

Mikogo User Guide

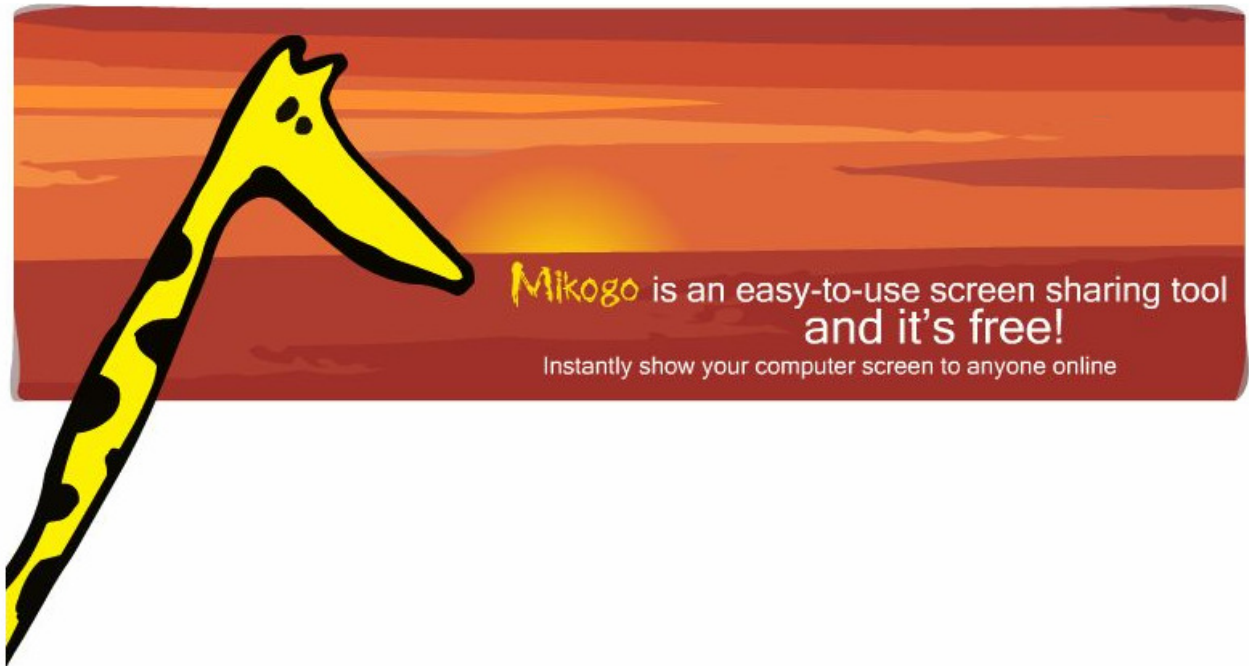


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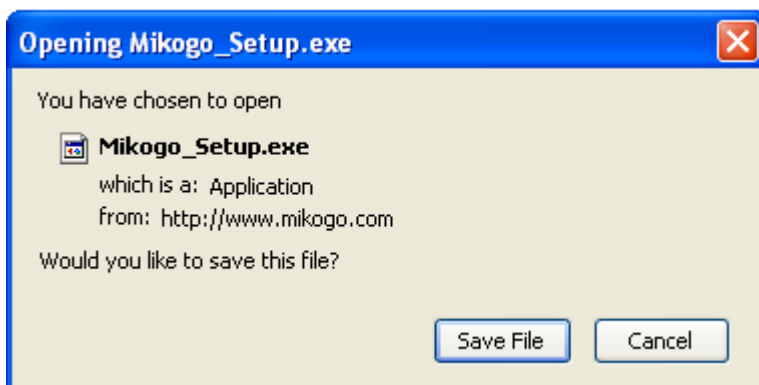
Register an Account

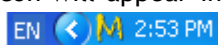
In order to host a meeting, you need to be a registered user. On the other hand, guests who are invited by the meeting organizer to join a meeting do not need to be registered users themselves to participate. To register for an account, please go to www.mikogo.com/getstarted.aspx and fill in the required fields. Upon completing the registration you will receive an email confirming your account activation, along with your username and password. Please be aware that the email address you supply is automatically registered as your username. These details, email address and password, are needed to start a meeting. Please note that we require your email address for registration purposes, such as confirming your username and password.

Download the Software

To download the Mikogo software, click on the download link in the confirmation email that you received. Alternatively, you may download the software directly from the Mikogo homepage <http://www.mikogo.com>.

A window, as pictured below, will instantly appear stating that you have chosen to open the Mikogo_Setup.exe file. Click **Save File** and save the file to the desktop of your computer. Once the download is complete, double click on the file to run the software.



