Share My Screen

1. Select the drop-down menu from within the Share my Screen.
2. Select Share My Screen.

3. To share your entire monitor screen:
   a. Select Desktop
   b. Select Share.

4. If wishing to share a specific application:
   a. Select Application.
   b. Select the box next to the desired application or applications.
   c. Select Share.

5. If wishing to share only a specific window:
   a. select Windows.
   b. Select the box next to that window or windows.
   c. Select Share.
6. To stop sharing, select **Stop Sharing**.

**Stop Sharing**

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**Share Document**

1. The following document types can be uploaded and shared: PPT, PPTX, MP3, MP4, JPG, PNG.
2. Select the drop-down arrow from the **Share My Screen**.
3. Select **Share Document**.

4. Select **Browse My Computer** to upload a new document.
5. To access documents that were already uploaded within the meeting room:
   a. Select **Share History**.
   b. Select the document.
c. Select OK.

6. To access documental that were upload through Connect Central:
   a. Select My Content.
   b. Select the document.
   c. Select OK.

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7. The drawing menu can be accessed by selecting the Draw button from within the Share Pod once a document has been shared.

8. To stop sharing, select Stop Sharing in the upper right corner of the Share pod.

**Share Whiteboard**

1. The Whiteboard can be annotated by anyone in the Presenter or Host role.
   a. Participants can be given the ability to be annotated by hovering over an attendee’s name in the Attendee List pod and selecting Enable Drawing.
   b. Additional bandwidth is increased for each person annotating on the whiteboard.
2. Select the Share My Screen drop down arrow and select Whiteboard.
3. The whiteboard will include a menu bar that displays various drawing tools including a pencil, eraser, textbox, shapes, undo and redo.
4. User the **Arrows** at the bottom left corner of the Share Pod to move between additional whiteboards.

5. To stop sharing, select **Stop Sharing** in the upper right corner of the Share pod.