## Quick guide to the moderator dashboard

## The OpenTalk home M. Muster... Opentalk Opent M. Muster... 5 + Neues Meeting planer My next meetings Title (බ Home Time-independent () Home Digital coffee kitchen Details -(ii) Meetings ••• Start (ii) Meetings Created by julian lorenz (Me) Settings Settings **D**I Start direct meeting Passwor 21.11.22, 11:00 - 11:30 ? Help ? Help **Company celebration** ••• Start Created by julian lorenz (Me) Date & ti Feedback Feedback My favorite meetings 💽 S 21.11.22, 11:00 - 11:30 [→ Logout [→ Logout from **Company celebration Pitch Deck Presentation** 28.11.2 ••• Start Digital coffee kitchen Created by julian lorenz (Me) No rep Waiting × Di (+) ←

## Invite participants

	Meeting —	2 Participant
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## Schedule a meeting

- Create a conference room for an instant meeting.
- Set up a future meeting see (6) for further details.
- Side menu
  - Home is an overview page and allows the setting up and starting of meetings.
  - Meetings shows all existing meetings and invitations. • Settings gives access to your user profile and
  - preferences.
  - Logout closes the application.
- My favorite meetings gives quick access to all bookmarked meetings.
- My next meetings shows the sessions that are currently scheduled. Click on ••• to access further options for viewing, editing or deleting these meetings. Meetings can also be bookmarked or started directly from here.

Spentalk

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- When setting up a meeting, the following options are available:
  - Title and description
  - Password for participants (optional)
  - Unscheduled meeting (static room) or scheduled meeting (fixed date and time)
  - One-off or recurring meeting
  - Waiting room for participants
- Participant information for the created meeting:
- Meeting-link: Link for moderator access
- Guest link: Link for guest access, without moderator permissions
- Phone Dial-In: Telephone number, Meeting ID and PIN
- Password: Your chosen meeting password
- Click on the 🕞 symbol to copy the information from the text field to your computer's clip board.
- Invite participants to your meeting from your address book or by e-mail.