Upon opening the Mikogo_Setup.exe file, the  icon will appear in your system tray in the lower right corner of your screen next to the computer's clock . At approximately the same moment, a message will appear above the  icon, announcing that Mikogo has started.

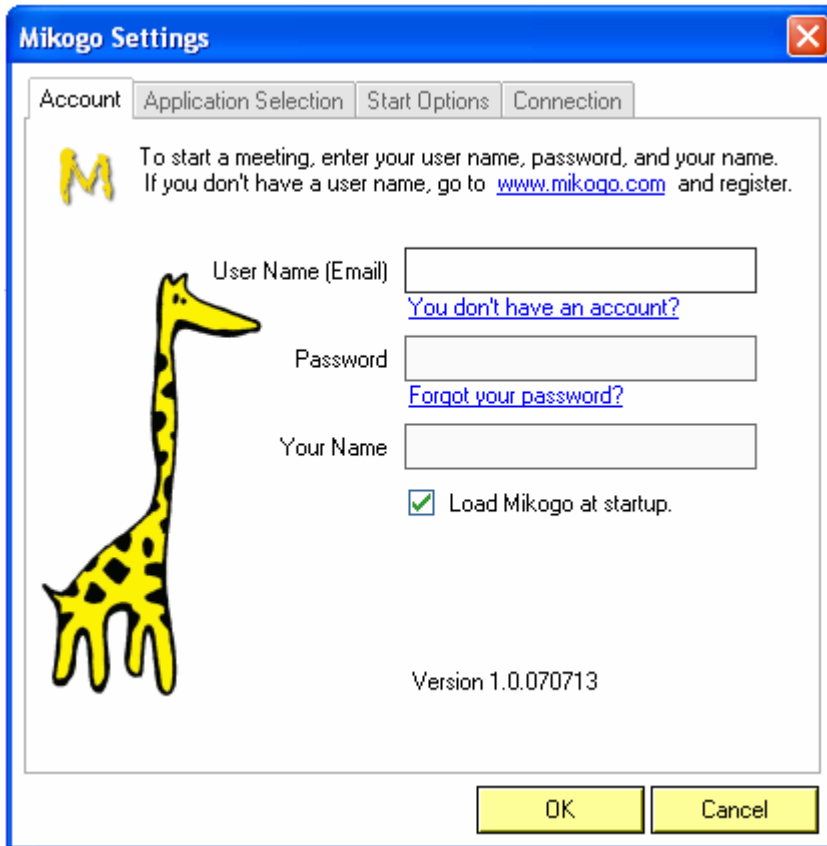


Furthermore, along with the  icon, a Mikogo shortcut icon will appear on your computer desktop. For future reference, you can double click on this shortcut to start Mikogo.

Click on the  icon and select **Settings**. Under the Account tab you will be asked to provide your User



Name, the **Password**, and **Your Name**. Please note that your password and username were sent to you in the original confirmation email.

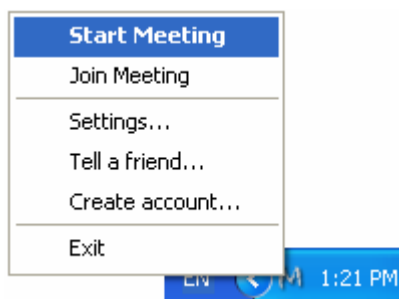


The image shows the 'Mikogo Settings' dialog box with the 'Account' tab selected. It features a yellow giraffe icon on the left. The text inside says: 'To start a meeting, enter your user name, password, and your name. If you don't have a user name, go to www.mikogo.com and register.' There are three input fields: 'User Name (Email)', 'Password', and 'Your Name'. Below the 'Password' field is a link 'Forgot your password?'. Below the 'Your Name' field is a checked checkbox labeled 'Load Mikogo at startup.' At the bottom, there are 'OK' and 'Cancel' buttons. The version number 'Version 1.0.070713' is displayed at the bottom center.

By ticking the **Load Mikogo at startup** box, you can configure Mikogo to start automatically when you switch on your computer. This way Mikogo will always be available in the background, and by simply clicking on the  icon in your system tray, you can start a meeting at your convenience.

