



Version 4 User Guide: Starting a Session (for Windows)

1 Start a Session



Open Mikogo. Click "Start Session" to receive the unique 9-digit session ID.

2 Your Participants Join



Your participants visit the Mikogo homepage, click on "Join Session" and enter the session ID.

3 Live Desktop Sharing!



Your participants now see your screen in real-time. Anything you see, they see.

Getting Started

To start a session using Mikogo Version 4, go to <http://www.mikogo.com/download/windows-download/> and download the **Organizer (Windows)** software to your computer. After downloading Mikogo, double-click the file to open and run the software. The new Version 4 panel will appear on your screen.



To start a session, please click on the start symbol and then the **Start Session** button. Your session will begin providing you with the 9-digit Session ID within the new Mikogo **Participant List**. You will then need to communicate this Session ID to your participants in order for them to join your desktop sharing session.

Note that unlike previous versions of the software, Mikogo Version 4 **does not require you to register** an account in order to start sessions.

Using the Version 4 Interface

By now you will have noticed a very new looking interface compared to previous versions of Mikogo. Please note the following when using Version 4 for the first time:

- 1) The main features (Chat, Whiteboard, Application Selection, File Transfer, etc.) can be accessed via the **Main Menu Navigation**.
- 2) Other features (Pause Transmission, Recording, and Lock Session) can be accessed via the **Control Panel**.
- 3) The Switch Presenter and Remote Control features are available within the **Participant List**.
- 4) Each time you open a new drawer in the interface, an **information bubble** will appear on the left to guide you in using the software.
- 5) The previous Mikogo menu (from Version 3) can still be accessed by right-clicking on the M icon in your system tray.

Mikogo Version 4 Panel



Start Session Drawer



Participant List Drawer

