

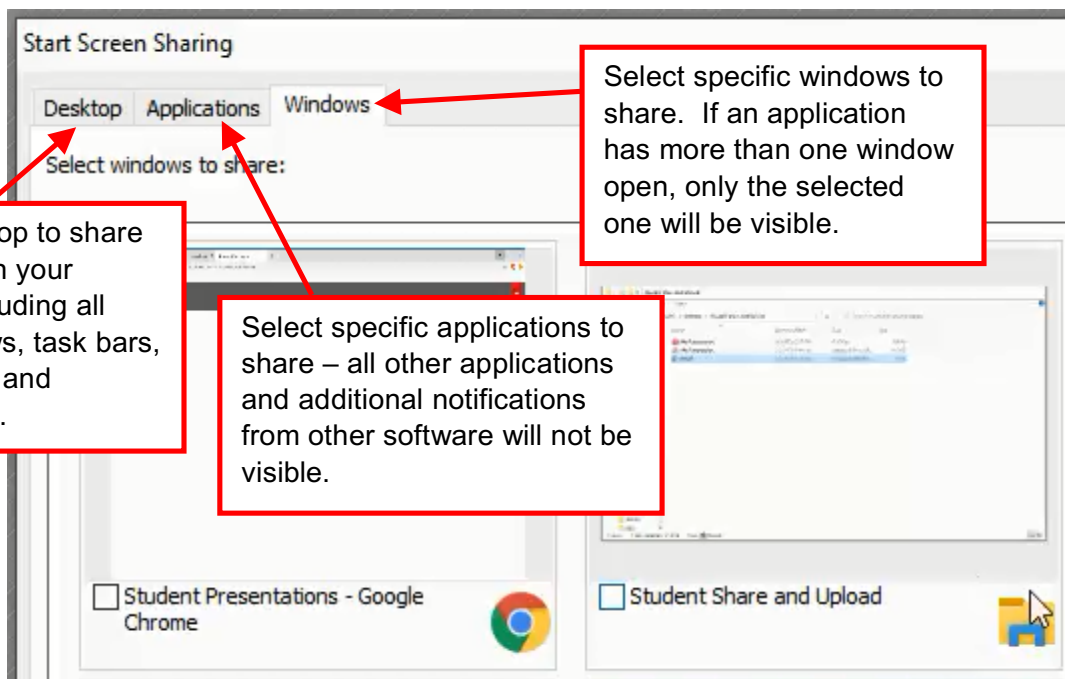


Sharing your Screen for Presentations A Guide for Participants

When you are required to make a presentation in the Adobe Connect meeting room, your host/instructor can request you to share your screen in order for all participants to see your presentation material. This document describes how to use the Share My Screen feature of Adobe Connect when you have been requested to share your screen.

When the meeting host/instructor sends a request for you to share your desktop, you will see a notification in the upper right corner of the meeting room window.

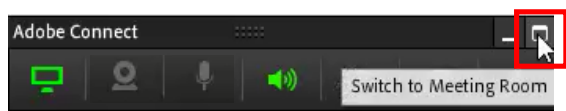
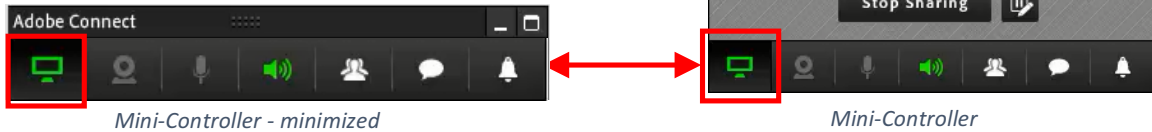
Click **Start** to open the Start Screen Sharing window, where you can select to share your entire desktop, specific applications, or specific windows that are currently open.



Be sure to close any applications that you don't want or need to share, to save on bandwidth requirements and to avoid sharing personal information!

When you enter the screen sharing mode, the meeting room disappears from view and runs in the background so that you have access to your screen.

A mini-controller appears in the lower right corner giving access to available meeting room tools (not all will be accessible to you). If the controller minimizes, click the monitor icon to expand it again.

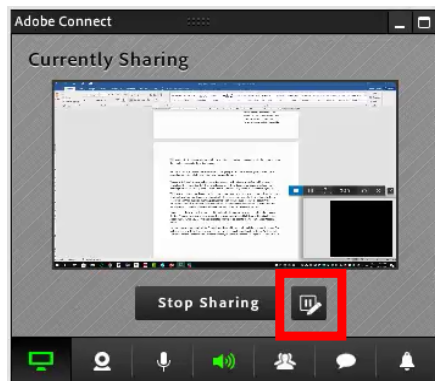


You can switch back to the meeting room view at any time by clicking the expand icon in the top-right corner of the mini-controller.

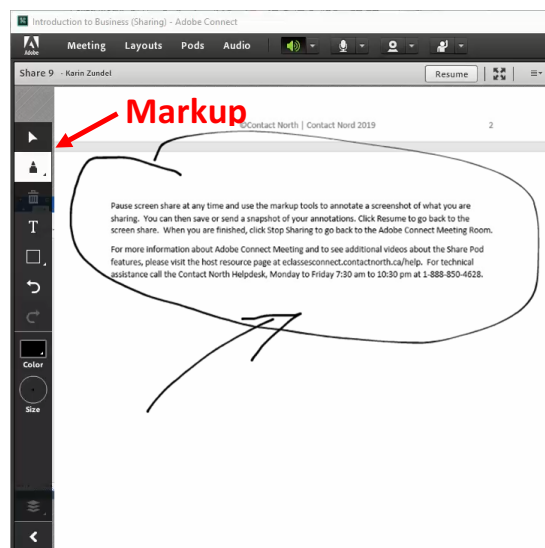
To return to screen sharing mode, click “Switch to Mini-Controller” in the upper right corner of the Share pod.

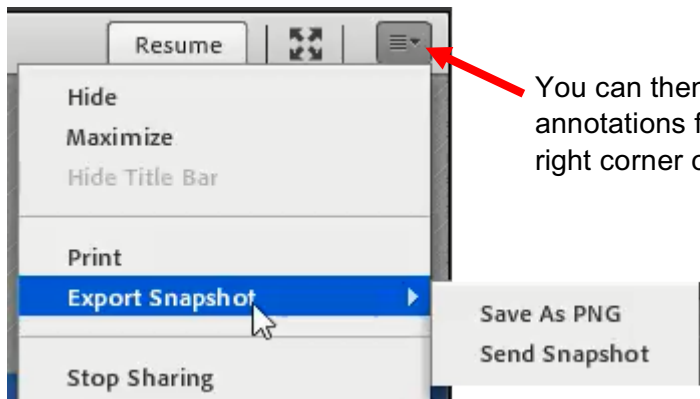


While you are sharing, other participants see all of your cursor movements and other actions within what you are sharing.



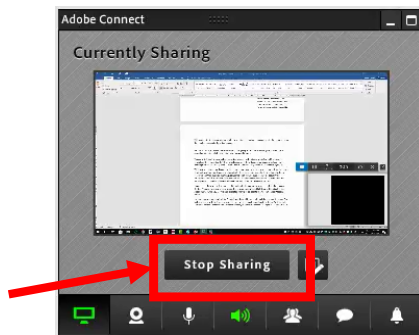
Pause screen share at any time and use the markup tools to annotate a screenshot of what you are sharing.





You can then save or send a snapshot of your annotations from the drop-down menu in the upper right corner of the Share pod.

Click Resume to go back to screen sharing mode.



When you are finished sharing, click Stop Sharing in the mini-controller to go back to the Adobe Connect Meeting Room.

For more information about Adobe Connect Meeting and to see additional resources about the Share Pod features, please visit the host resource page at eclassesconnect.contactnorth.ca/help/participant.

For technical assistance call the Contact North Helpdesk, Monday to Friday 7:30 am to 10:30 pm at **1-888-850-4628**.