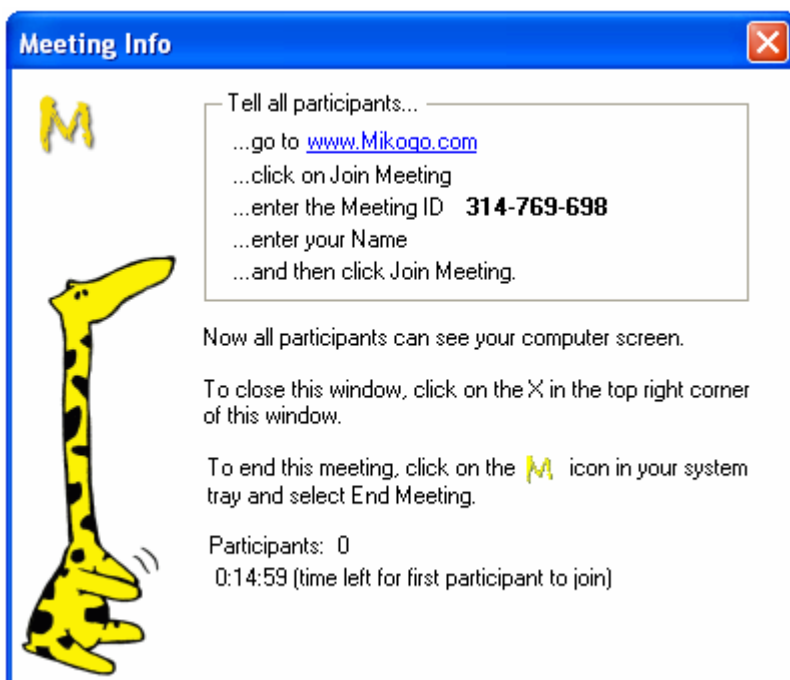
Start a Meeting

To start a meeting, click the  icon in your system tray and select **Start Meeting**.



After you click on Start Meeting, the **Meeting Info** window will appear. The Meeting Info window contains all the relevant information that is required for your participants to join the meeting. Most importantly this includes the **Meeting ID**.

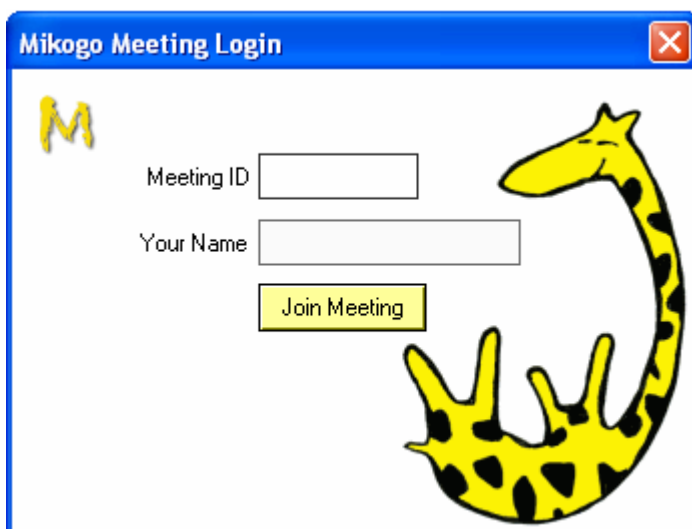




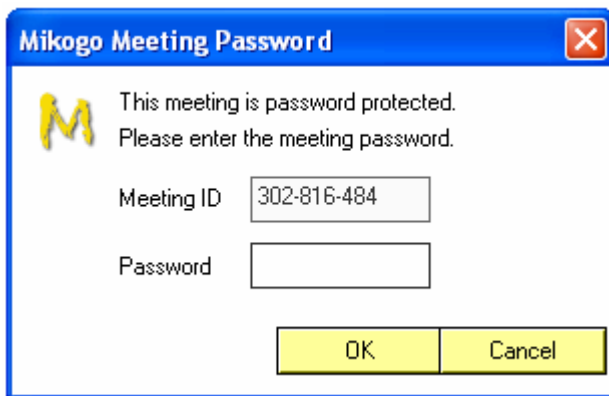
Please take note that you have a 15 minute time limit upon starting the meeting in which the first participant needs to join. Otherwise, the meeting will automatically end.

Inform your Meeting Participants

For participants to take part in your meeting, they need to go to www.mikogo.com and click on the **Join Meeting** link in the upper right corner of the Mikogo homepage. A file download window will appear notifying them of their selection to open **Connect.exe**. At this point, participants need to click **Run**. For security reasons, a second window will appear where your participants need to confirm by clicking **Run** again. They are not required to register on the homepage nor download the Mikogo Setup file. When your participants run the Connect.exe file, the **Mikogo Meeting Login** window will automatically appear, as shown below.



Before clicking on **Join Meeting**, your guests will be asked to enter the **Meeting ID** along with their name. If you have selected to host a password-protected meeting, your guests will have to enter the **Meeting Password** in a second window, as depicted below, in order to join the meeting.

