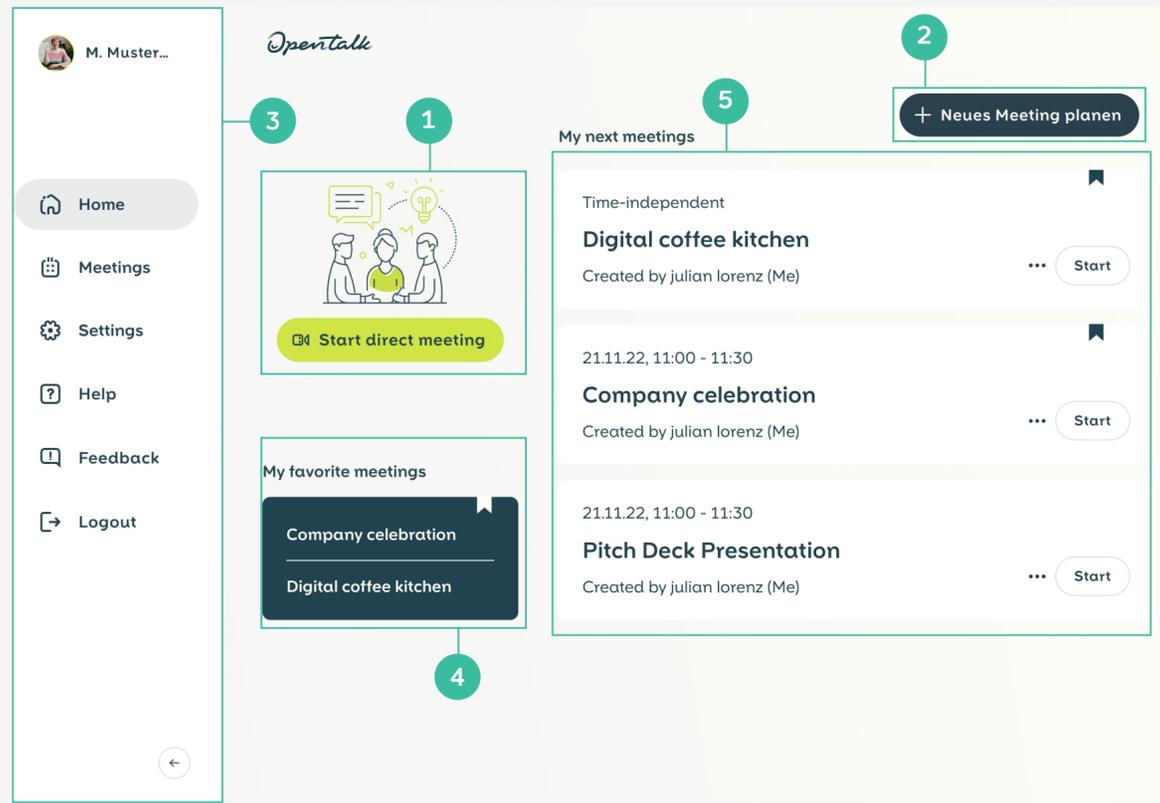
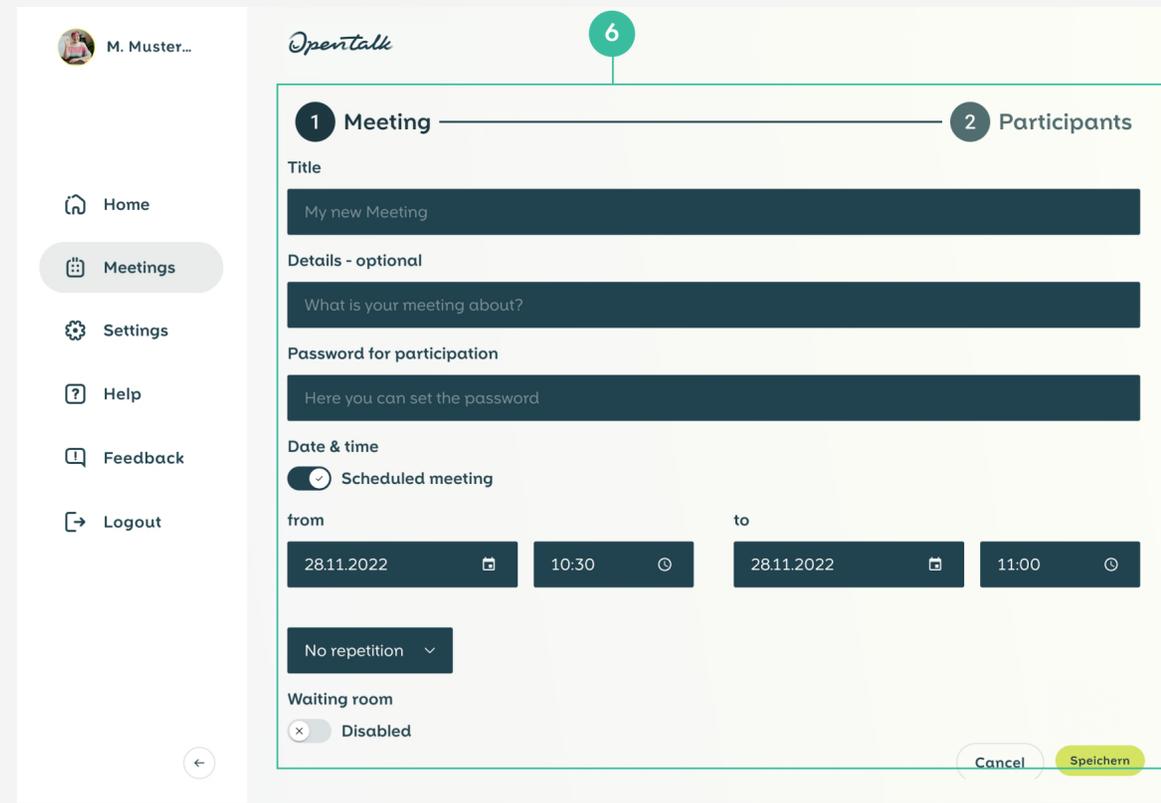


