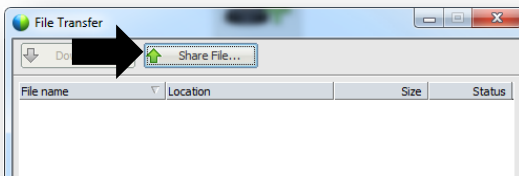


Files can be transferred from the host's computer to all meeting participants (i.e. presentations, updated documents, etc.)

Publish Files

Before participants can download files, the file(s) must first be shared with the participants.

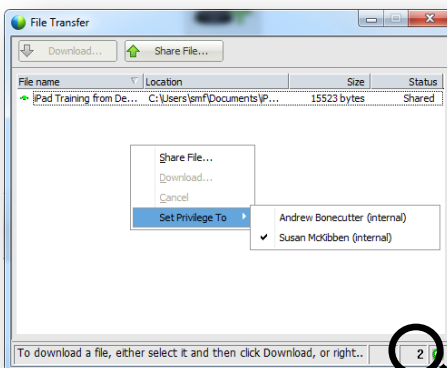
1. From the menu, select **File > Transfer**.
2. The File Transfer dialog box displays.



3. Click **Share File**.
4. Browse to the file you wish to share and then click **Open**.
5. Repeat steps 3 – 4 as needed.
6. Note: The number in the bottom right indicates the number of participants, plus the host. For example, "2" would indicate the host plus one participant.

Grant Others Publish Access:

1. Right-click in the **File Transfer** dialog box and select **Set Privilege To** and select the participant's name.



2 = Host + 1 Participant

2. To reclaim publish access, select yourself from the list.

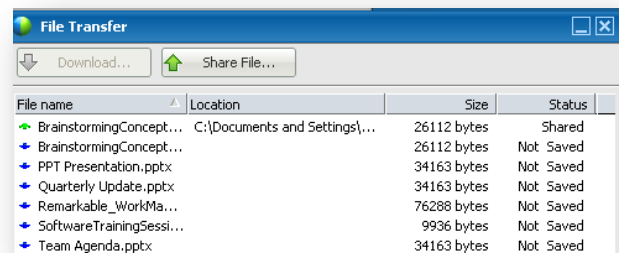
Download Files

Download Files:

All files that have been published, regardless of who published them, will appear in the File Transfer box. Note the following:

- A **Green** arrow indicates the file was published from your computer
- A **Blue** arrow indicates the file was published from a participant's computer

Files marked with a **green arrow cannot be downloaded to your computer, since they already reside on your computer.



1. Click the file to be downloaded.
2. Click the **Download** button.
3. The status of the downloaded file will change to **"Available"**.