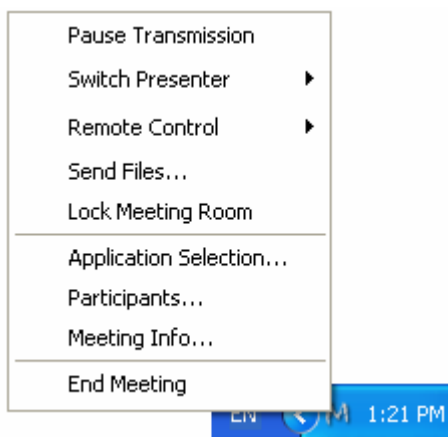


For further information on how to set a meeting password for your online meetings, please refer to **Change Settings** on page 13.

At this point, you are now connected with your guests in a Mikogo Online Meeting!

Online Meeting Features

To make the most of your meeting and the Mikogo features, click on the  icon in your system tray to open the following menu:



Pause Transmission

During an online meeting, you are free to suspend transmission of your screen in order to browse through confidential files or applications. To do so, click on the  icon and select **Pause Transmission**. If you wish to return and transmit your screen, click on the  icon again and select **Continue Transmission**.

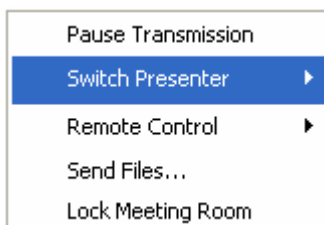


Pause Transmission		Continue Transmission	
Switch Presenter ▶		Switch Presenter ▶	
Remote Control ▶		Remote Control ▶	
Send Files...		Send Files...	
Lock Meeting Room		Lock Meeting Room	

Switch Presenter

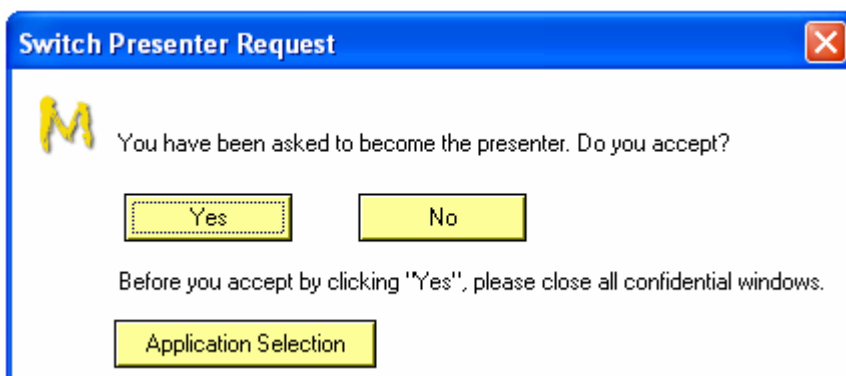
At any point during the meeting, you may switch the viewing direction enabling one of the participants to become the presenter and share their screen. Thanks to this feature you can either share your screen, or you can watch the screen of one of the meeting participants.

To switch presenters, click on the  icon and select **Switch Presenter**.



Naturally, you may switch between different presenters as often as you wish. In general, the participant who is currently sharing their screen (i.e. the presenter) will have an  icon, whereas the participants who are viewing the screen of the presenter will have an  icon.

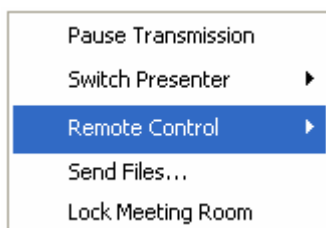
Prior to transmitting their screen, the respective participant will always be asked whether they are willing to accept before becoming the presenter and sharing their screen with all participants.



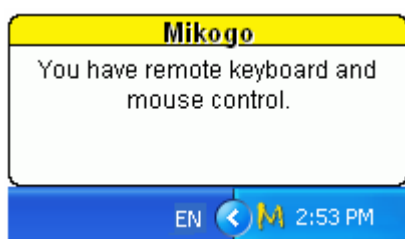
Remote Control

Not only can you view the screen of one your guests, but you may also assign **Remote Control** to one of your participants. I.e. while you are sharing your screen, one of your participants may be granted control over both your mouse and keyboard. This can easily be accomplished by clicking on the  icon and selecting **Remote Control**.

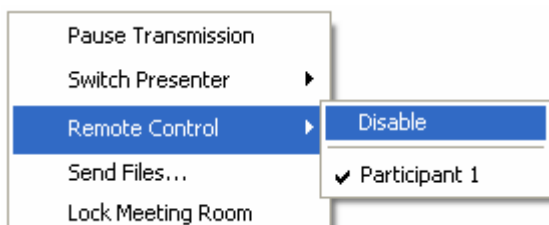




The selected participant will then receive a notification message informing them that they now have **Remote Control**.

