



Your first steps with




RENDEZ-VOUS
par RENATER

➤ rendez-vous.renater.fr

1

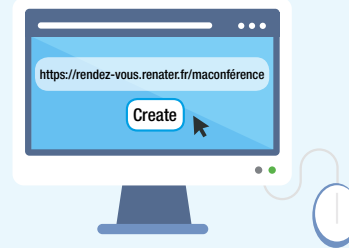
Test your configuration




- Head to the Rendez-vous home page at <https://rendez-vous.renater.fr/>, directly from your browser.
- Click on  to reach the connection test function.
- Start the connection test.
- When all the settings are satisfactory, a test conference is started so you can check communication quality.

2

Create your web conference





- After verifying the configuration, return to the home page.
- Type a name for your meeting in the appropriate space.
- Click on  to launch your web conference.
- Send the URL link to others you would like to have participate in the web conference.
- Log in through your FER account.

3

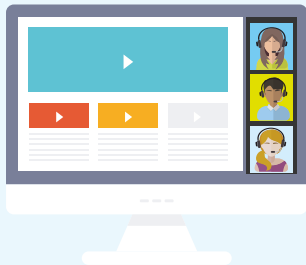
Send colleagues written messages through the chat function





- If you want to send typed messages in real time, click on .
- Enter your user handle or nickname if requested.
- You and your colleagues can now send instant messages to each other.
- Close the chat window by clicking once again on .

4

Share your screen






- To share your screen with other web conference participants, click on .
- Select the window you want to share from the list presented.
- Congratulations! You're sharing your screen. To stop sharing, click again on .

5

Edit a shared document



- To draft and edit a document several people can work on, click on  and then .
- An editing toolbar will appear.
- Before closing this document, you can export it in a format of your choice by clicking on .