



 **mikogo** VERSION 5.4 (BETA)

MIKOGO VIDEO CONFERENCING - USER GUIDE

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Download the Software

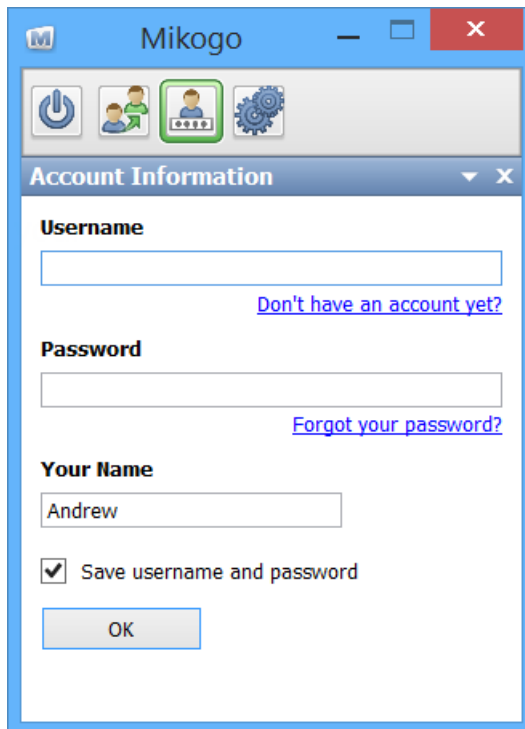
Click the following link to download the **mikogo-beta-starter.exe** software:

<http://download.mikogo4.com/mikogo-starter.exe>

Run the Software


After downloading the software, double-click the file. The installation process will instantly start and the Mikogo panel will open on your screen.

At first, you will see the Account Information drawer. Please enter your Mikogo account details as normal.

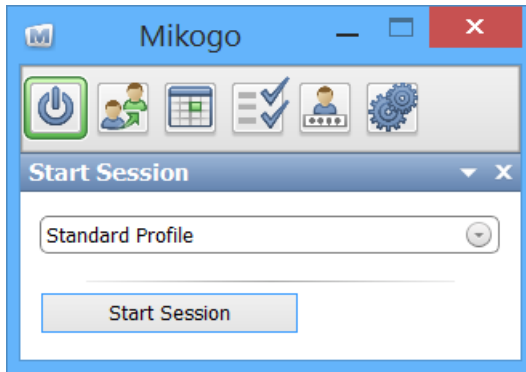


Start a Screen Sharing Session

Before you can start a video conference with Mikogo, you must first start a screen sharing session.


Start your Mikogo session as normal: click the  icon to open the Start Session drawer; then click the Start Session button.



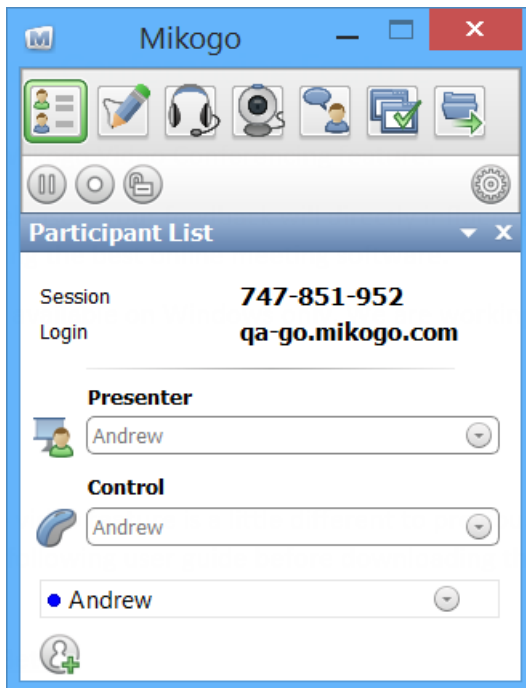


The session will start and the Participant List drawer will open.


You have now started the screen sharing component of a Mikogo meeting, but not yet the video conference.

