

Mikogo Skype Extra User Guide



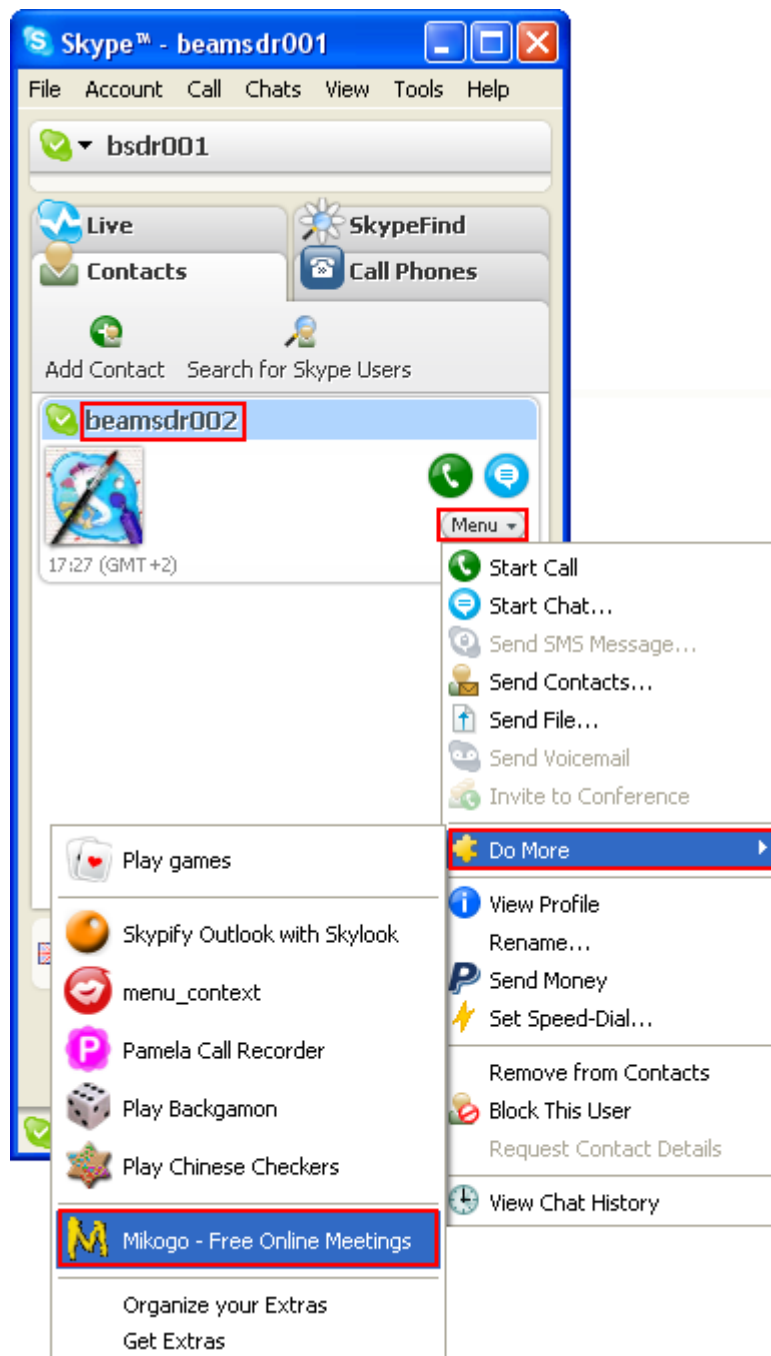
Installing the Mikogo Skype Extra

Before you start your first Mikogo Skype online meeting, please ensure that both the organizer and participants have already installed the Mikogo Skype Extra. You'll find the Extra available for download by clicking on the following link: <https://extras.skype.com/1672/view>

