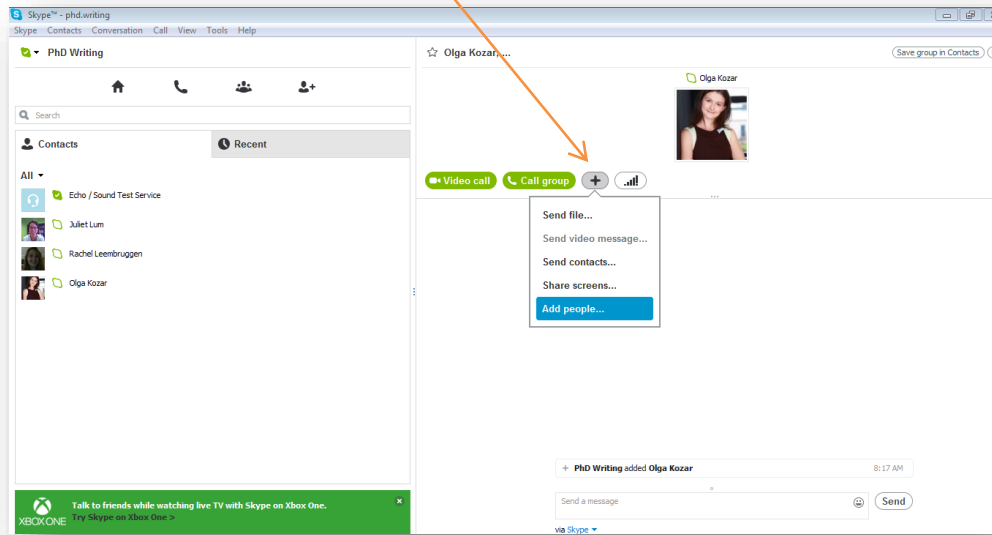
- ✓ **Add contacts**

From the **'Contacts'** tab, click on the contacts you wish to add to the group call and drag them into the Empty group area.

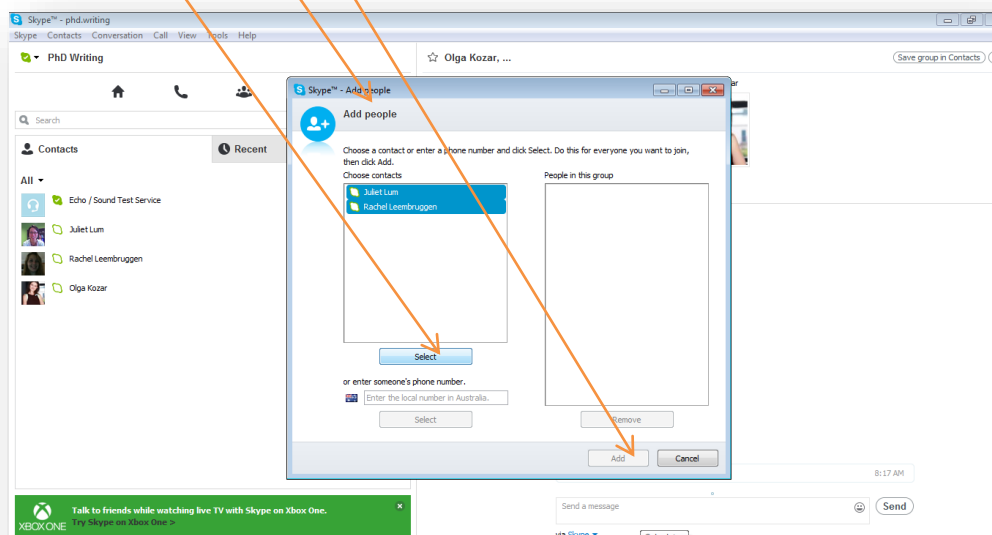


✓ **Tips**

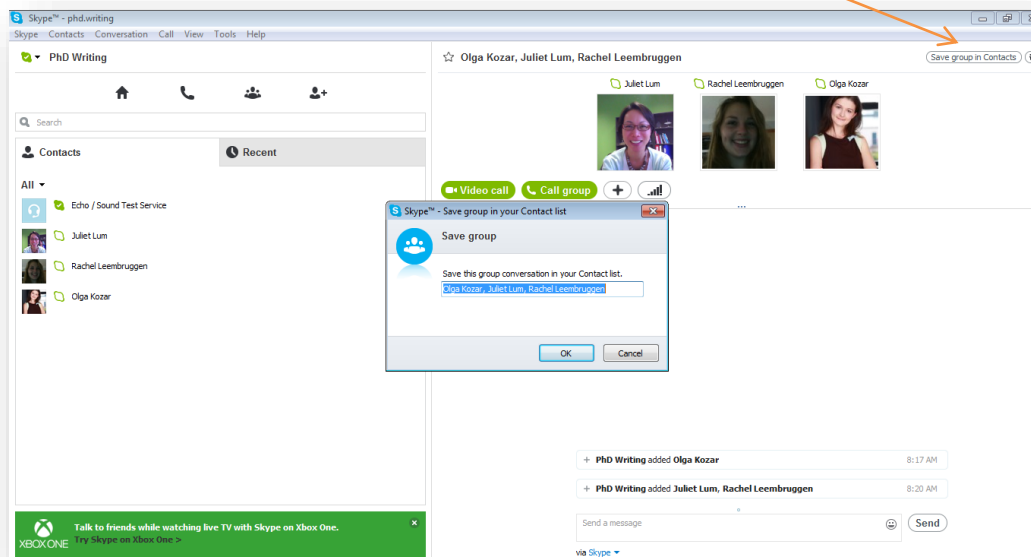
While you can repeat this for each of the contacts you wish to add to the group call, we suggest that you click the **'Plus button'** and select **'Add people'**. This option allows you to remove people from the call if you have made an error and accidentally added the wrong people.



In the **'Add people'** screen, select who you want to add (Ctrl-click to select multiple people), click **'Select'** and then **'Add'**.

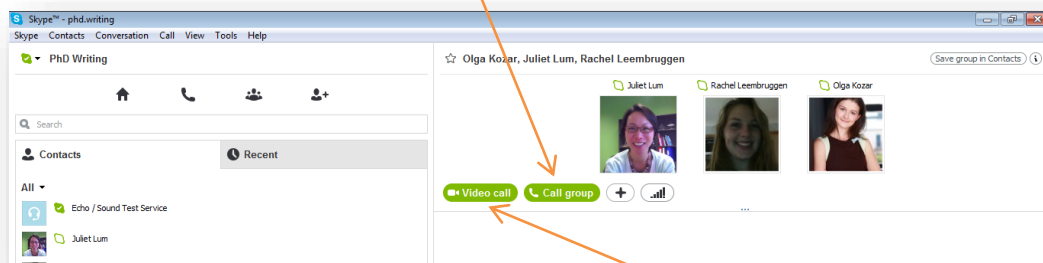


To avoid adding people individually in the future, you can **'Save group in Contacts'**.



Step 3: Make a call

To initiate an audio-only call, click **'Call group'**.



To actually **see** other group members as they are speaking, you would click **'Video call'**.

Note that video calls require that all group members have a good Internet connection.

Enjoy participating in the online writing group!

Best wishes,

Olga Kozar and Juliet Lum