

Moderating a Scheduled Web Collaboration

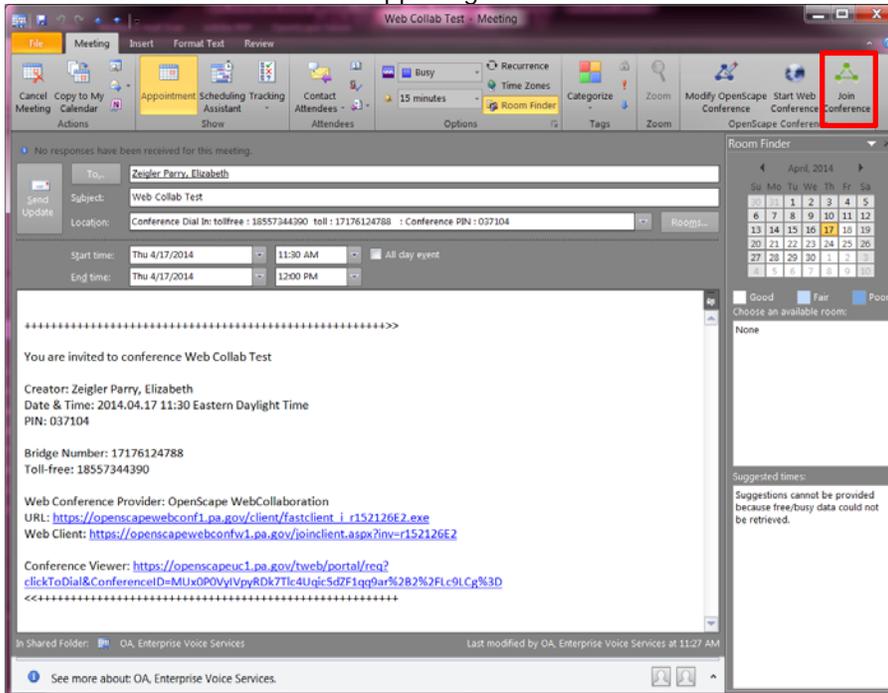
The following will give you step-by-step instructions for moderating a Web Collaboration Session through Fusion. These require you to have the Fusion toolbar available in Outlook.

Step 1: Open Outlook Appointment

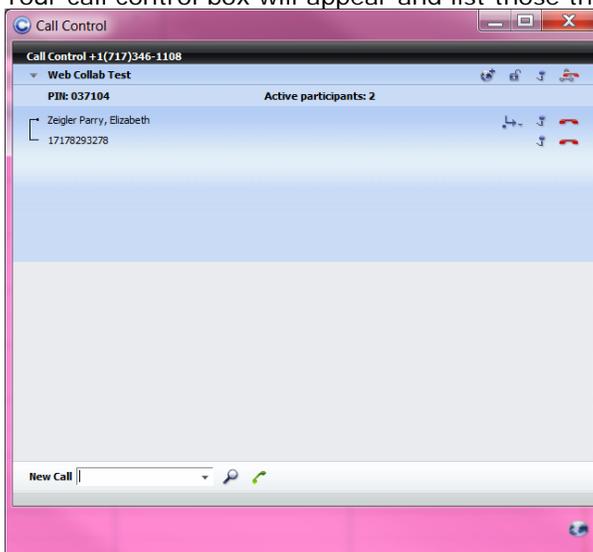
1. Open the outlook appointment in your calendar that corresponds with the Web Collaboration that you have scheduled.

Step 2: Join the Conference and Web Collab Session

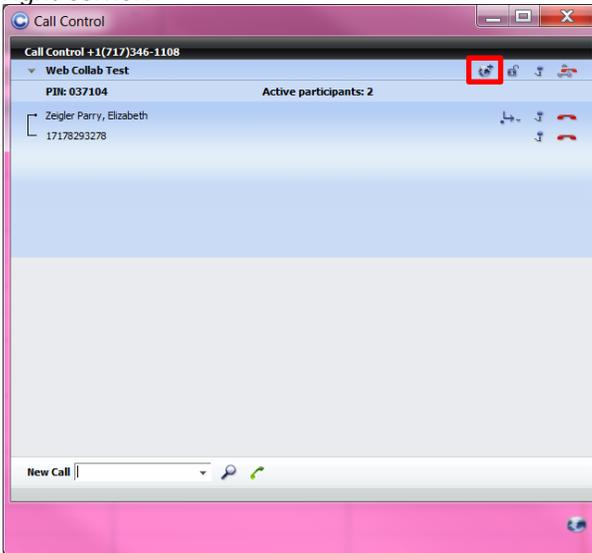
1. Click **Join Conference** in the upper right hand corner.



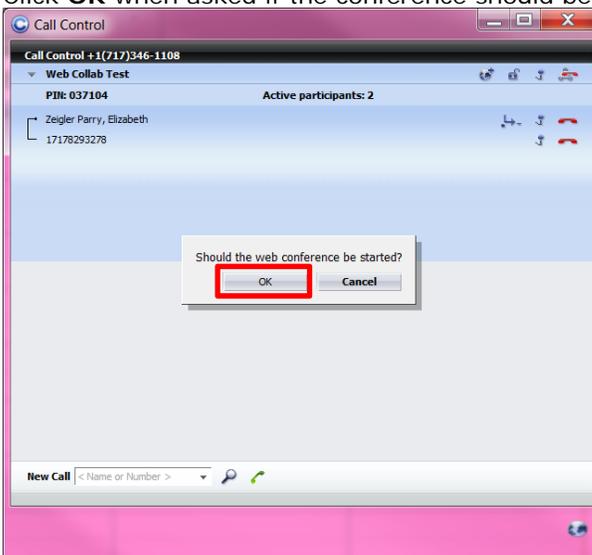
2. Your call control box will appear and list those that have joined.



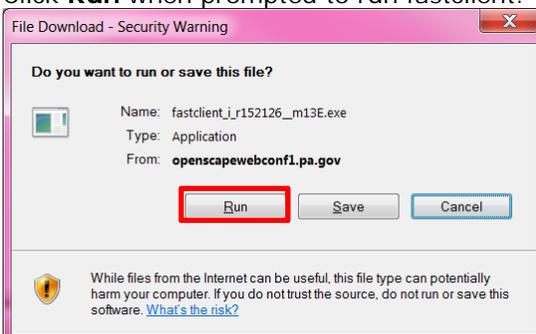
- When you are ready to launch the web collaboration portion, click the world icon in the top right corner.



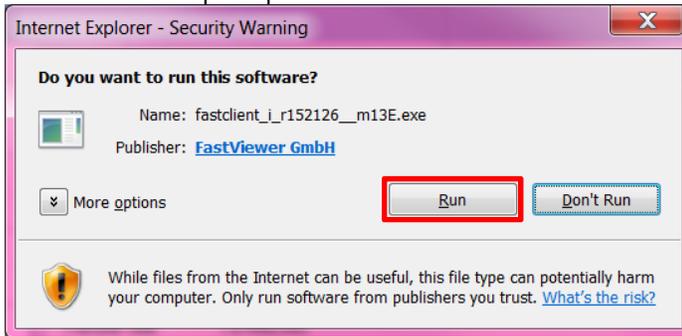
- Click **OK** when asked if the conference should be started.



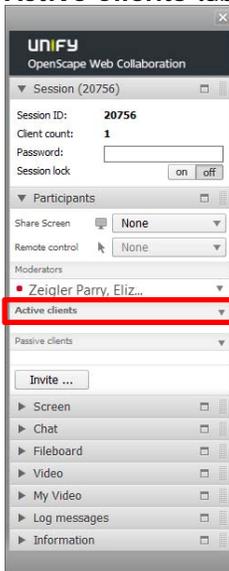
- Click **Run** when prompted to run fastclient.



6. Click **Run** when prompted to run software.

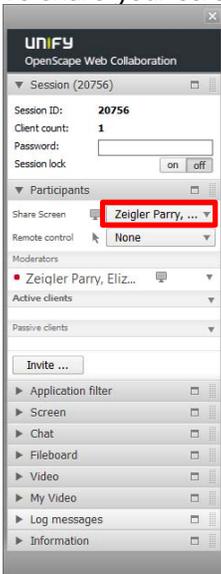


7. The OpenScope Web Collaboration toolbar will open. You will see participants join under the **Active Clients** tab.

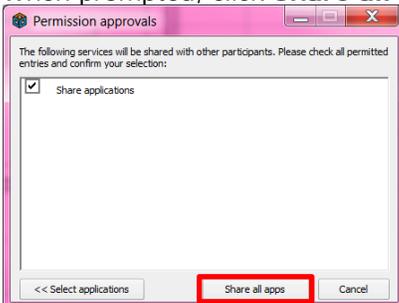


Step 3: Share Screen

1. To share your screen, select your name from the drop down box under **Share Screen**.



2. When prompted, click **Share all apps** on the **Permission approvals** box.



3. You will see a preview of what participants are seeing under the **Screen** tab.