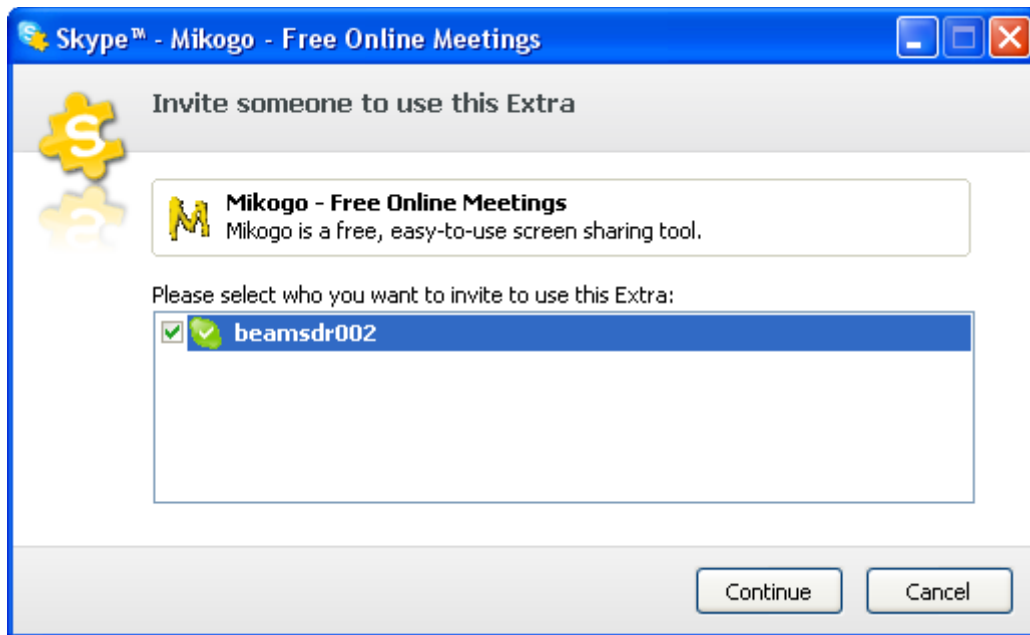
Starting a Meeting

The organizer has two possibilities to initiate a Mikogo Skype meeting.

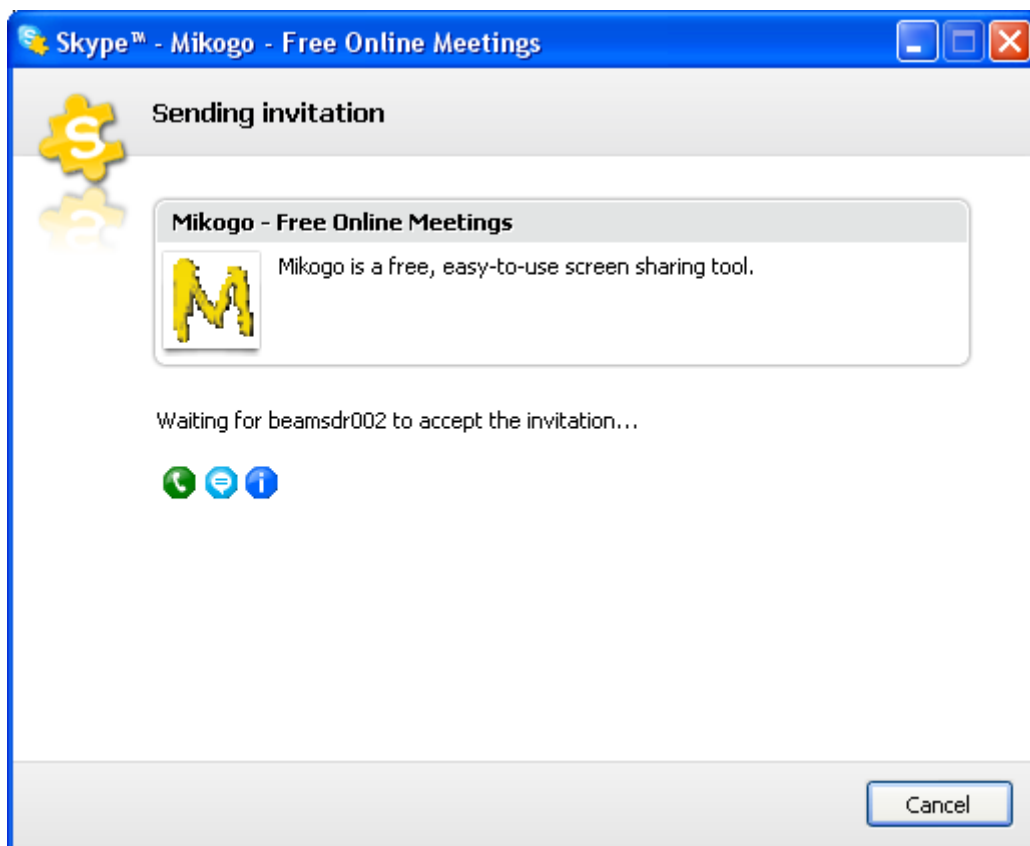
1. Click on the name of the participant (in the "Contact List") who you wish to invite to the meeting. Then click on "Menu" > "Do More" > "Mikogo - Free Online Meetings", as depicted in the picture below.



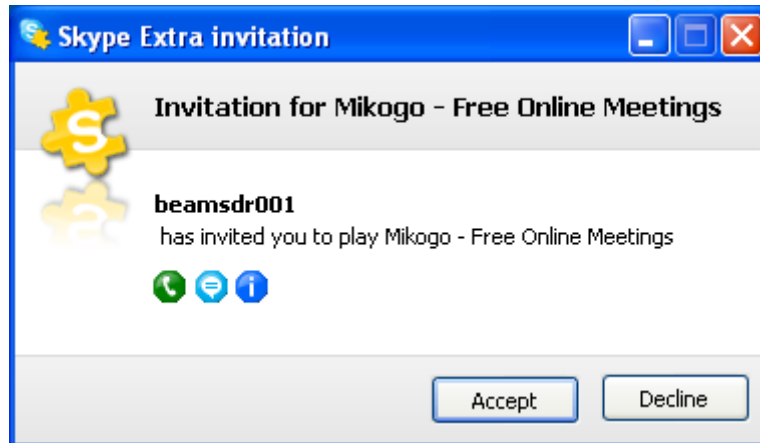
- Alternatively, you can click on “Tools” in the Skype User Interface and then on “Do More” > “Mikogo - Free Online Meetings”, which will open the window illustrated below. Select the participant who you wish to invite by checking the tick box next to their name and click on “Continue”.



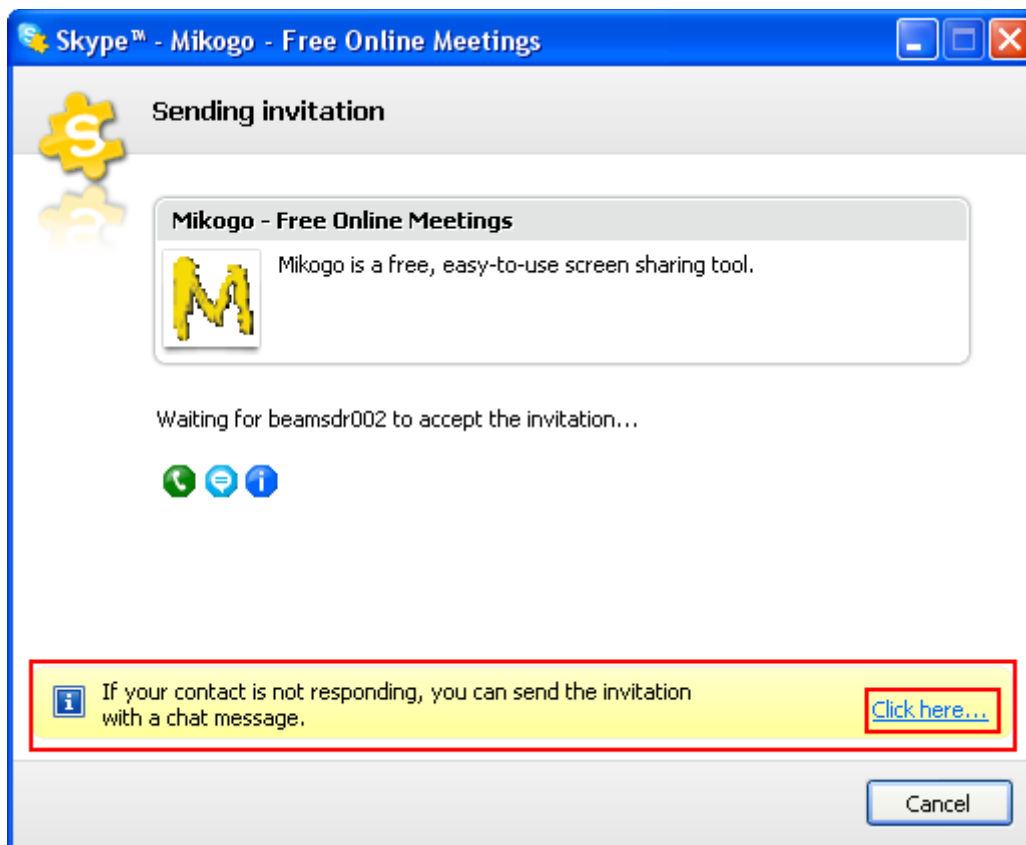
By clicking on “Continue” the next window will appear informing the organizer that the invitation has been sent to the chosen participant, and that the application is awaiting their response.



