Once you have the program, open it and create a new account (button is on right)

1. Sign in.
2. Your list of contacts (once you have them) will appear.
   Or you can add contacts—use the + button to do so.
   A new screen will come up. The top line asks for the email of your contact
   The lower part of the screen asks for name, phone # and country. This is
   for phone contact.
3. The list of contacts will show who is online (a green 'dot' near the name)
4. You choose the email or phone number and press the button
5. A small window opens to show those others who are online
6. If you wish to add one of them, click on their picture (or icon)
7. You will see both your contacts if you are using video. A red telephone receiver will
   be present so you can hang up.
8. At the bottom of the screen is a single-line text field into which you can type instant
   messages. "Enter" will send them.
9. To send a document,
10. The first menu has the "create a PDF" which allows you to create a document to
    send. To add a PDF form, you are sent to an Adobe site.
11. The second menu allows you to zoom in and out, rotate the view and read out loud
12. The third allows entry of comments
13. The next allows you share your screen, mute your computer, send instant messages
    and add people to the conversation.
14. When you are finished, click on the red "telephone receiver" to end the
    conversation.