Quick guide to the moderator dashboard

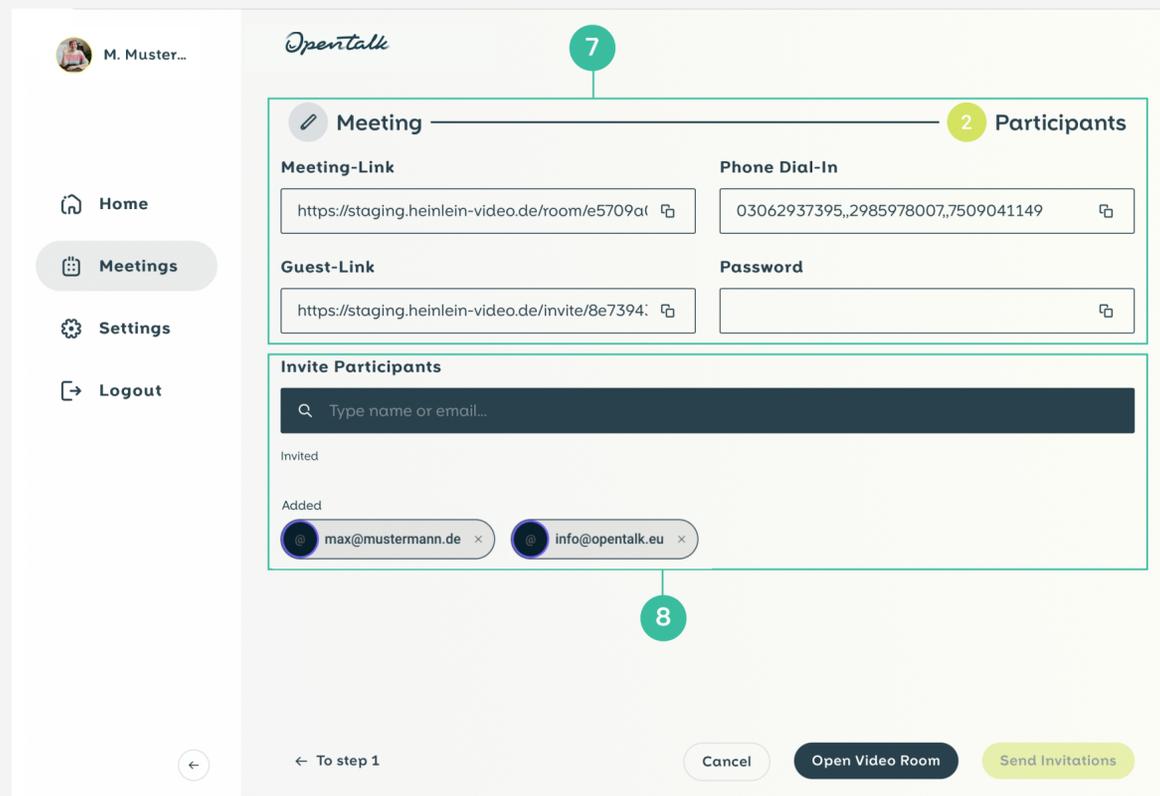
The OpenTalk home



Schedule a meeting



Invite participants



- 1 Create a conference room for an instant meeting.
- 2 Set up a future meeting - see (6) for further details.
- 3 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.
- 4 **My favorite meetings** gives quick access to all bookmarked meetings.
- 5 **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.

- 6 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
- 7 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.
- 8 **Invite participants** to your meeting from your address book or by e-mail.