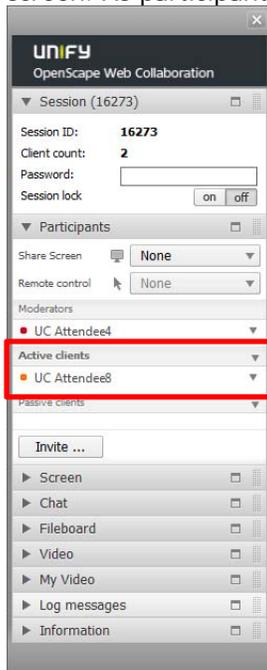


Moderating Tool in Web Collaboration

The following instructions will give you step-by-step instructions for using the moderator features in Web Collaboration.

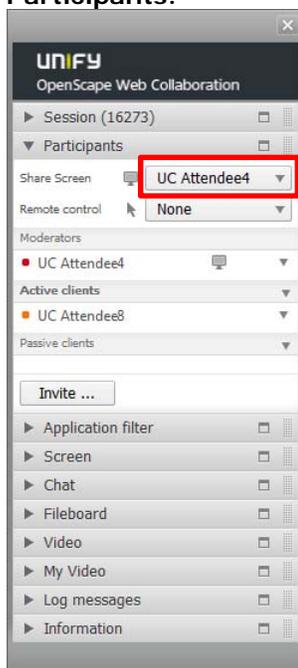
Launch Web Collaboration

1. Once you join your conference you will see the Web Collaboration tool on the left of your screen. As participants join, you will see them listed under **Active Clients**.

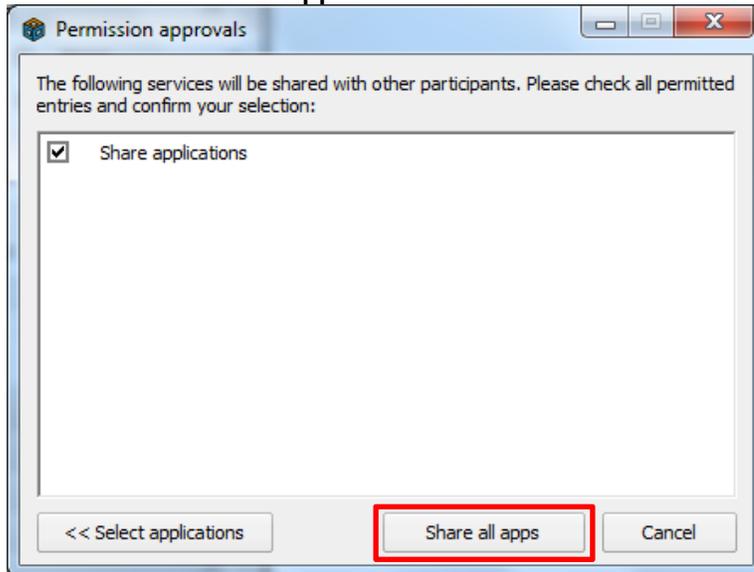


Share Screen

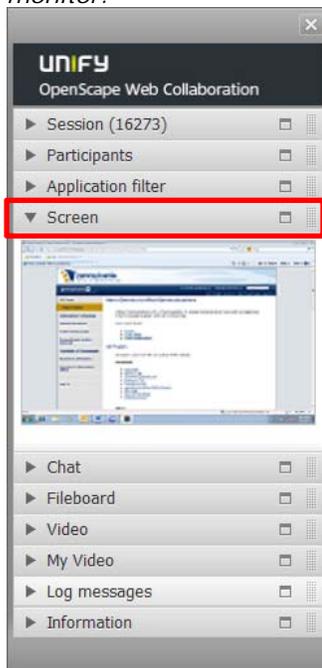
1. To share a participant's screen, click on the drop down box of **Share Screen** located under **Participants**.



- The participant that is sharing the screen will be prompted to select which applications to share. Click **Share All Apps**.

