

## Netviewer Meet 6.3 Short Manual Moderator (Mac)

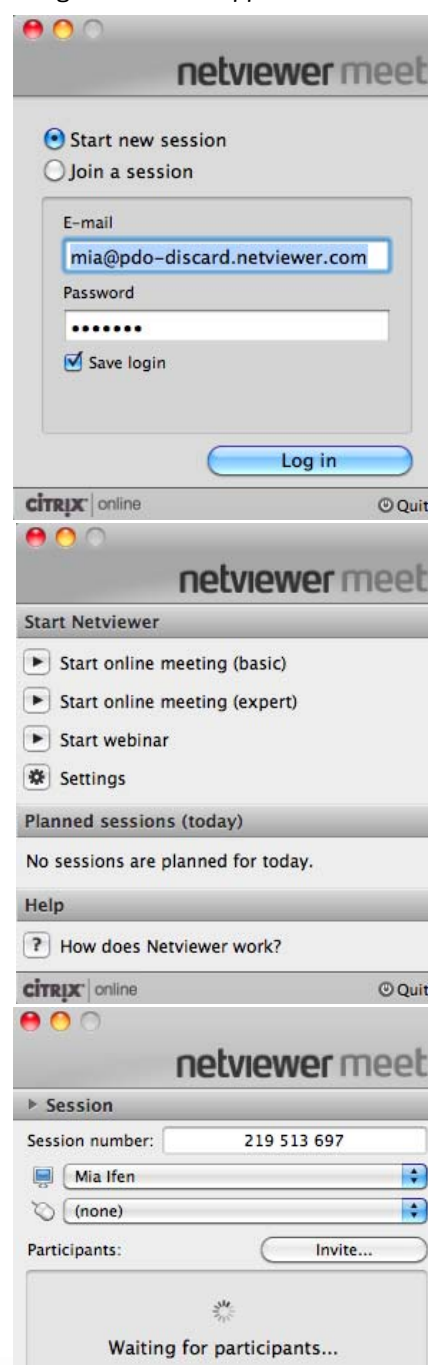
### Starting a session

Start the Netviewer Moderator program

- from <https://my.netviewer.com>
  1. Sign on to the MyNetviewer customer portal.
  2. Click on the "Start meeting" button at the upper left of the screen.
  3. The Moderator program will now load. Run the Moderator program to start the session.
- locally from your computer, assuming you have previously saved the Netviewer Moderator program.
  1. Double-click on the Netviewer icon to start the program. The following window will appear:

2. From this window, select the *Start new session* option.
3. Enter the e-mail address and password that you defined when you registered with the MyNetviewer customer portal.
4. Click on *Log in*. The following window will appear:
5. Click on one of the profiles, e.g. *Start online meeting (expert)* to start a Netviewer session.
6. Once you have started a Netviewer session, the Netviewer Control Panel will appear on your screen with the nine-digit session number.
7. You must provide this session number to the other participants. You can do this via telephone or through the integrated invitation function, which is available the Control Panel.
8. Once the session participants have started the participant program and entered the session number, the Netviewer session can begin!

As moderator, you start in show mode, i.e. session participants see the contents of your screen.



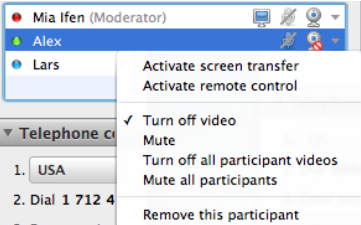


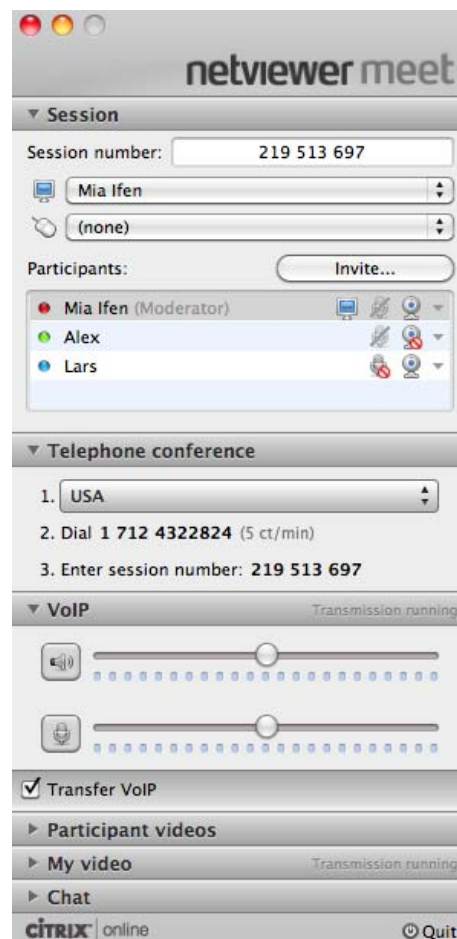
## Netviewer Meet 6.3 Short Manual Moderator (Mac)

### Functions in the Netviewer Control Panel

You can position the Netviewer Control Panel anywhere you desire on your screen.

Use the Netviewer Control Panel to:

 <b>Maria</b>	Select whose screen is to be displayed, either your own or a participant's. *
 <b>Irina</b>	Select who is to receive remote control over the displayed screen. *  Note: When a session partner has remote control rights for your computer, you can revoke these rights at any time by pressing the [Ctrl+Esc] key combination.
Participants	View the list of participants.
Invite	E-mail an invitation with session details.
	Use the Participant context menu to remove a participant from the session.
Telephone conference	Start a telephone conference which will take place at the same time as the Netviewer session.
VoIP	Activate and adjust voice transfer via Voice over IP.
Participant videos	View your session partners' videos. You can drag individual videos from the Control panel, drop them anywhere on your screen, and then change their size as desired.
My Video	View your own video and control how video is transmitted to the session partners.
Chat	Send text messages to all or a selection of participants.
Quit	End the session.
	* must be confirmed by the participant



## Netviewer Meet 6.3 Short Manual Moderator (Mac)

### Screen transmission

When a Netviewer Meet session starts, the moderator will be in Show mode. In other words, the direction of viewing will be towards the moderator's screen and the contents of the moderator's screen will be transferred to the other participants. As Moderator, only you can change the direction of viewing:

- From the Control Panel, use the drop-down menu for screen transfer to select the participant who will transfer his or her screen.

### Remote Control

Remote Control gives the user the ability to control all screen elements and applications on a remote computer through mouse and keyboard inputs.

As Moderator, only you can grant remote control rights during a Netviewer Meet session:

- From the Control Panel, use the drop-down menu for remote control to select the participant who will receive remote control rights.

### Revoking remote control rights

You can revoke remote control rights at any time through one of two methods:

- If your own computer is being controlled remotely, press the [Ctrl+Esc] key combination.
- In the Control Panel, go to the drop-down menu for remote control. Remove the check next to the name of the participant who currently has remote control rights.

### Ending a session

To end a session, click on *Quit* at the lower right of the Netviewer Control Panel.

Have fun while Netviewing!