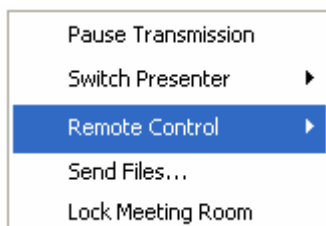


The change in color of your Mikogo icon  indicates that you have granted remote control. Please note that remote control can only be enabled if the meeting organizer allows it. In order to regain complete remote control, click on the  icon and select **Disable**. Or alternatively you can achieve the same result by pressing Ctrl+F12.



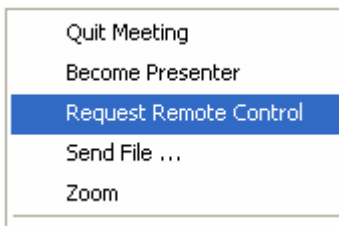
Alternatively, when one of your participants is currently transmitting their screen, you can in fact gain remote keyboard and mouse control over their screen. This is accomplished in one of two ways:

1. Firstly, the participant in question (i.e. the current presenter) is able to grant **Remote Control** of their screen to other participants via the Mikogo menu. By clicking on their  icon, the participant can open the Mikogo menu and select **Remote Control**.

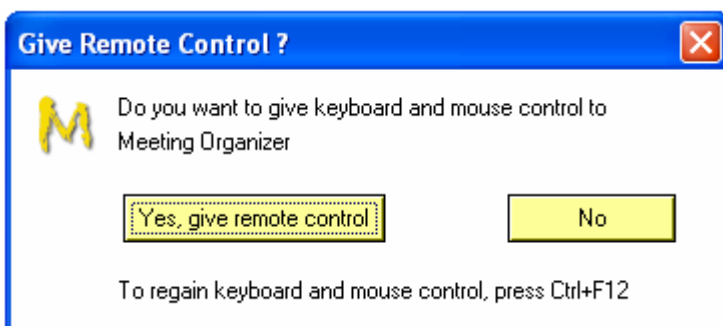


The presenter can regain remote control at any point by clicking on their new **M** icon and selecting **Disable** from within the Mikogo menu or alternatively by pressing Ctrl+F12.

2. Alternately, if you are the meeting organizer, you are able to **Request Remote Control** from the participant who is currently transmitting their screen. To do so, click on your **M** icon and select **Request Remote Control**.



However take note that before receiving remote control of your participant's screen, that participant must first accept your request.



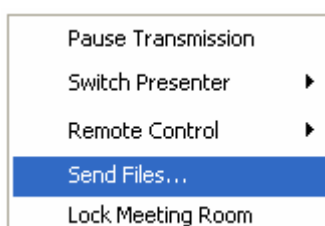
To end the remote control function, the meeting organizer can either click on their **M** icon and select **Stop Remote Control** from within the Mikogo menu, or simply press Ctrl+F12.

Via either of these methods, the current presenter will notice a change in the color of their Mikogo icon, **M** indicating that another participant has remote control of their screen.

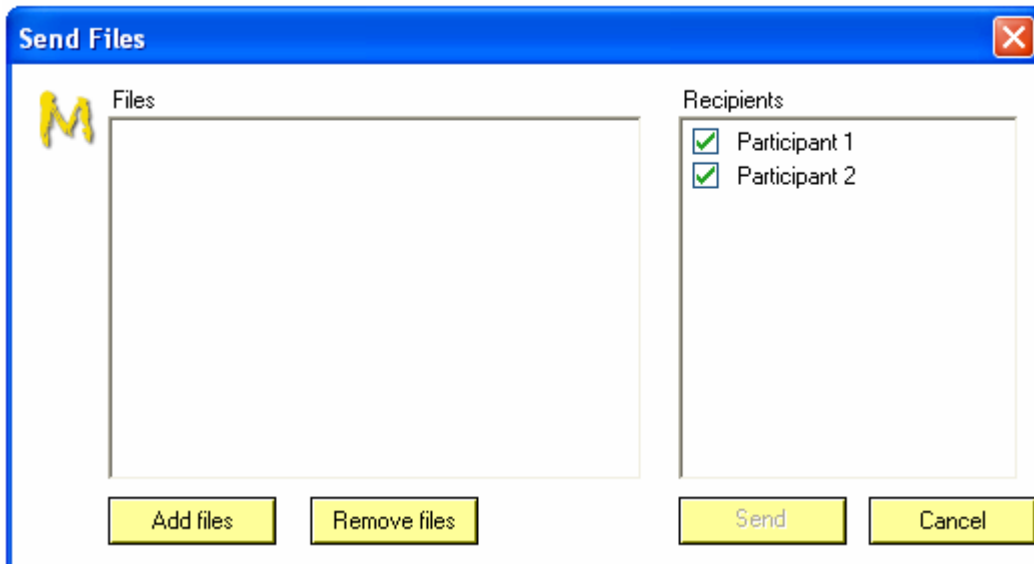
We recommend not using your mouse and keyboard as long as another participant has remote control over your computer.

