

Share Your Screen or Window During a Video Presentation

NOTE: In preparation for a presentation open any tabs or applications you will be viewing during the presentation **beforehand** and close any tabs or applications you don't want to be part of the meeting. You may wish to clean up your desktop as well.

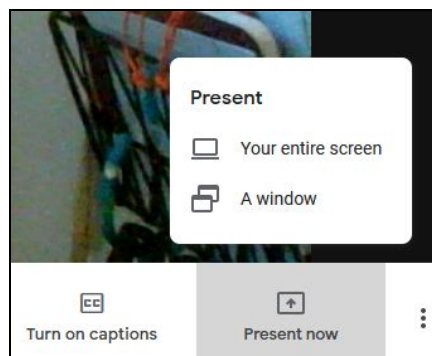
Present your entire screen or your window

During your presentation you can share your window or your entire screen. You may want to share a document, a spreadsheet, a web page or a Powerpoint presentation.

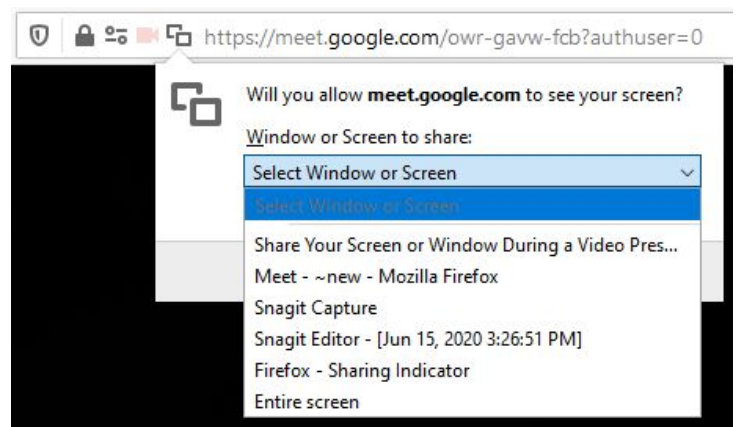
If you share a window, only what appears in the window you select will show. If you share an entire screen, people will be able to see whatever you may have open on your computer: your browser window, email, documents or other windows and applications that are open.

1. Go to the toolbar at the bottom of your screen and click **Present now**.

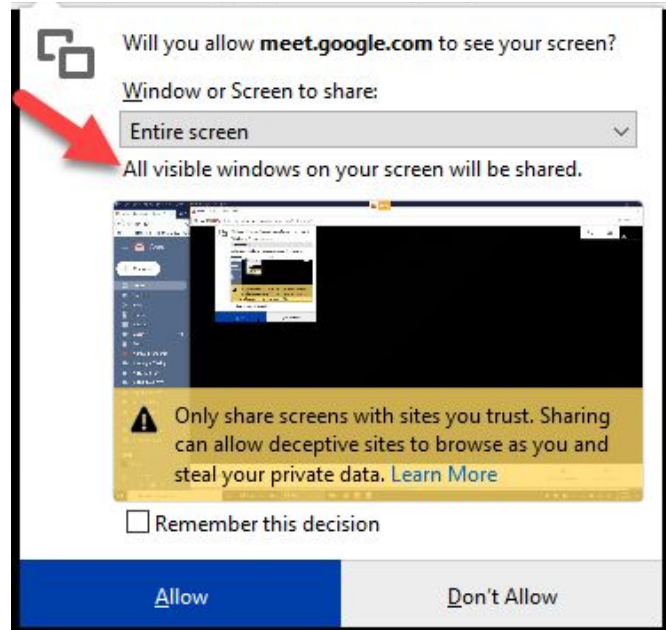
Select **Your entire screen** or **A window**.



2. In the next window **select what you want to share**. The selections shown are based on what you currently have open on your computer.

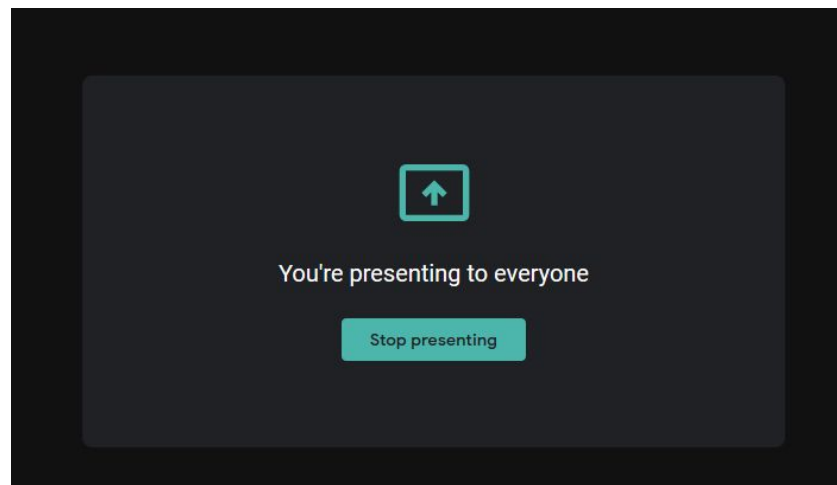


3. Click **Allow** to grant permissions.



NOTE: If you choose **Entire screen**, there is a reminder that **All visible windows on your screen will be shared.**

4. You will see a confirmation window indicating that you are now sharing your screen or window. You can now click on the window you want to share in your meeting.



When you want to **stop sharing your window**, return to the **Meet window** in your browser and click **Stop presenting** to return to a regular meeting.

Presentation Tips

- Whether you are presenting your window or your entire screen, make sure to close any applications or browser tabs you will not be using.
- Clean up your bookmarks and desktop or anything that might be shown during a presentation..
- Open any browser tabs or applications that you will be using before the presentation starts.
- Test the entire procedure ahead of time.
- Make sure your microphone and camera are working properly before you hold a meeting.