

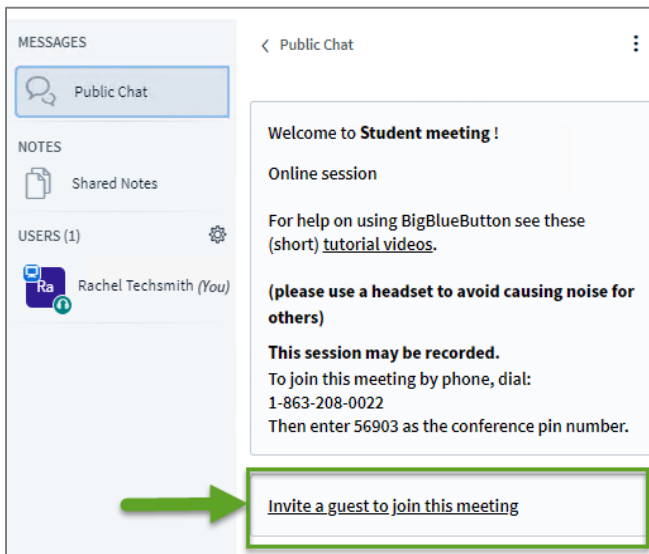
## Inviting a Guest Speaker to Present during a Virtual Meetings Session

If you'd like someone outside of Durham Tech to give a presentation in a meeting, you can invite the guest to your meeting **AFTER** you join the Meetings session. Please follow the steps below to invite a guest to your meeting session, and to be aware of what your guest will do to participate in your meeting session.

**Note:** A guest speaker won't be added to your course site. After you join the meeting, a unique guest link is generated that you'll email to your guest. The guest link is only valid for your **current meeting**.

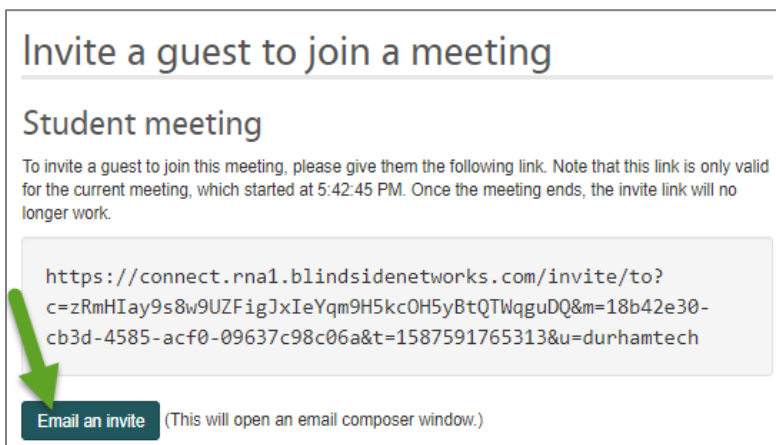
### Step 1 – Join your Meeting

After joining your meeting, in the *Public Chat* area, click on the link titled **Invite a guest to join this meeting**



### Step 2 – Generate a unique guest link to your meeting session

After you click on the invite a guest link, a new web browser tab will open. Click on the "Email an invite" button.

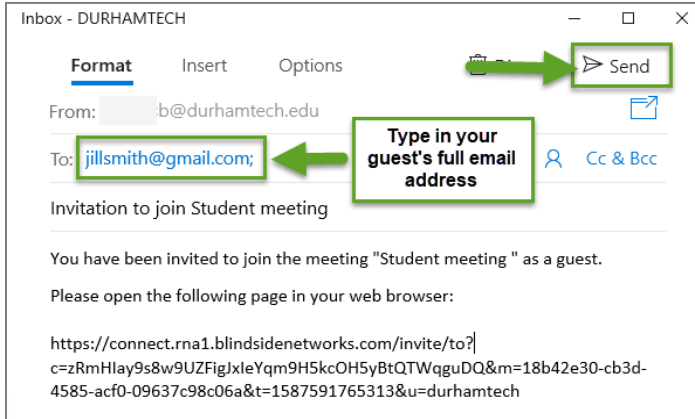


### Step 3 – Email the unique meeting link to your Guest/Guest joins the Meeting

After you click on the email invite button, your email client will open.