Send Files

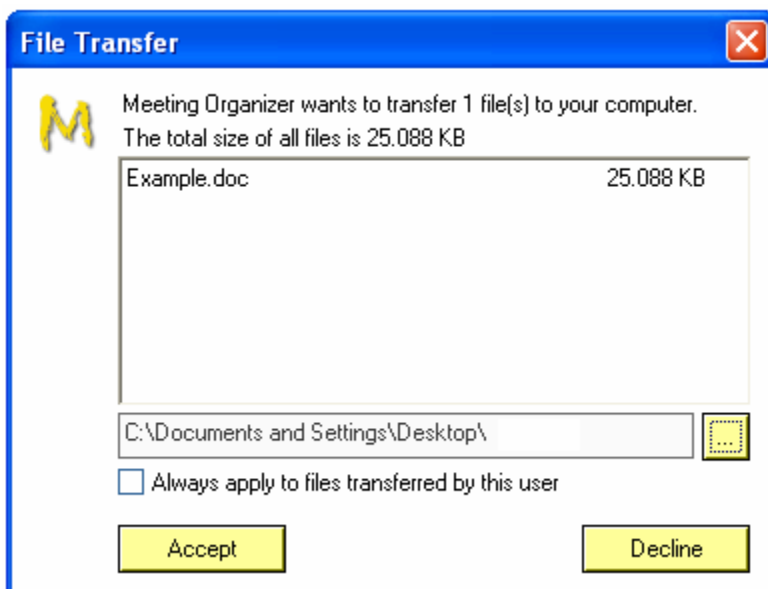
You can transfer files at any point during an online meeting. Click on the **M** icon and select **Send Files**.



Upon clicking Send Files a new window will open where you can select the file you want to transfer to your recipient(s).



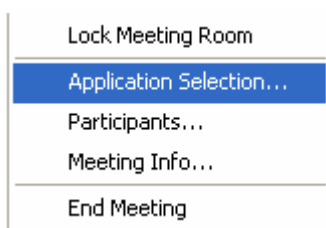
Once you have added your files and clicked on **Send**, your recipient(s) will be notified that you are sending them a file. The recipient(s) can either accept or decline to receive the file. If the recipient(s) accept the file, they may select the appropriate place where to save the file on their computer.



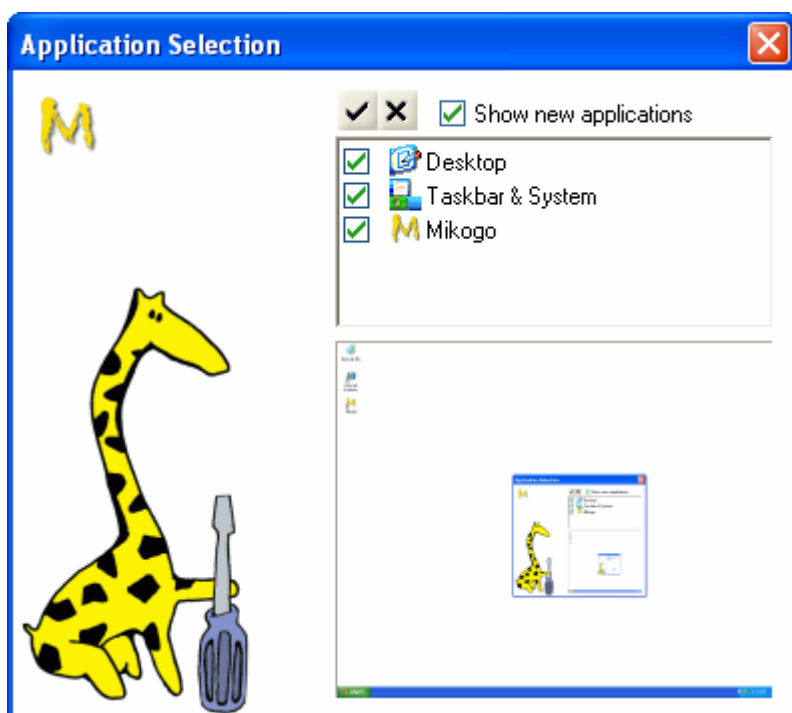
Application Selection

You can select which applications you want to share with your participants, and which applications you would rather keep hidden. To select specific applications, click on the  icon and select **Application Selection**.