At the same time, the invited participant will receive the following window requesting their acceptance.

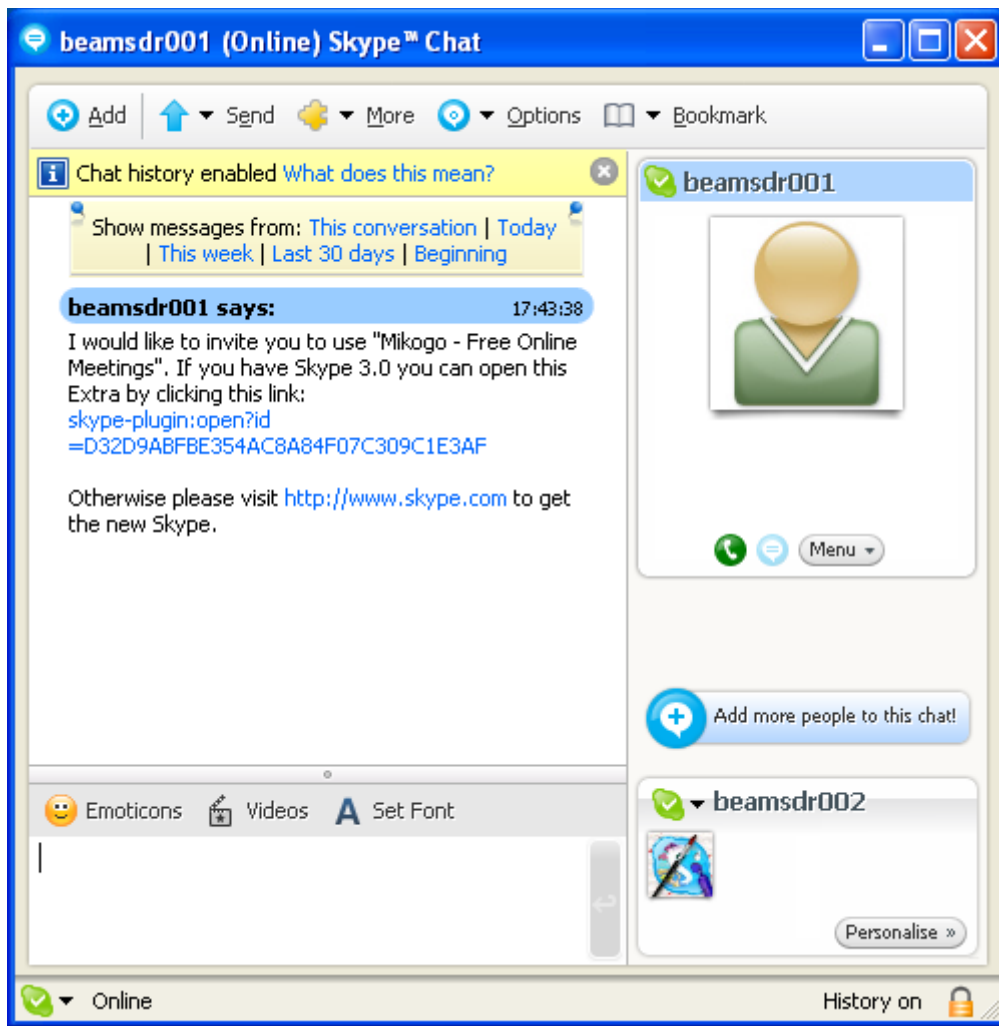


If the participant does not respond, a notice will automatically appear after a few seconds at the bottom of the organizer's "Skype - Mikogo - Free Online Meetings" window.

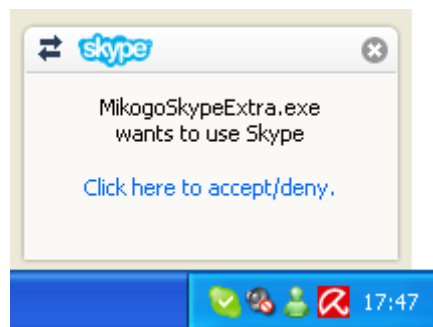


