

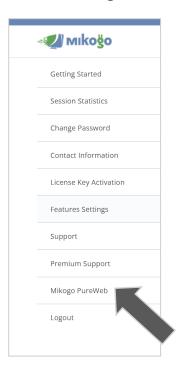
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Accessing PureWeb

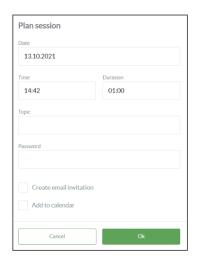
Log in to https://myaccount.mikogo.com/en/login.php with your Mikogo username and password and click on "Mikogo PureWeb".



As soon as Mikogo PureWeb opens, you have the following options:

- Schedule a session
- Start a session immediately
- Adjust video and audio settings

Scheduling a session



Click "Plan session" and a form like the one on the left will open for you to fill out.

After entering all relevant data, you can optionally add a password, generate an invitation email or create and download a calendar entry.

After clicking "Ok", you will find the session you created in the overview of your session scheduler.

IMPORTANT: You start the scheduled session by clicking "Start session" on the right side of the respective entry.





Starting a session immediately



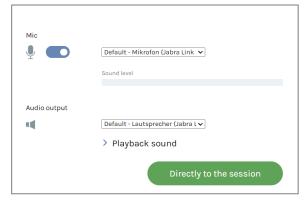
By clicking "Start session" the meeting room opens immediately and a session is started.

You can find the 9-digit session ID number your client needs to join your session by clicking the "Invite participant" icon (+ person icon) at the bottom left part of the meeting room.

Video and audio settings

At the beginning of a session, you will have the option to enable/disable the video as well as the audio channel.





Additionally, you can select the video and audio devices you want to use and check if they are properly functioning.

Likewise, your session participant will have the same options. But, if you have deactivated one of the communication channels, your participant will not be able to select a device for that channel.

Screen Sharing

As soon as you click "Directly to the session", the screen sharing window will open.



You can now choose between sharing your desktop, sharing a particular application window (e.g. PowerPoint), or a web browser tab.

For a video conference without screen sharing, press the "Cancel" button at the bottom right corner of the window.



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