

**1 Start a Session**



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

**2 Your Participants Join**

Session ID  
**524-644-209**



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.

### Joining a Session

To join a session as a participant you will need to go to <http://www.mikogo.com/download/windows-download/> and download the **Participant** software (mikogo-viewer.exe). After downloading Mikogo, double-click the file to open and run the software. The Version 4 panel for participants will appear on your screen with the **Join Session** drawer automatically open.

Enter the **9-digit Session ID** into the provided field. You will need to obtain the Session ID from your session organizer.

Click "Join Session" to enter your organizer's session. The Mikogo Viewer Window will appear on your screen. From within this Viewer Window you can see your organizer's screen in real-time!

### Join Session Drawer



### Using the Version 4 Interface

When you join the session, the interface will expand and display the **Participant List**. As a participant you do not have the same rights and control as the organizer does. However there are many features that you do have access to:

- 1) In the **Participant List**, you can click on the drop-down menu next to your name and select from a range of **emoticons**.
- 2) Both Chat and File Transfer are available within the **Main Menu Navigation**.
- 3) Recording and Zoom can be accessed via the **Control Panel**.
- 4) The **Settings** drawer enables you to adjust the language or configuration settings.
- 5) 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.

### Participant List Drawer