By clicking on "Click here..." the organizer can send the participant a Skype Chat message which contains a link to the Mikogo Skype Extra, as shown in the next screenshot.



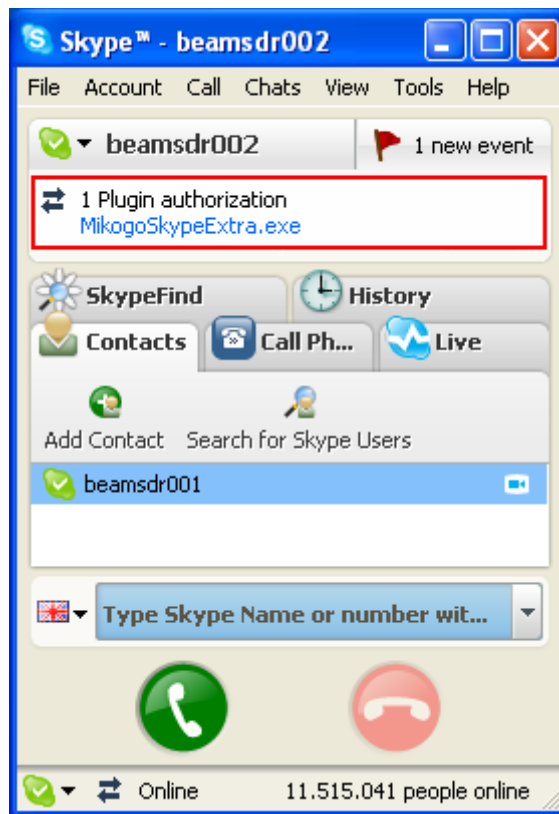


Once the participant clicks on “Accept” (see also screenshot 4 above), a notification window will appear in the lower right corner of their screen:

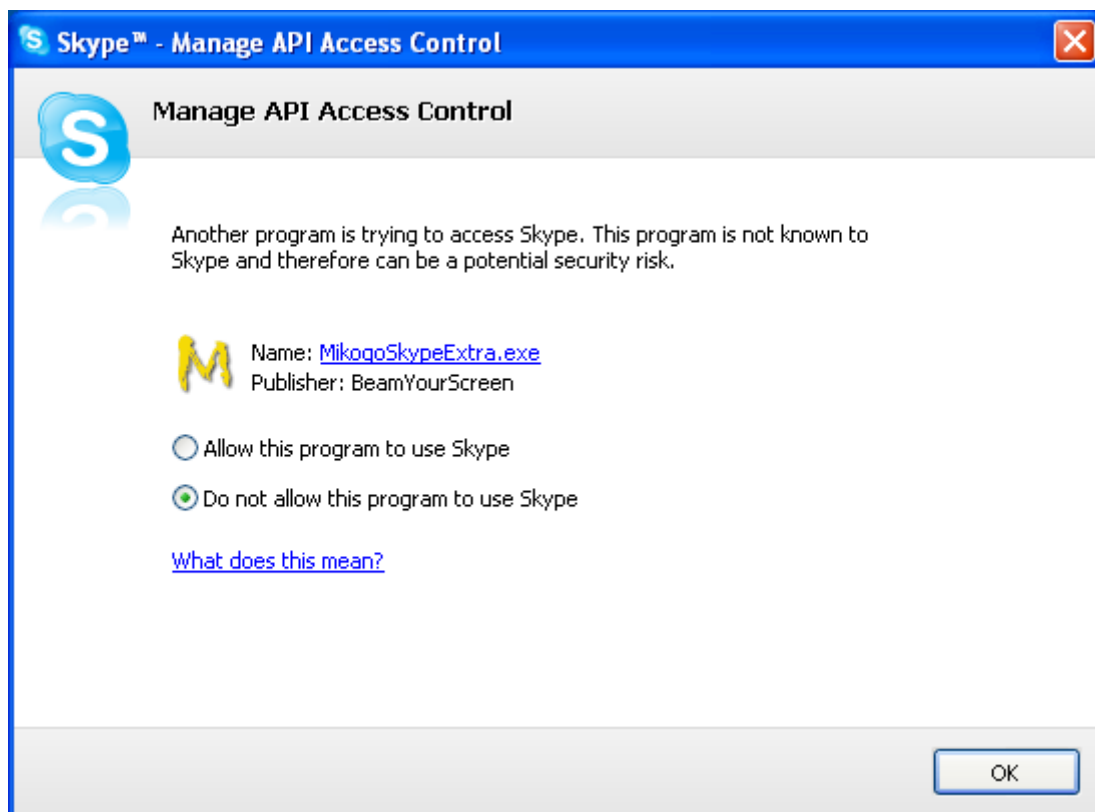


By clicking on “Click here to accept/deny” a plugin authorization notification will appear in the upper section of the participant’s Skype User Interface.