Upon clicking on Application Selection, a new window will open showing all the applications currently running. A green checkmark to the left of the application icon indicates that this respective application will be transmitted. An unchecked box indicates that this application will not be transmitted and instead the meeting participants will only see a blue area. The **Back Monitor** below the checkboxes provides an instant preview of what your meeting participants will be able to see. With Application Selection you can assure yourself that you will only show the desired applications that are relevant for your meeting purposes.

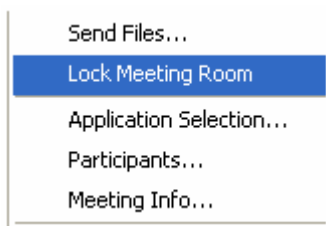


The Application Selection settings can also be adjusted prior to a meeting. Please refer to **Change Settings** on page 13.

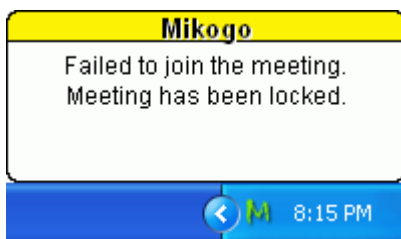
Lock Meeting Room

Once you have started a meeting and all your invited participants have joined, you are able to lock the meeting room in order to prevent unauthorized people from joining. To do so, click on the **M** icon and select **Lock Meeting Room**.

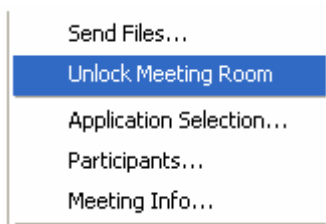




Even if someone has the current meeting ID and password, once the meeting is locked they will be denied access and informed of this via a small notification window.

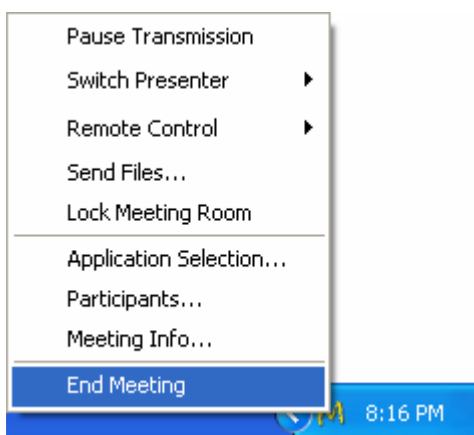


Naturally, the room can be re-opened for new participants. Simply click on the **M** icon and select **Unlock Meeting Room**.



End Meeting

To end a meeting, click on the **M** icon and select **End Meeting**. Your participants will receive a notification that the meeting has ended.



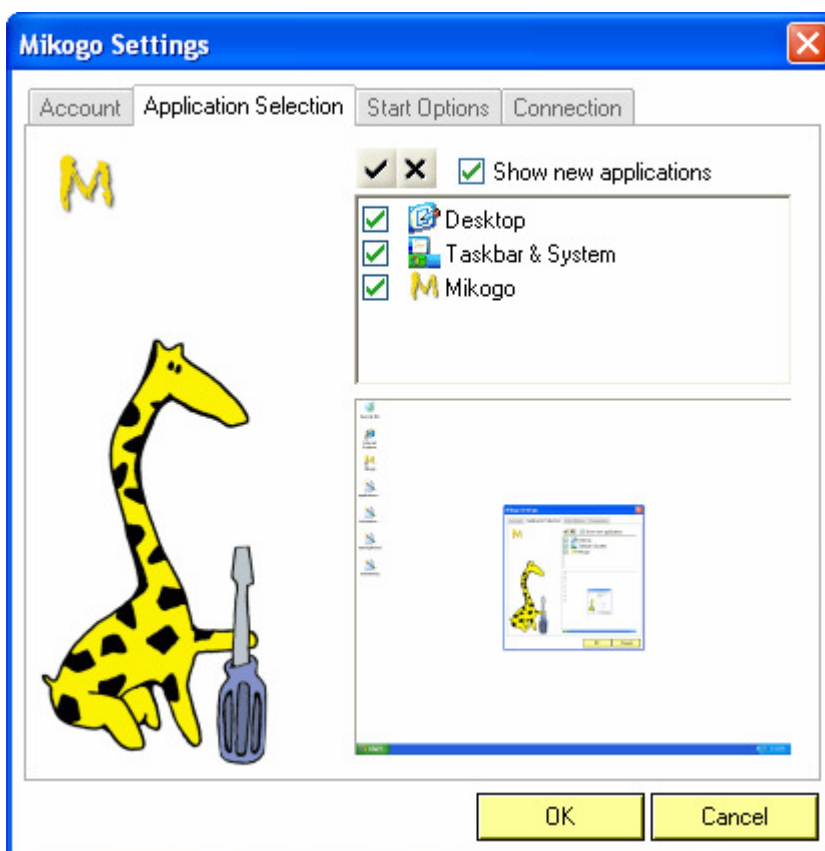
If you are a participant taking part in an online meeting hosted by the meeting organizer, you may leave the meeting at any time by clicking on the **X** icon in the upper right corner of your viewer window.



