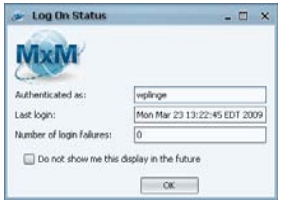
To log on to MxM:

1. Open your **web browser** and enter the URL for the **MxM portal**.
   Example: http://your.server
   The browser displays the MxM home screen.

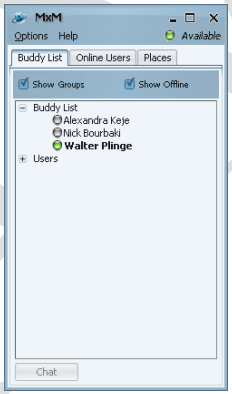
2. Click on **Collaborate**. The first time you click Collaborate, MxM downloads the application to your machine and puts an icon on your desktop. MxM then displays the Login window.

3. Enter your **username** and **password**. You may also need to supply your **authentication** source; ask your administrator. Then click **Log on**.

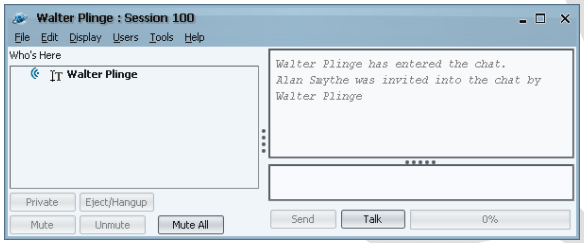
If you have checked Show login status, MxM displays the Log On Status window. To close the Log On Status window, click on **OK**.



When you are logged on, MxM displays the main window.

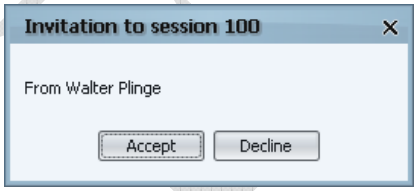


To chat with another user, select their **name** from your Buddy List or the Online Users list, then click on the **Chat** button. MxM displays a chat window, showing your invitation to the other user.



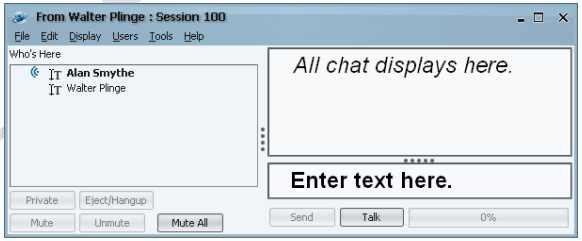
You can **select several people** from your Buddy List or Online Users list, for a multiuser chat session. Click on a **group name** or hold down the **Ctrl key** as you click on each name; you can hold down the **Shift key** to select consecutive names.

When you send an invitation, MxM displays an invitation message to the other user if this option is enabled on their client:

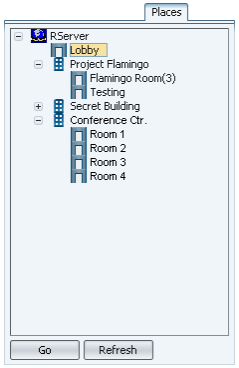


If the other user clicks on Accept, they enter the chat and see their own version of the chat window.

To send text to the other user, click in the **text entry pane** on the lower right, **type** your message, then press **Enter** or click on **Send**. Your text appears in the text pane above.



To go to a place, select its **name** from the list on the Places tab, then double-click on it or click on **Go**. MxM displays the place window, provided you have the permissions necessary to enter that place. This window has the same menus and menu options as a chat session.



To invite someone to a place, go to the place's **Users menu** and select **Add User…** The option opens a window displaying online users whose permissions give them access to the room. **Select** a user and click **OK**.

MxM sends an invitation to the user, just as with an invitation to chat.

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