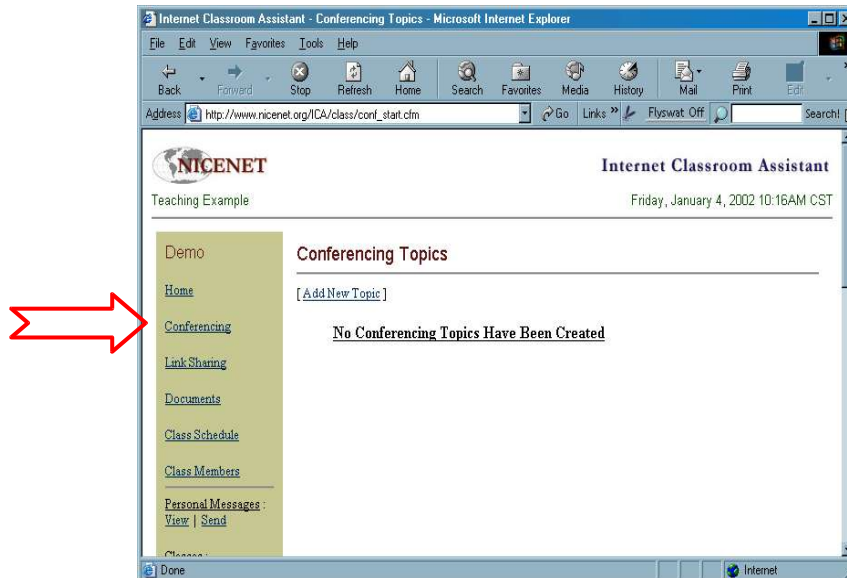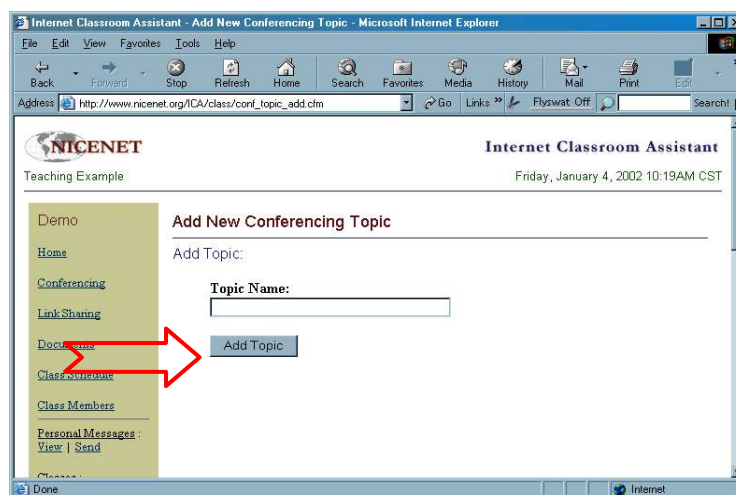# Using the Conferencing Feature

On the Homepage click on **Conferencing**. This will take you to a page like this:
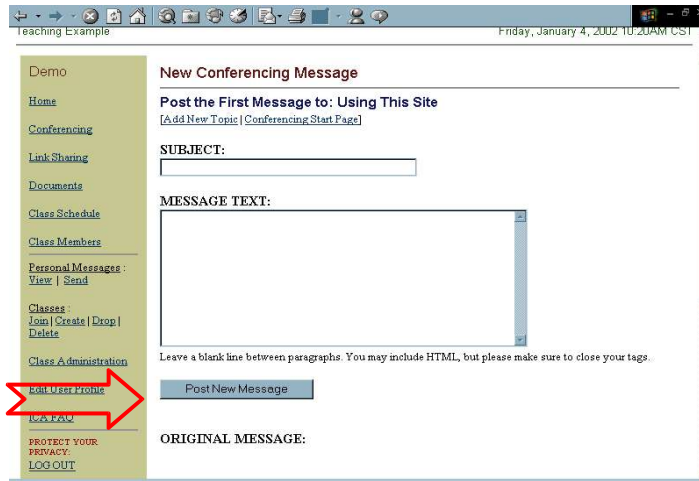

The first thing to do is to add a topic. You could try **'Using this Site'**, as it will enable you to draw on students' experiences and perhaps help you to better utilise this facility to help them.
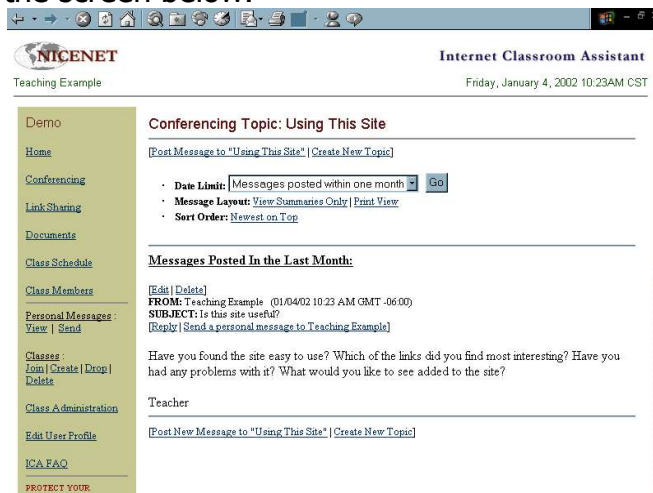
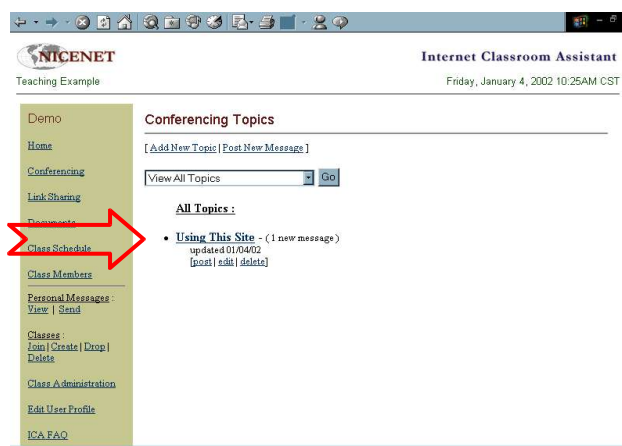Click on [**Add New Topic**] and a window like this on will appear.

Type in your topic and then click on the **Add Topic** button. You should then get a widow like the one below.

You'll now need to write a subject line and the text of the message into the field. Once you've done that click on the **Post New Message** button and you should see the screen below.

This should be your message. It's a good idea after doing this to click on **Conferencing** again, just to check that it can be accessed by your students too. This is what you will see.

Click on the title of the message, **Using This Site**, and make sure that it opens.