

# How to Initiate an Instant Meeting

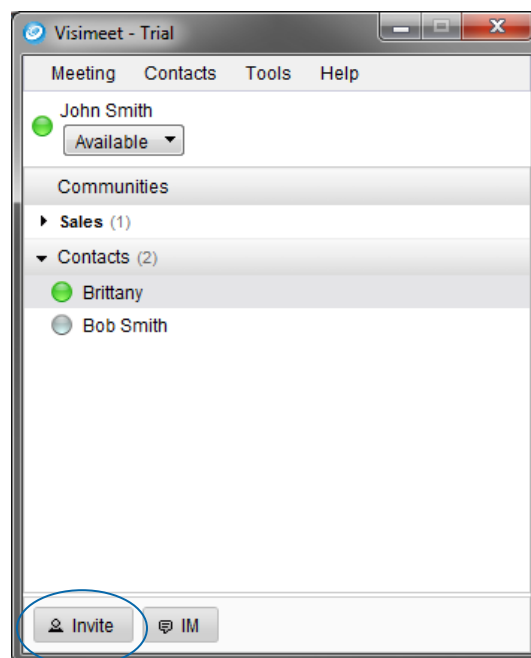
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Visimeetings are a great way to communicate with remote co-workers, clients, students, patients, etc. The use of a video during a conversation enhances the meeting by allowing participants to view non-verbal cues. IOCOM has included a variety of tools in the Visimeet application to ensure your meeting performs smoothly and effortlessly.

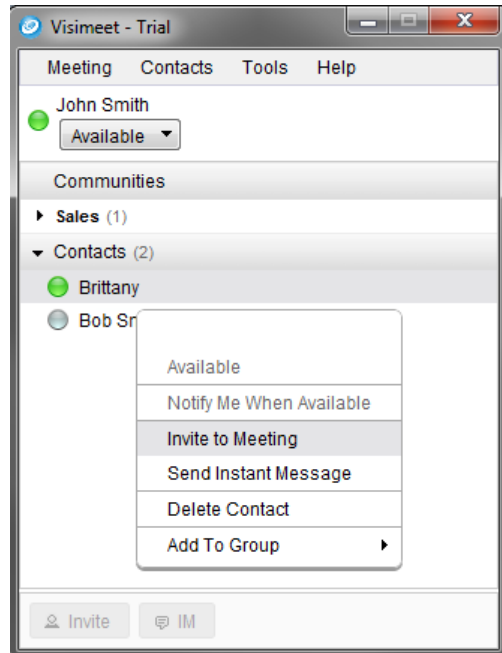
Instant Meetings are beneficial when you want to quickly meet with another party to clarify information, discuss a project, share data, etc. Think of Instant Meetings as a phone call but with the ability to share information and see body language of the other party.

## Instant Meetings

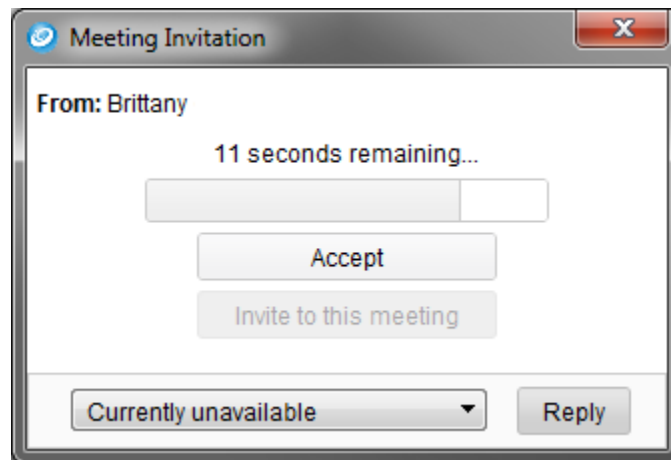
To initiate an instant meeting, highlight the contact, group, or community you would like to invite to a meeting and click the “Invite” button on the bottom left of the application.



Or, right click the users name and select “Invite to Meeting.”



The invited contact will receive a meeting invitation. They must accept the invitation in order to join the meeting.



If they are currently in a meeting when they receive this dialog, they can select “Invite to this meeting” and the invitation sender will be brought into the existing meeting.

Once the meeting has started, all meeting participants can invite others to the meeting by either right clicking the name of the contact on their Contact List and choosing “Invite to Meeting” or providing them with the meeting code which is at the top right side of the meeting.