Type in your guest's email address. The generated email will contain the link to your meeting session.

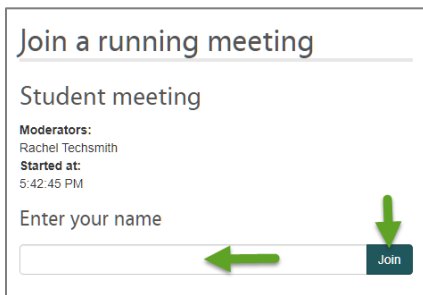
Send the email to you guest presenter. Your guest presenter will click on their emailed link to join your meeting.



### After your guest opens your email:

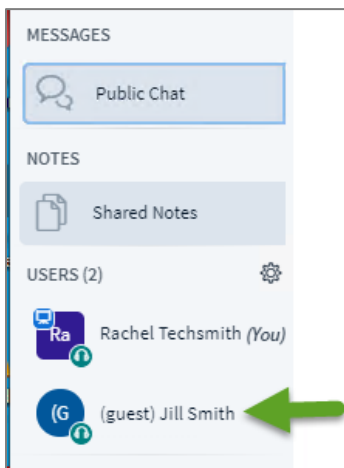
The guest will click on the link to your meeting, and a new browser tab will open.

The guest will type in their name and click the **Join** button. The guest will then perform their meeting audio set up.



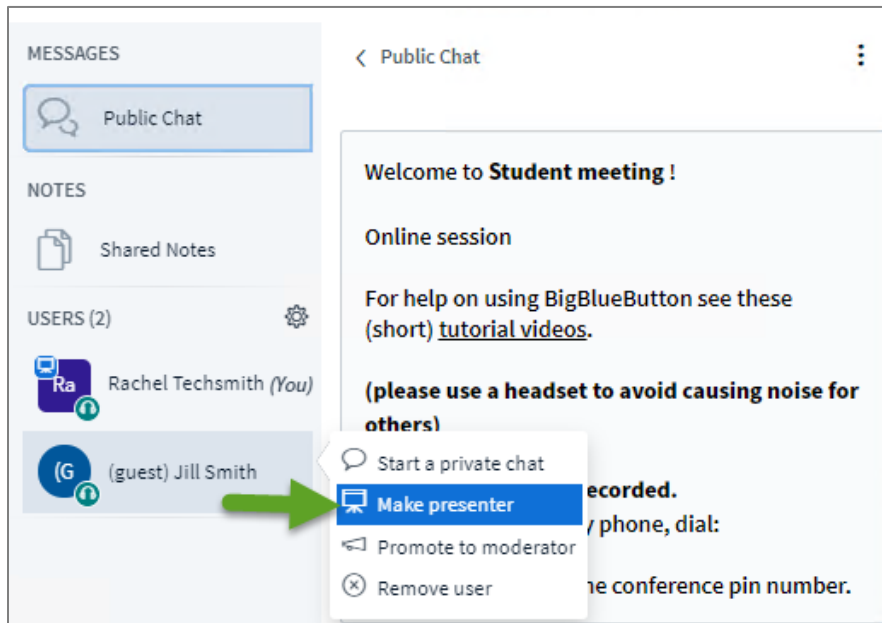
### After your guest joins the meeting:

The guest will be listed in the Users area, with (guest) beside their name.



#### Step 4 – Handoff Presenter Role to the Guest

During the Meeting, the instructor will be the moderator/presenter. To give the presenter role to the guest speaker during a meeting, click the user’s name and select “Make presenter.”



#### Step 5– Take Back Presenter Role

To “take back” the Presenter role, click the **Plus (+) icon** at the bottom of the screen and select “Take presenter”