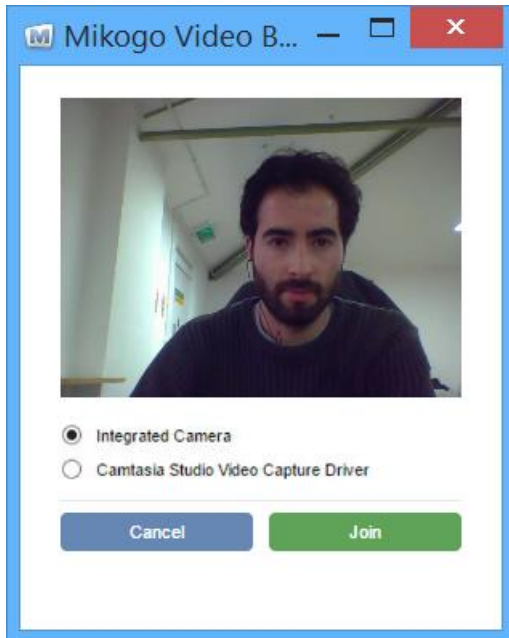
In the main software menu, you now have a **video webcam icon**  to the right of the voice conference icon.

If you don't see the video webcam icon in your Mikogo software after starting a session, please contact our Support Team immediately: support@mikogo.com. We will ensure the feature is correctly activated for your Mikogo account.

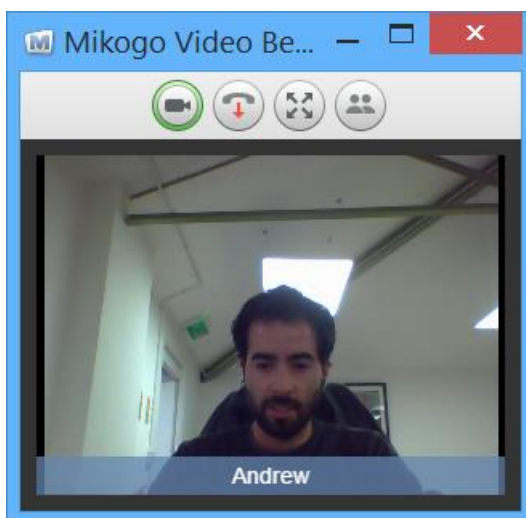


Start a Video Conference

After starting a screen sharing session, click the  icon. A small window will appear displaying all available cameras options that you have. Select the one you want to use.



Click the green "Join" button. Your **Mikogo video window** will open with your video stream.



Keep this open – it will soon contain the video streams of your participants when they join your video conference – see Page 8.

You have now started **both the screen sharing and video conference** components of the Mikogo meeting.



Participants Joining the Screen Sharing


After starting the screen sharing session and the video conference, invite your participants to join.

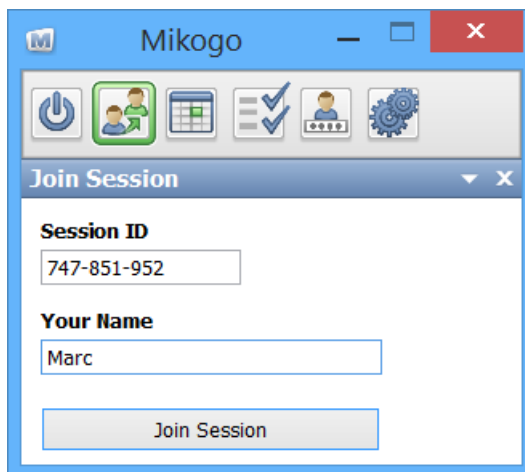
Important Notes:


1. Your participants will also need to **join your screen sharing meeting before they can join the video conference.**
2. **Don't use the Mikogo website to join:** this is a beta release so participants cannot join this type of Mikogo meeting from our website. To join the meeting, participants must download the same software as the organizer.

Download from: <http://download.mikogo4.com/mikogo-starter.exe>

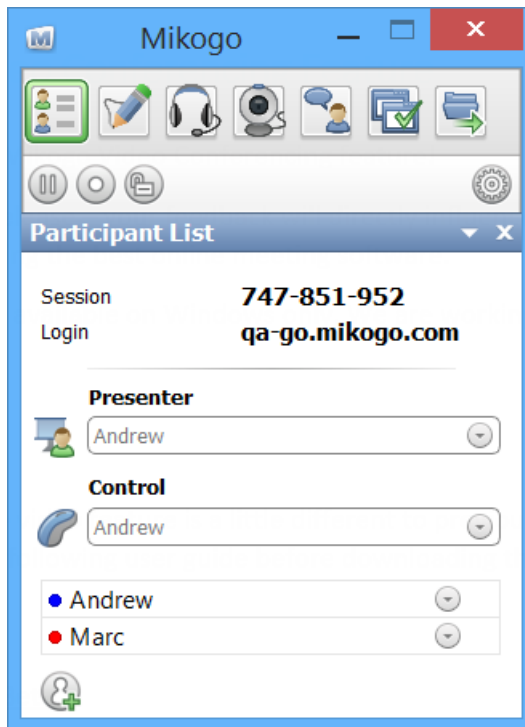
Ask your participants to download and run the **mikogo-beta-starter.exe** file and follow the "Download" and "Run" instructions as detailed on Page 3.

