




Promote Presenters

If you would like individuals to help you present during a meeting, you can promote them to a co-presenter status.

1. To promote individuals to co-presenter status, open your web meeting controls and then click the ► **Start Meeting** button
2. Once the web conference is started, have your presenter(s) join your web conference as a participant.
3. From the conference controls, click on the  **Add Co-Presenters** button near the top of the screen.
4. Check the box next to the name(s) of the presenter(s) you would like to promote and then click the button.
5. Once your presenter(s) has been promoted, you will see the word **Presenter** in parenthesis next to the individual's name. At that time, your presenter(s) will have joint control of the meeting with you and will be able to advance slides, share desktop, etc.

Notes:

- There is no limit to the number of co-presenters a chairperson can designate in a web meeting.
- Presenters must have the [ReadyTalk Web Meeting](#) plugin installed on their computer to successfully be promoted. Presenters can test their computer for compatibility by navigating to <http://www.readytalk.com/rt/test-computer.php>.