Change Settings

Mikogo offers a variety of settings which can be easily enabled and disabled. Some settings can be made effective for entire meetings and can only be changed prior to starting a meeting, while others can also be changed during a meeting. Prior to starting a meeting, click on the **M** icon in the system tray and select **Settings**.

Within the **Application Selection** tab, you can select which applications you are willing to share with the other meeting participants, and those applications you would rather keep hidden. In the upper right-hand corner of the tab, you will find a checkbox titled **Show new applications**. By checking this, all new applications opened while you are transmitting your screen will be instantly visible for the other participants.



Naturally, the Application Selection settings can also be adjusted during an online meeting. For further details please refer back to **Application Selection** on page 11.

Under the **Start Options** tab you can change the starting settings for your next meeting by setting a preferred meeting ID to schedule a meeting in advance. **Use the following meeting ID** enables you to plan your meetings beforehand and inform your guests of the meeting ID prior to starting the meeting. Your next meeting will automatically start using the meeting ID you specified. For security reasons, we recommend choosing a random series of figures.



To further protect your meeting, you can set a **Meeting Password**. To set a meeting password, check the box next to **Use a meeting password** and enter the password in the respective field.

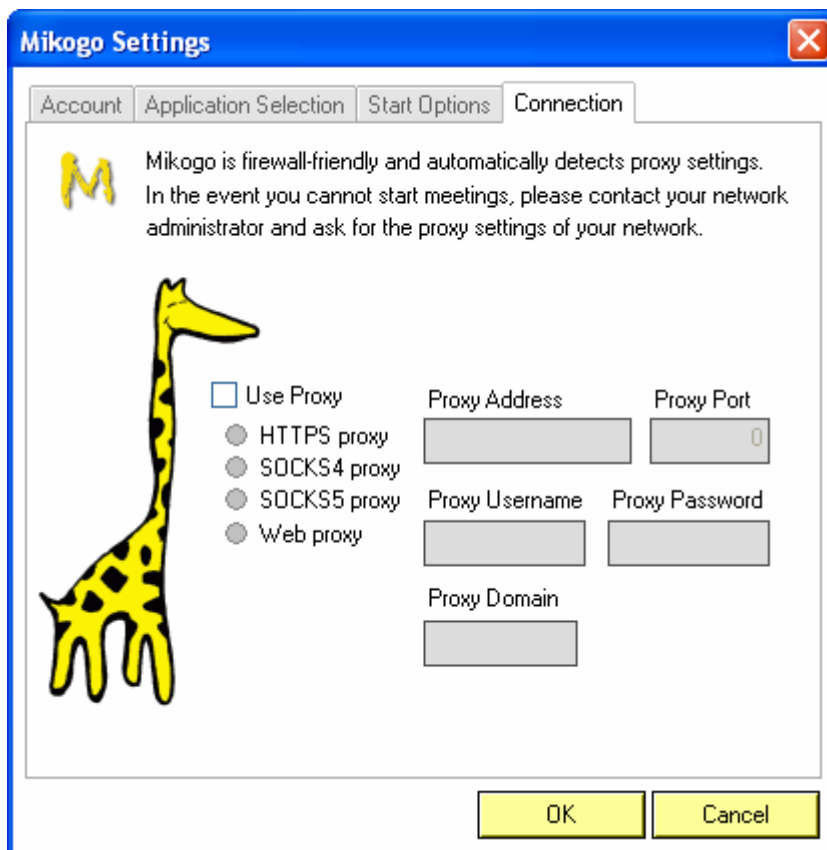


If you set a meeting password, the meeting participants require not only the 9-digit meeting ID but also the meeting password to join your meeting. The password needs to be entered within the **Mikogo Meeting Password** window, depicted earlier in the Mikogo User Guide on page 6.

Both functions, setting a meeting ID and a meeting password, are only available prior to starting a meeting via the Mikogo Settings window.

On the **Connection** tab you can manually enter your proxy settings if have experienced problems when starting meetings.





Forum

The team at Mikogo is more than happy to provide answers to the most frequently asked questions on the **Mikogo Forum** <http://forum.mikogo.com>.

