

Dear Steve,

Your LiveOffice Teleconferencing account is now created and will be active and available to use in just 5 minutes. You can host a conference call with this information whenever you need so please save this email for future reference.

Account Information and Directions:

To start a conference call, please perform the following simple steps:

1. Dial-In to your Conference Number 1-712-432-3000
2. Enter your Conference Bridge Number: 971274
3. Enter your Moderator PIN: 8209

To organize your conference call:

Provide your attendees with the date, time, dial-in number and your conference bridge number.

View your phone-based Host Controls:

<http://freeconferencing.liveoffice.com/conferencing-features.html>

Learn more about Conference Recording:

<http://freeconferencing.liveoffice.com/recorded-calls-help.html>

Liveoffice has just released a new Web Manager in beta for you to view and manage your conference call in real-time from the web.

To learn more: <http://freeconferencing.liveoffice.com/web-manager-help.html>

Happy Conferencing,

LiveOffice Conferencing

Support: [freeconferencing@liveoffice.com](mailto:freeconferencing@liveoffice.com)