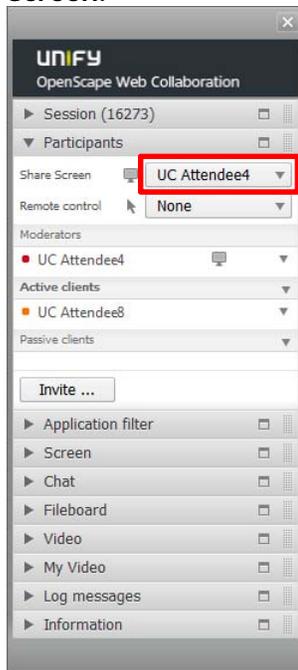


- Their screen is now being shared. To preview the screen that the participants are seeing, click the **Screen** drop down box. *Please note: If you have a double monitor, you will see both screens in the **Screen** drop down box. If you only want to share one of those monitors, click on the appropriate screen and the participants will only see what is being shown on that monitor.*

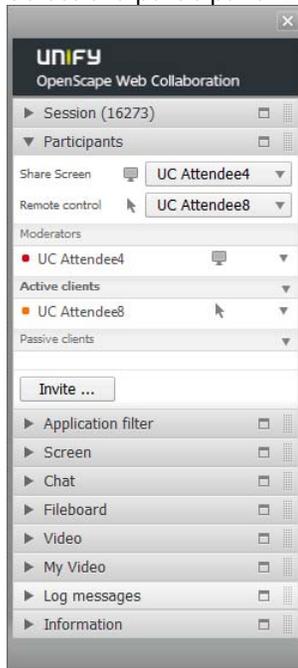


Remote Control

1. Remote control will allow a participant to have mouse and keyboard rights to another participants screen. First select the participant whose screen will be taken over under **Share Screen**.



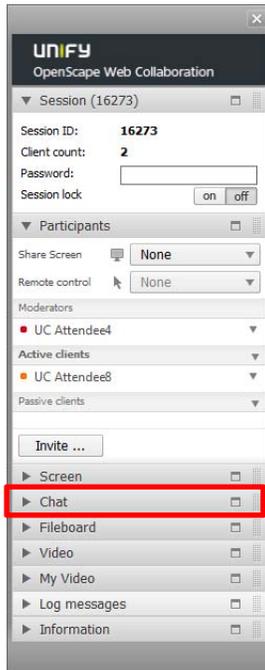
2. Select the participant who will be granted the remote control features.



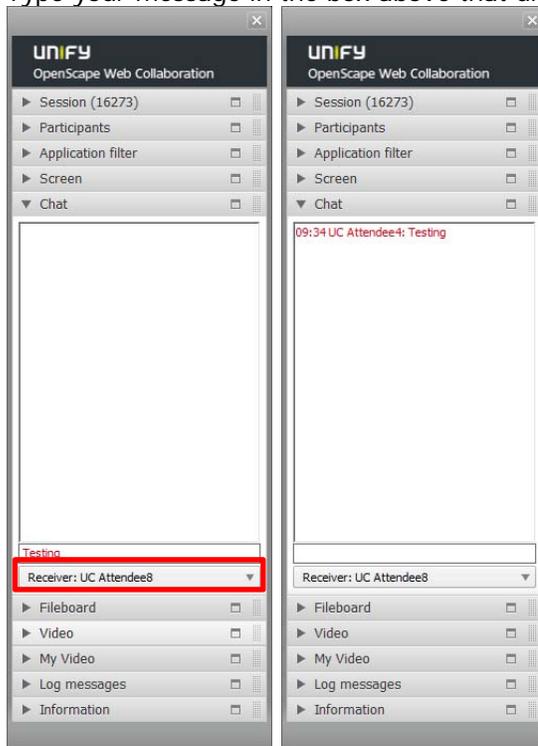
In the example above, Attendee 4 will be sharing their screen and Attendee 8 will be granted permission to use remote control on Attendee 4's screen.

Chat

1. Click on the **Chat** drop down box.

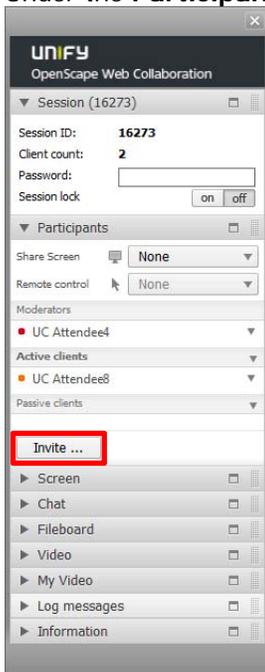


2. Click either All Clients or a specific participant to chat with in the **Receiver** drop down box. Type your message in the box above that drop down box.

