

## Sharing Your Screen During a Meeting

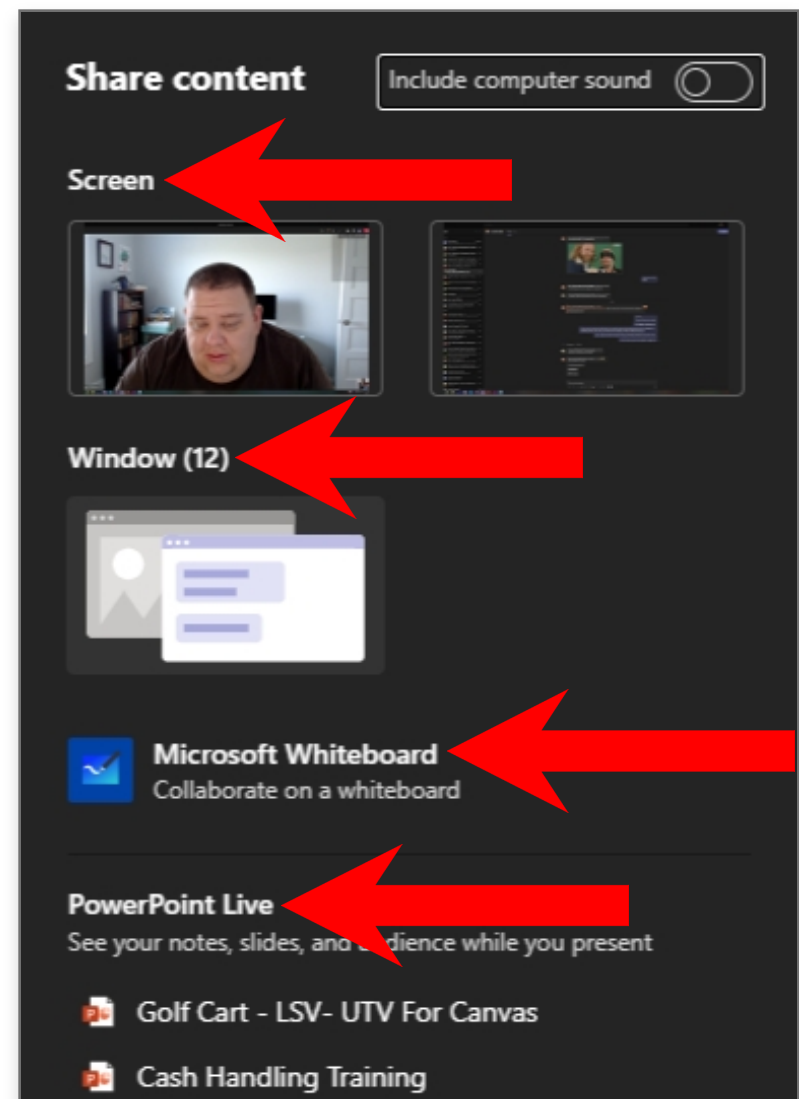
Once a meeting has started, the presenter or organizer can choose to share their screen as needed, such as to view prepared PowerPoint files or demonstrate processes on your screen.

To share your screen in a meeting:

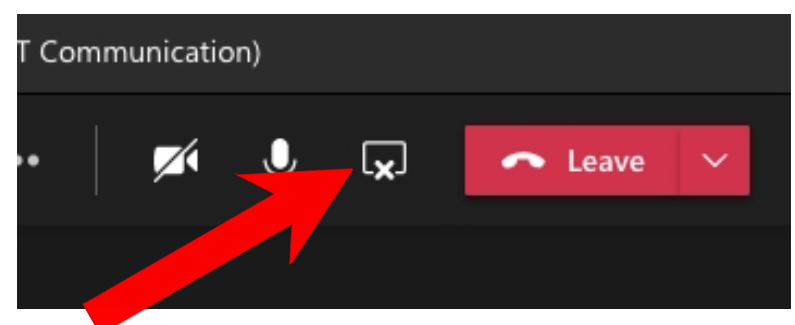
**Step 1:** Select **Share**  screen button in your meeting controls



**Step 2:** Choose to present your entire **Screen**, a single **Window**, a shared **Whiteboard** or **PowerPoint** file.



When you're done sharing, go to your meeting controls and select Stop sharing.

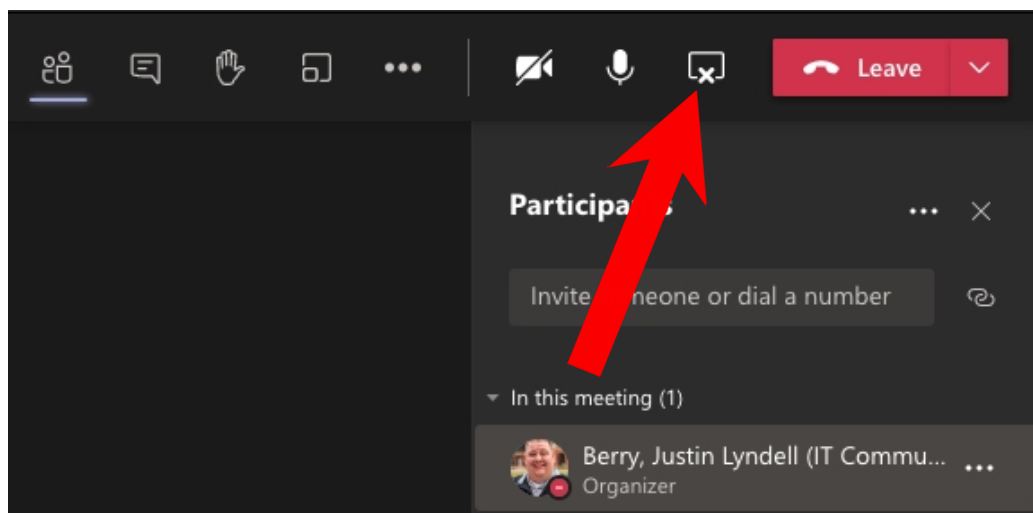



## Switching Screens or Applications When Screensharing

Once Screensharing has been started, in order to switch between different windows or screens you will need to stop sharing the current screen, window or powerpoint presentation and select a new source.

To switch between screen, windows or powerpoint presentations:

**Step 1:** Select **Stop Sharing** to stop sharing the current screen, window or powerpoint presentation



**Step 2:** Select **Share**  screen button in your meeting controls and choose the new screenshare source you would like to present to your audience.

