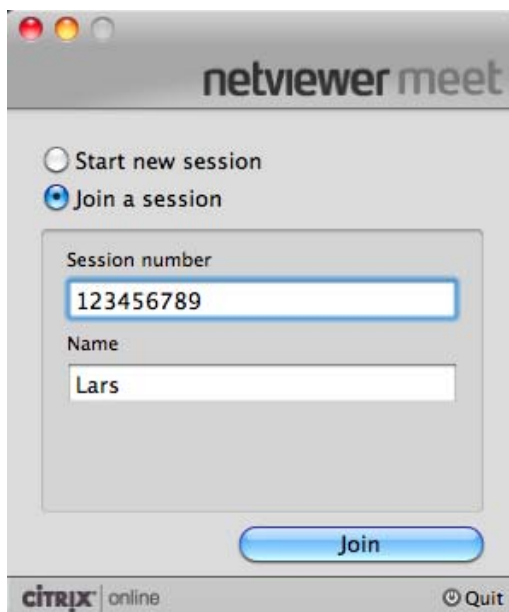


Netviewer Meet 6.3 Short Manual Participant (Mac)

Participating in a session

Start the Netviewer Participant program

- from **https://my.netviewer.com**
 1. At the top right of the screen, click on the "Join a session" button.
 2. Enter the session number you received from your Moderator as well as your name.
 3. Click on the "Join now" button.
 4. The Participant program will download. To join the session, run the Participant program.
- locally from your computer, assuming you have previously saved the Netviewer Participant program.
- From a different location than the one named by the Moderator.
 1. Double-click on the Netviewer icon or the link provided by the Moderator. The following window will appear:



2. From this window, select the "Join a session" option.
3. Enter your name and the session number that the Moderator provided.
4. Click on *Join* to join the session.

The Netviewer session can begin!

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In Watch mode

As a participant you start in watch mode, i.e. you see a red-framed **Netviewer window** containing the contents of the Moderator's or another Participant's screen.

Within the Netviewer window you can either use the **pointer** (without remote control) or the Moderator can grant you **remote control** rights. With remote control, you have access to the approved applications and you can control the Consultant's mouse.

On the screen, you will see the Control Panel, which contains the Netviewer Meet functions.

Functions in the Netviewer Control Panel

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

Use the Netviewer Control Panel to:

Session	<p>See if your screen is currently being transferred</p> <p>Deactivate transmission of your screen</p> <p>See if your computer is currently being controlled remotely</p> <p>Deactivate remote control of your computer</p> <p>View the list of participants</p>
Telephone conference	Find the necessary information for joining the telephone conference which is taking 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	Quit the session.



Netviewer Meet 6.3

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Viewing direction

When a Netviewer session starts, you will view the screen of the Moderator or another participant. Only the Moderator has the ability to change the direction of viewing. He does this by selecting the participant who will transfer his or her screen. However, the Participant whose computer will be remotely controlled must provide explicit approval for this.

Deactivating transmission of your screen

- Click on *off* next to *Screen transfer* in the Control Panel.

Remote Control

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

Only the Moderator has the ability to determine who will have remote control rights during a Netviewer Meet session. However, the participant whose computer will be remotely controlled must provide explicit approval for this.

Revoking remote control rights

You can revoke a participant's remote control rights at any time through one of two methods:

- Click on the key combination [Ctrl + Esc].
- Click on *off* next to *Remote Control* in the Control Panel.

Quitting a session

To leave a session, click on *Quit* at the bottom right of the Control Panel.

Have fun while Netviewing!