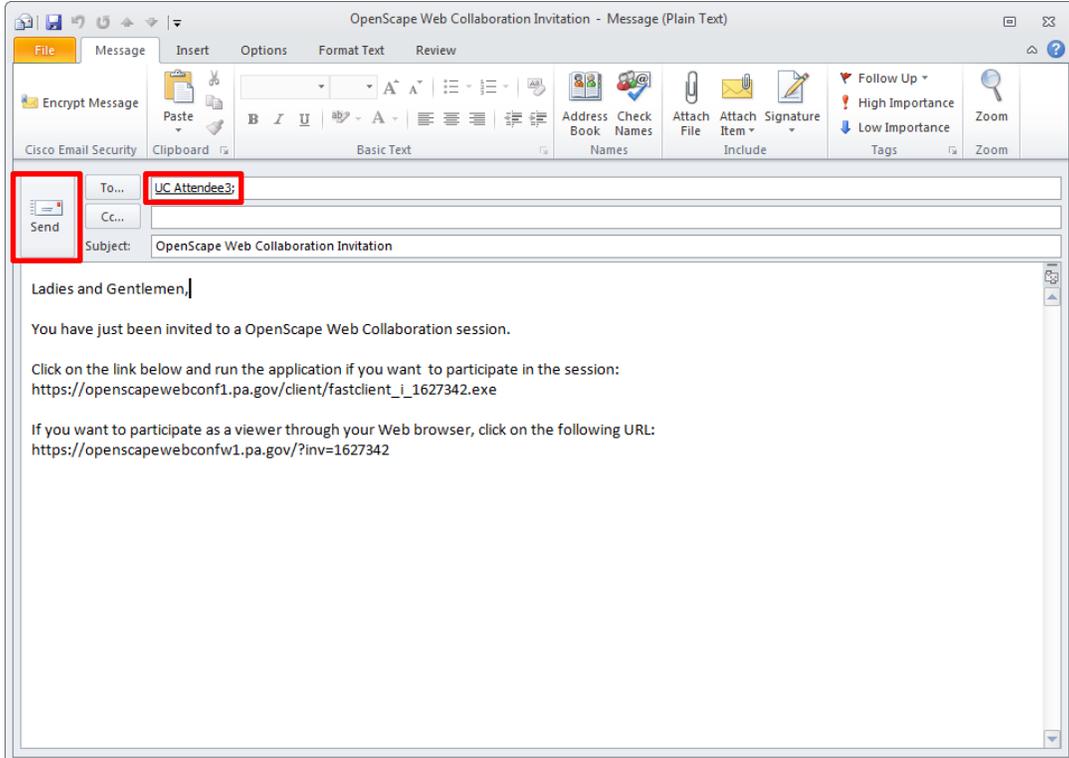


Invite Other Participants

1. Under the **Participant** drop down box, click on the **Invite...** button.

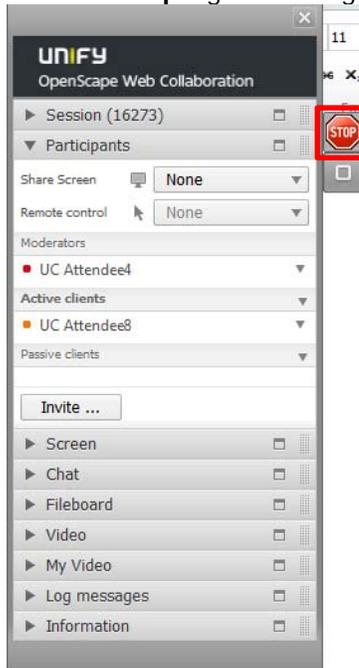


2. When the email message appears, simply address the email to those you would like to invite and click **Send**.

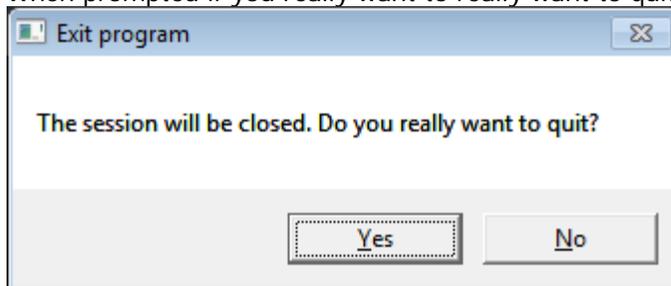


End Web Collaboration

1. Click the **Stop** sign to the right of the Web Collaboration moderator tool.



2. When prompted if you really want to really want to quit, click **Yes**.



3. When you receive **The session has ended** message, simply click **Close**.