When the Mikogo software opens on their computer, the participant clicks on the Join Session  icon, enters the session ID and their name, and clicks "Join Session".




They will then enter the screen sharing component of your meeting, the participant list will open on their screen, and they also receive the  icon in their Mikogo software.





Participants Joining the Video Conference

They will then need to click the  icon to join your video conference.

When they do, they will first see a small window displaying their available cameras (as shown above on Page 5). After they click to join, the **Mikogo video window** will appear on their screen, which contains video stream tiles with the faces of all participants and the organizer.

As more participants join the video conference, their video streams will appear as tiles in the Mikogo video window. The meeting organizer and all participants will each have such a Mikogo video window on their screen, as shown below:

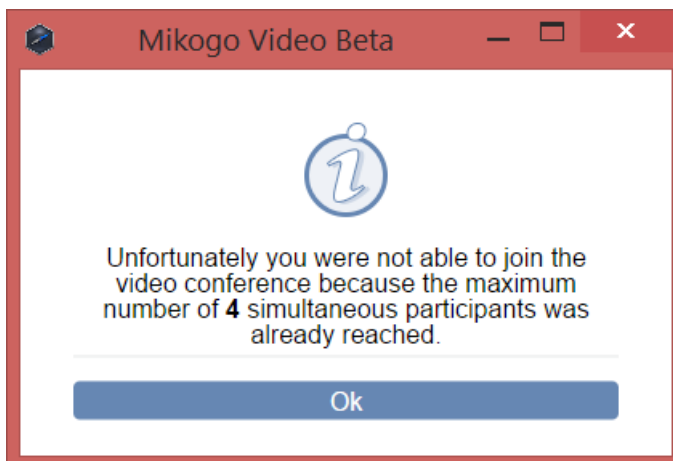




If a user does not have a camera, it is possible for them to still join the video conference. However they will simply appear as a greyed-out profile icon – demonstrated in the bottom-right video tile above.

Four Participants Maximum

Currently the Mikogo video beta software supports up to four people in a video conference. This means the host (you) and three invited participants. If you have four people in the video conference and an additional person tries to join, they will receive a notification:



Using the Video Conference Features

Video Control Panel

At the top of your video conference window, you will see four buttons:



Turn your webcam on/off. Your video stream will stop but you will remain in the conference.



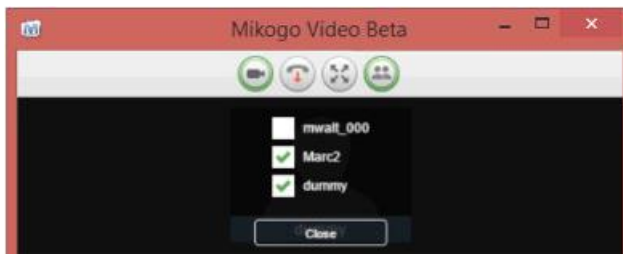
Hang up to switch your webcam off and disconnect from the video conference. However you will remain in the screen sharing component of the meeting. You can also leave the video conference by closing the video window.



View the video window in full-screen.



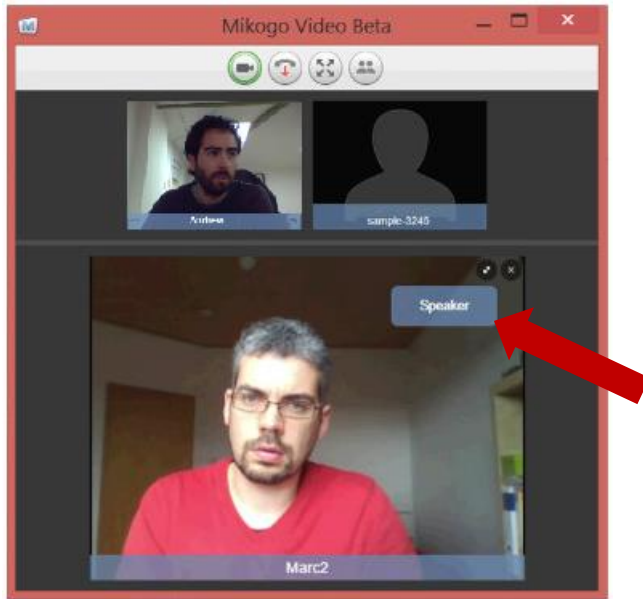
Open a participant list for the video conference where you can toggle the display of all participants and restore participants that were hidden, as shown below:



Enlarge a Participant's Video Tile

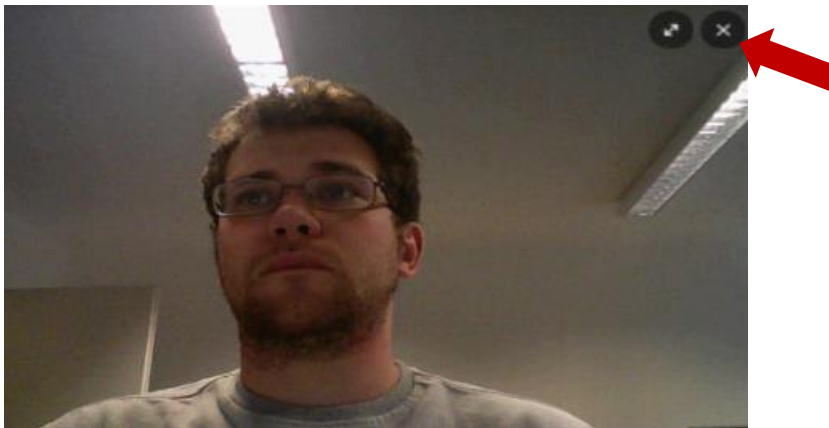
You can enlarge a participant's video tile by clicking on the "Speaker" button inside their video tile.





Hide/Unhide Participant Video Tiles


You can hide any participant's video by clicking the black X in the upper right corner of their video tile.

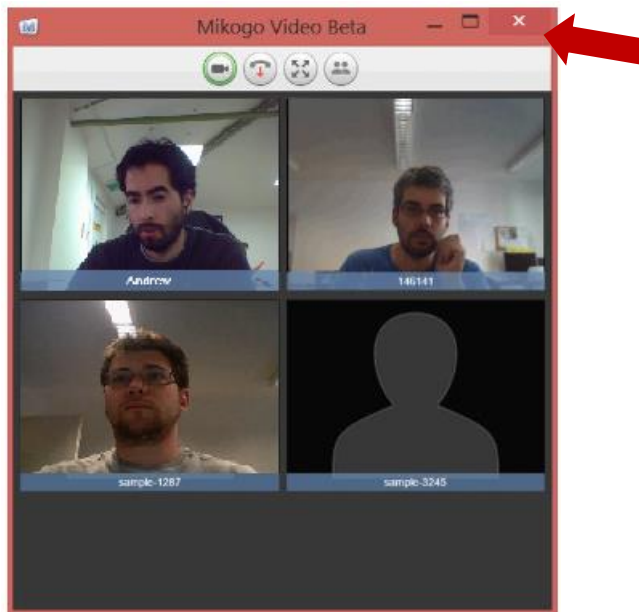


When you hide a participant, the participant list icon will blink a couple of times. You can unhide them via the participant list icon in the **Video Control Panel**.



End the Video Conference

To end the video conference, click the hang up button  or close the video conference window by clicking the X in the top-right corner.

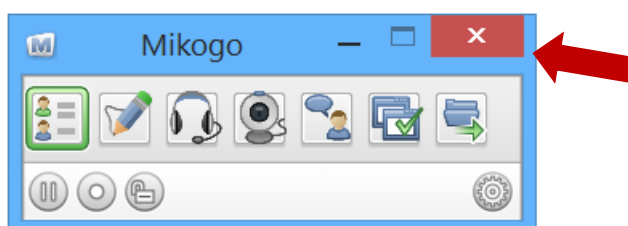


This will disconnect you from the video conference. However the video conference will continue to run between connected participants. To end the video conference completely, all participants need to close their Mikogo video window or the organizer needs to end the screen sharing session.

End the Screen Sharing Session

If the Mikogo screen sharing session ends, the video conference will end as well.

Return to the Mikogo panel and click the X in the top-right corner. The Mikogo session will end, which will also immediately close the video conference completely for the organizer and all participants.





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