



# Meebo Basics

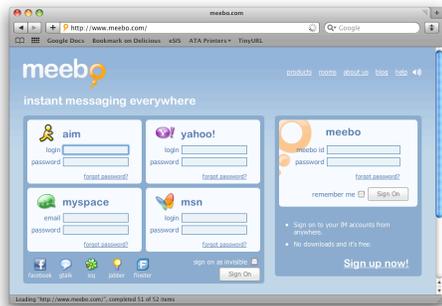
## Introduction

Meebo <<http://www.meebo.com>> is a free online service that allows you to interact with users from a number of different chat networks such as AIM, Yahoo! Messenger, or MSN using any computer, and without installing additional software.

**Before you begin, log into the network.**

## Choosing Whether to Create a Meebo Account

It is not necessary to create an account on the Meebo website if you prefer not to. Right from the home page you can sign into any of the services that Meebo supports. However, the benefit of creating a Meebo account is that it saves time. Your Meebo account remembers the names and passwords to all your other chat accounts, thus acting as a skeleton key that unlocks all of them automatically.



## Starting a Text Chat

1. Go to the Meebo website at <http://www.meebo.com> and sign in using either your Meebo ID or other chat account.
2. In your buddy list, locate the person you wish to chat with and double-click their name.
3. A chat window will appear where you can write to the other user and receive the messages that they send you.
4. Just click the **X** button in the upper right corner of the chat window to close it when you are finished.

## Starting an Audio/Video Chat

1. Go to the Meebo website at <http://www.meebo.com> and sign in.

2. In your buddy list, locate the person you wish to chat with and double-click their name.

3. A chat window will appear. At the top of this window, locate and click on the video camera icon. It is the second icon from the left in this illustration.

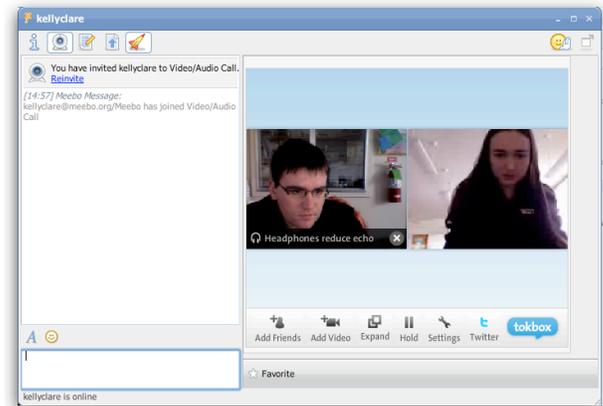


4. The first time you use Meebo video chat, you will be asked to confirm that you want to give the site permission to access your video camera.



Click the **Allow** button. You may also want to click the **Remember** checkbox, which will automatically allow your camera to be used in the future.

5. Once the user on the other end accepts your call, you will be able to see and hear each other in the Meebo window.



## Audio/Video Conference

1. Follow the steps for **Starting an Audio/Video Chat**.
2. At the bottom of the chat window, locate and click the **Add Friends** button.
3. A list of contacts will appear. Click the checkboxes next to the names of the users you want to add, and click the **Invite** button. These users will all be asked you join your conference call.