Topic: Share Screen

A great feature of WebEx is to share your screen during a meeting. There are so many different things you can do while sharing your screen, so we are going to go over some of these here.

Login to WebEx at https://mnsu.webex.com

To start sharing your screen, you can click the Share option at the top of the screen and choose My Screen OR

Another way to share your screen is to click on the Share Screen button on the Quick Start page of your meeting.
Share

1. Under the share content, you can start sharing other things while sharing your screen. This allows for easier access to share other things instead of having to stop sharing and going back to the meeting page and sharing things that way.

2. For example, you can share files, a whiteboard, applications, etc.

Assign

1. Under the assign content, you can assign other people in the meeting to be the presenter or allow them to annotate.

2. When looking to assign someone, hover your mouse over what you would like to assign and click on the name of who you would like to assign it to.
Participants

1. The Participants option allows you to view who is in the meeting.

2. Click on Participants will bring up a list of the participants in a different window.
Chat

1. The chat option allows you to start or continue any chats while you are sharing something on your screen.

2. Click on Chat and a new window will appear on your screen.

3. Clicking on the dropdown arrow allows you to choose if you want to chat with everyone or a certain person.

4. Once you have typed out your message, hit Send and everyone or the person you are chatting with will see it.
Recorder

1. The recorder allows you to make a recording while you are still sharing your screen.

2. Once you click Recorder, a window to start recording will appear. Click the **red record** button to start recording on the server.

3. When you are done recording, click the **Stop** button.

4. After you click stop, a window will appear asking if you are sure you want to stop recording, click **Stop Recording** on that window.

Annotate

1. Clicking Annotate will allow you to annotate your screen.
2. After clicking Annotate, the annotation options will appear on the left hand side of the screen. Choose whatever you would like and begin customizing your screen!

3. To stop annotating, just click the **Annotate** button again so it is no longer highlighted.

At the end there is a dropdown arrow with a number of other options.

- Notes
- Manage Panels...
- Audio Connection...
- Test Computer Audio...
- Invite and Remind...
- Copy Meeting URL
- View
- Meeting Info...
- Audio & Video Statistics...
- Stop Screen Sharing
- Leave Room

You can stop sharing your screen in the options or you can hit the orange button that says **Stop Sharing**. This will then take you back to the main page of your meeting.

**For More Information**

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.