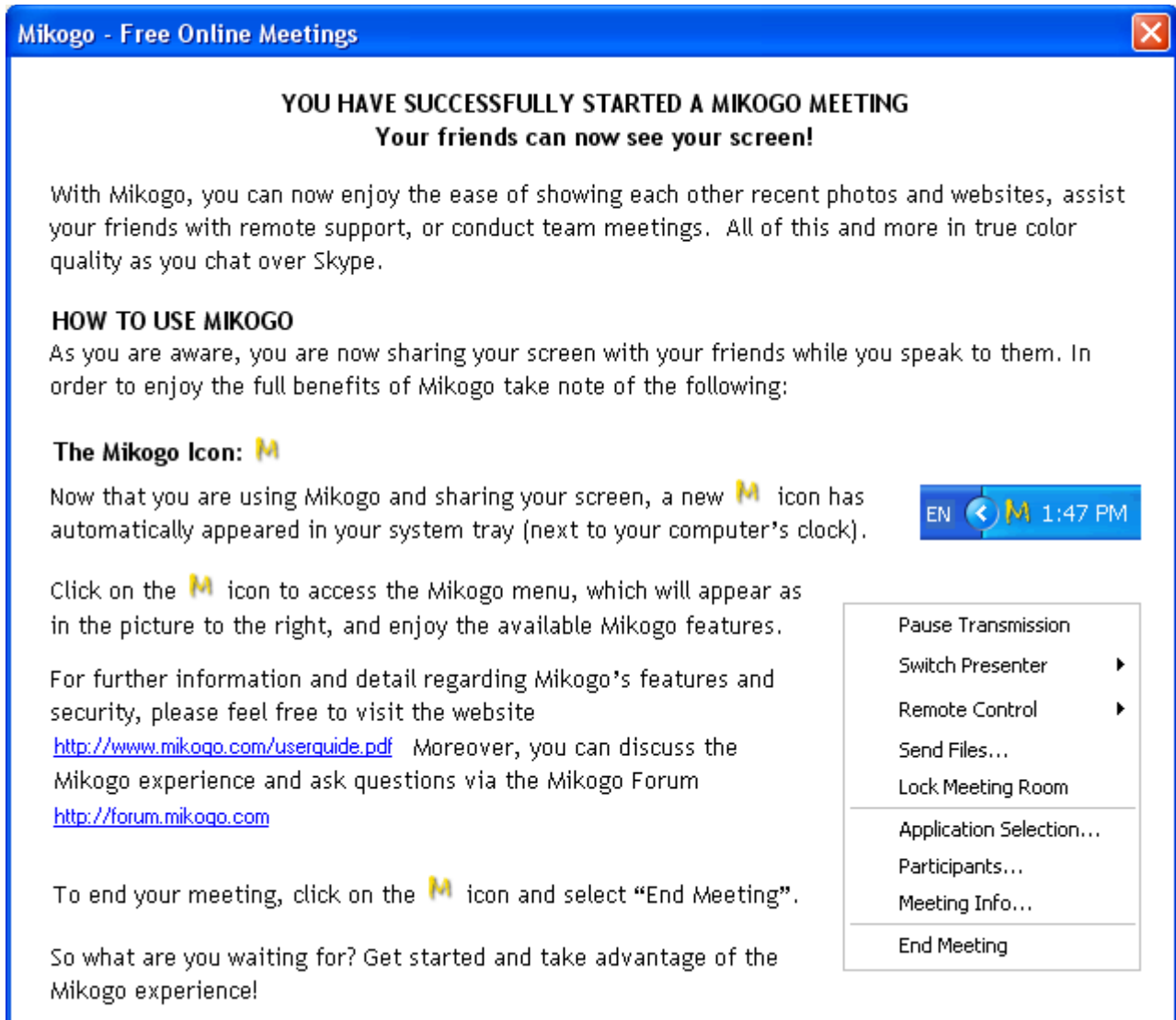


At this point, both the organizer and participant will receive an API access control notification on their screens, as shown here:



By allowing this program to use Skype and clicking on “OK” the Mikogo Skype Extra will be allowed to use Skype for your free online meetings. Once the Mikogo Skype Extra has been allowed to use Skype for the first time, the above notification will not appear when further Mikogo Skype online meetings are started.

Upon clicking on “OK” the following window will appear indicating that you have started a Mikogo Skype online meeting:



Mikogo - Free Online Meetings

YOU HAVE SUCCESSFULLY STARTED A MIKOGO MEETING
Your friends can now see your screen!

With Mikogo, you can now enjoy the ease of showing each other recent photos and websites, assist your friends with remote support, or conduct team meetings. All of this and more in true color quality as you chat over Skype.

HOW TO USE MIKOGO

As you are aware, you are now sharing your screen with your friends while you speak to them. In order to enjoy the full benefits of Mikogo take note of the following:

The Mikogo Icon: M

Now that you are using Mikogo and sharing your screen, a new **M** icon has automatically appeared in your system tray (next to your computer’s clock).

Click on the **M** icon to access the Mikogo menu, which will appear as in the picture to the right, and enjoy the available Mikogo features.

For further information and detail regarding Mikogo’s features and security, please feel free to visit the website <http://www.mikogo.com/userguide.pdf> Moreover, you can discuss the Mikogo experience and ask questions via the Mikogo Forum <http://forum.mikogo.com>

To end your meeting, click on the **M** icon and select “End Meeting”.

So what are you waiting for? Get started and take advantage of the Mikogo experience!

- Pause Transmission
- Switch Presenter ▶
- Remote Control ▶
- Send Files...
- Lock Meeting Room
- Application Selection...
- Participants...
- Meeting Info...
- End Meeting

