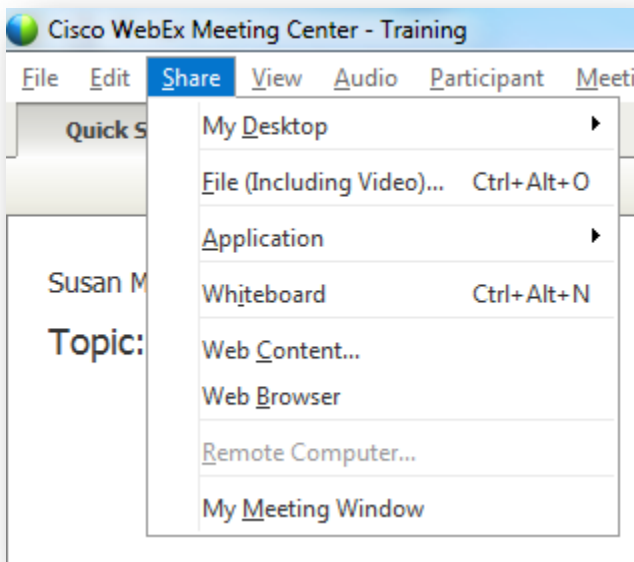


Share Content

You can access options for sharing content during your meeting from the **Share** menu.



My Desktop: Share your computer desktop with participants instantly. If you have multiple monitors connected to your computer, select the monitor you want to share.

File (Including Video): Locate files you want to share, and then click **Open**. If you select multiple files, you can access those using tabs at the top of the content window.

NOTE: For best results when sharing presentations created with PowerPoint 2013 and later, use **Share Application**.

Application: Select an application from the list of running applications and click **Share**.

Best Practice: Open the application before you share it. If you don't have the application open, click **Other Application**, choose the application, and then click **Share**.

If you have multiple monitors, avoid sharing applications displayed on different monitors.

Whiteboard: Open a new whiteboard for annotation.

Web Content: Enter a URL and click **OK**. The web content opens in the Content Viewer and participants can navigate the site independently.

Web Browser: Enter a URL and press **Enter**. Participants can see the website in your browser. You control what is displayed in the browser and participants follow along as you navigate the web.

Remote Computer: Select computer and click **Connect**. Enables control of a remote computer. Access Anywhere agent is required.

My Meeting Window: Allows you to show your meeting window to participants.

Sharing in Full-screen Mode

When you share in full-screen mode, session controls are available in a control panel.



Stop Sharing: Exit full-screen sharing mode and return to the meeting window.

Pause Sharing: Freeze the participant's view of a shared application, web browser or desktop. For example, if you are sharing your desktop, you can pause while you look at a confidential file without attendees seeing it. To resume sharing, click **Pause** again.

Share Menu: Access the sharing menu to switch sharing modes instantly, without returning to the meeting window.

Assign Privileges: Make another attendee the presenter, pass remote control, or assign attendee privileges. If you change presenters while sharing,


sharing will stop and all attendees will be returned to the meeting window.

Audio: Select to join or leave meeting audio.

Mute Me: Mute or unmute yourself quickly without returning to the meeting window.



Panel Icons: Access session panels (Participants, Chat, Recorder, Annotate, etc) and view alerts for panel activity. Only the first four panels you have open appear minimized in the tray. To reorder the panels, click the down arrow and select **Manage Panels**, then select the four panels you want to view.

Select Menu  : Manage panel layout, access audio options, synchronize the full-screen view for all participants, invite or remind participants or end the meeting.

Click the drop-down arrow to access menus with more options:

