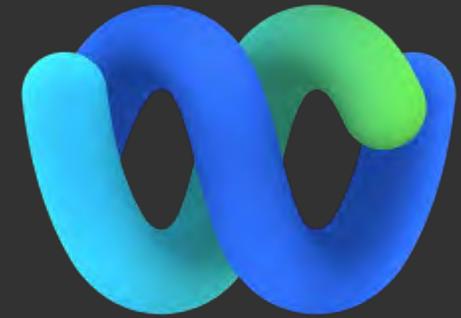




HOW TO: Share in Webex



Webex Meetings

Share slides and other content – the basics.

Kirstie Hawkes

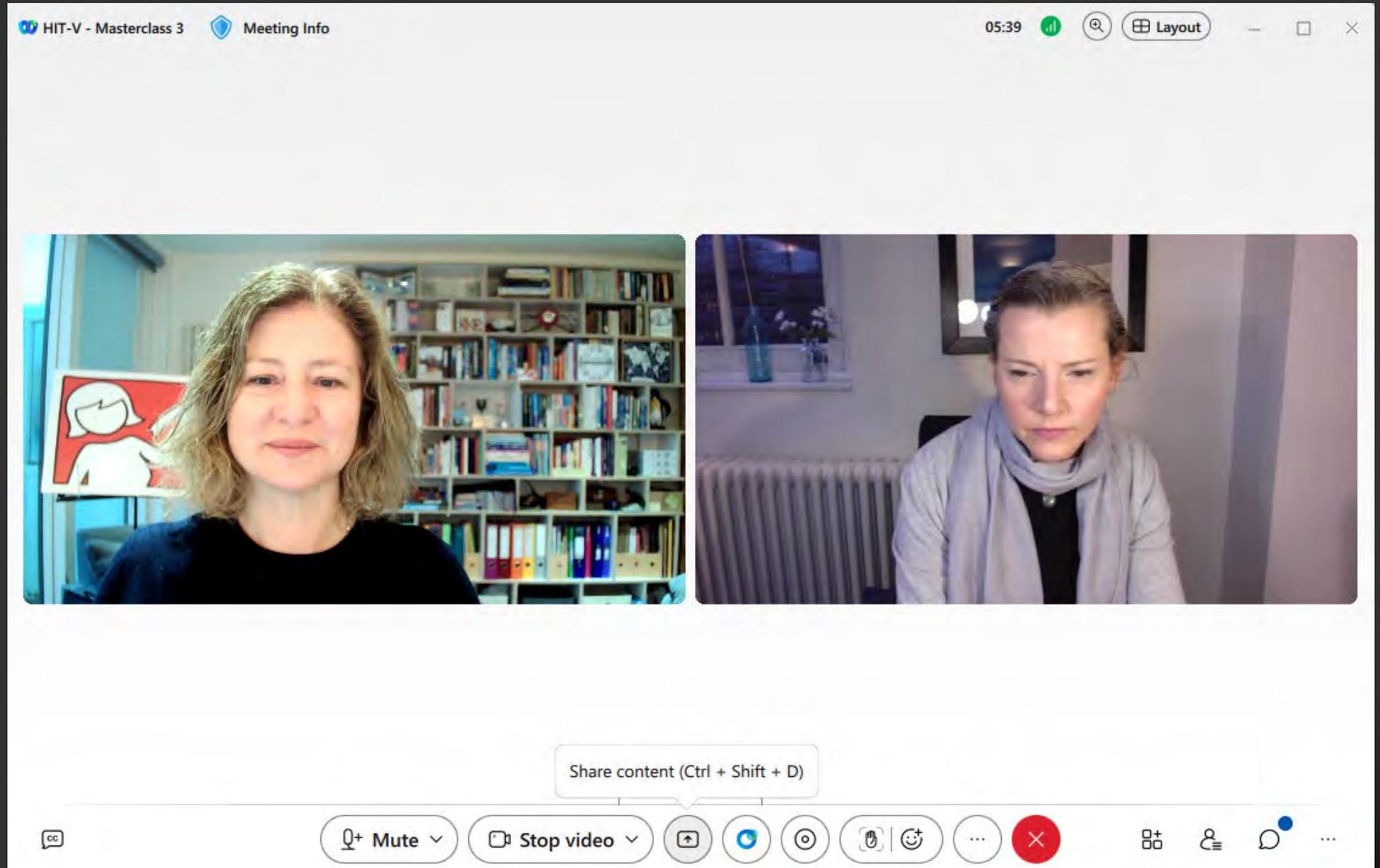
making
presentations



How to Share

Share your content by clicking:

'Share content' icon at the bottom of your screen



Sharing Options

You can share...

... a **whole screen**... (allowing you to change the content as you like)

...

... or a **single window** (allowing you to hide all other applications from view as you share).

Share content

Screen or application | File | Camera | Advanced

Automatically optimize

Share computer audio Show me in front of presentation

Screen 1

Screen 2

Webex and meeting window (2)

Microsoft PowerPoint (3)

Microsoft Teams

Microsoft Outlook

Show my Webex app

Share Cancel

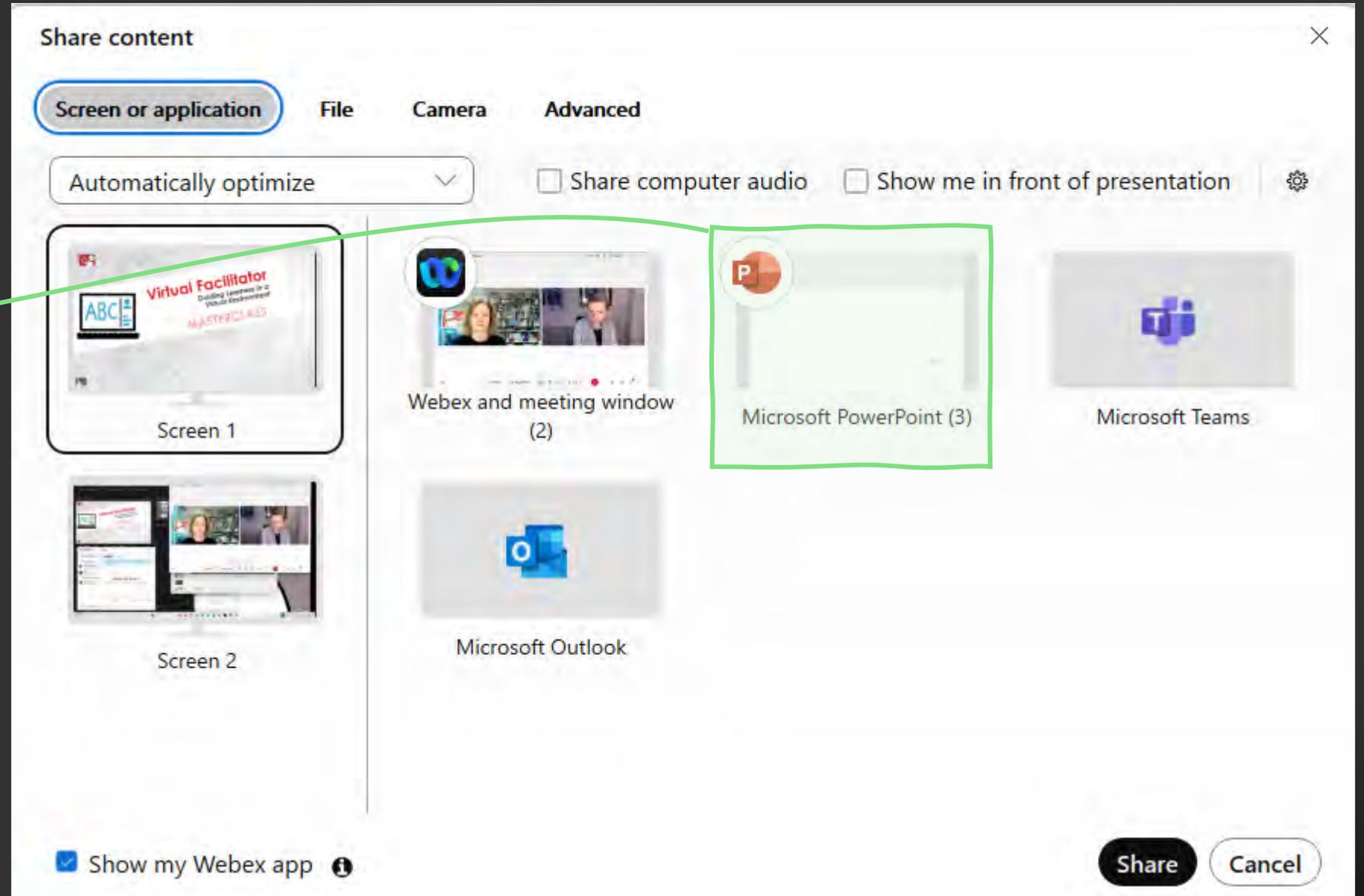


Sharing if you have 1 Screen

If you have only one screen and are only showing Power Point, you will want to click on **Powerpoint**.

It will open and then you click the Slide Show icon at the foot of the screen to move into Slide Show view.

The WebCams can be seen (in a separate box and moved around) and you can open Chat which also opens as a separate box and can be moved around too. We call it "A dynamic screen"!!!



Sharing if you have 2 Screens

If you have two screens, use one to project in Presenter View.

Top Tips:

1. share your smaller screen (leaving large screen for everything else).
2. the screen you share can be to one side of your desk. The one in front of you is probably where you want to arrange everything else including: your WebCam; Chat; Polls; any Websites you are sharing etc.
3. practice – it's complicated!!!

Share content

Screen or application | File | Camera | **Advanced**

Automatically optimize Share computer audio Show me in front of presentation

Screen 1

Screen 2

Webex and meeting window (2)

Microsoft PowerPoint (3)

Microsoft Teams

Microsoft Outlook

Show my Webex app

Note: Click "Share computer audio" if you want to share sound from your computer e.g. play videos or music.

Note: Untick "Show my Webex app" so people do not see your Webex chat notifications.

Share Cancel



Presenter View Display Settings

If your set-up is automatically showing the Powerpoint Presenter View you can swap views in **Display Settings**.

Masterclass_3 - PowerPoint Presenter View

SHOW TASKBAR **DISPLAY SETTINGS** END SLIDE SHOW

0:34:41 || ↺ 08:55

Virtual Facilitator
Guiding Learners in a
Virtual Environment
MASTERCLASS

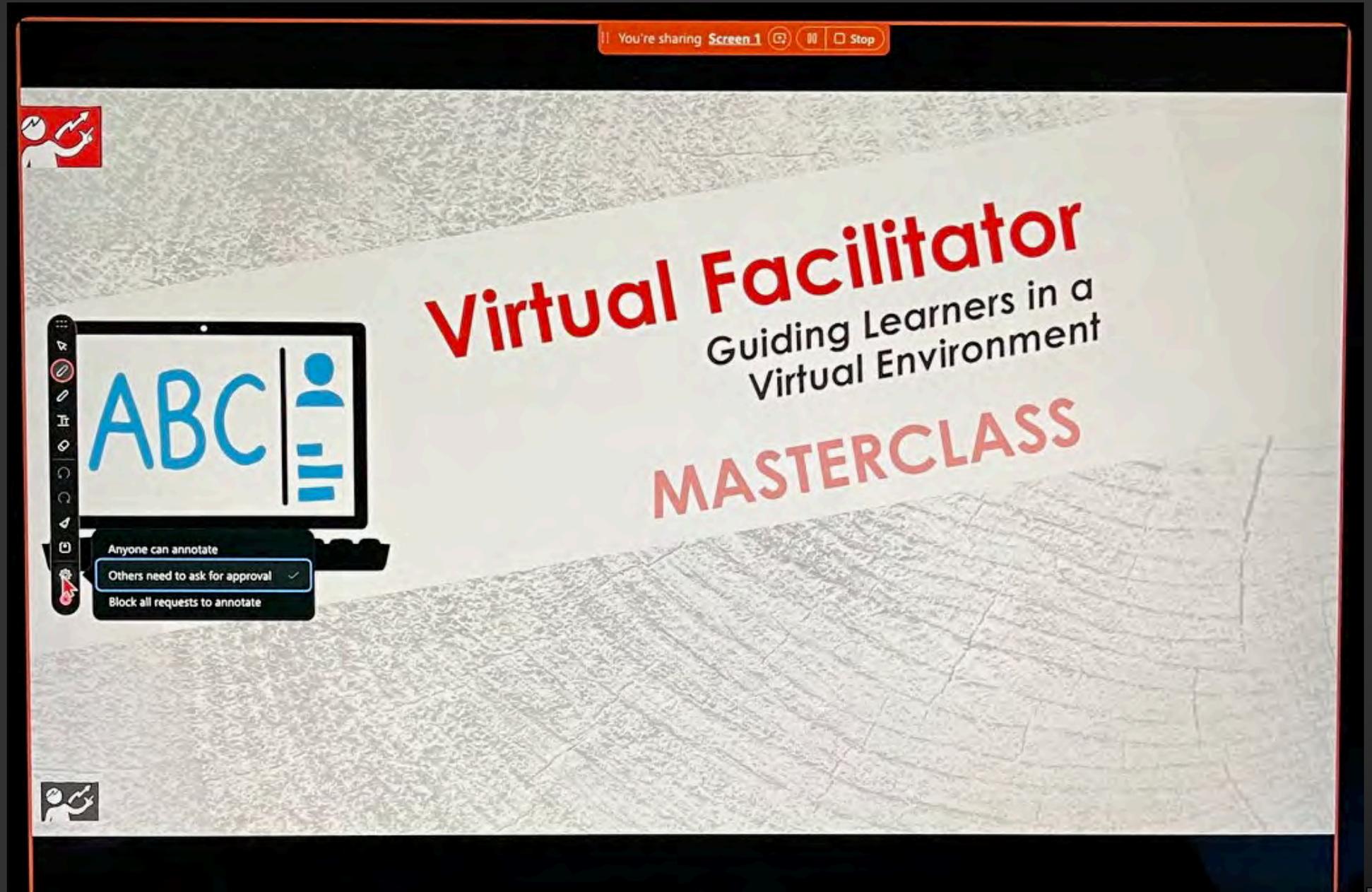
Virtual Facilitator - Overview

MONDAY	TUESDAY	WED / THU / FRI
CORE PRACTICE 10:00 AM - 11:00 AM Direct	REINFORCEMENT 10:00 AM - 11:00 AM Direct	WEEKLY PRACTICE 10:00 AM - 11:00 AM Direct
Idea [button]	Technique [button]	Practice [button]

No Notes.

How to know what you are sharing

You know what you are sharing as there is an **orange box** around what you are sharing, with an orange sharing bar at the top.



The screenshot displays a virtual classroom interface. At the top, an orange sharing bar contains the text "You're sharing Screen 1" and a "Stop" button. The main content area shows a presentation slide with the title "Virtual Facilitator" in large red letters, followed by the subtitle "Guiding Learners in a Virtual Environment" in black, and "MASTERCLASS" in large red letters below. On the left side of the slide, there is a graphic of a tablet displaying "ABC" and a person icon. A vertical toolbar with various icons is positioned to the left of the tablet. A dark overlay menu is open over the toolbar, showing three options: "Anyone can annotate", "Others need to ask for approval" (which is selected with a checkmark), and "Block all requests to annotate". Small icons of a person with a lightning bolt are visible in the top-left and bottom-left corners of the slide area.



Annotate

Click on square icon in the orange bar to get a drop down menu which allows you to access key tools.

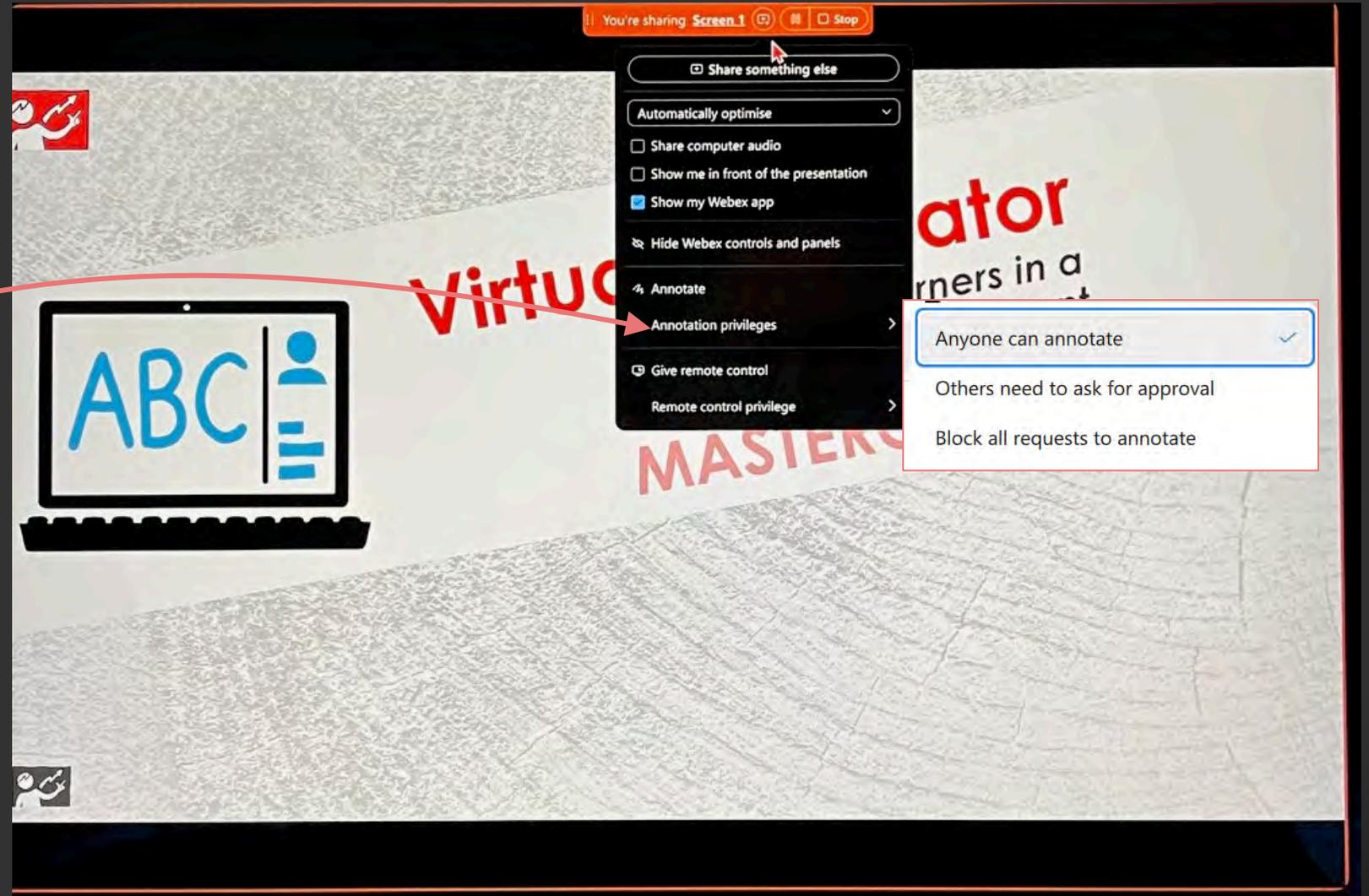
Here you can:

- proactively allow others to be able to annotate

This stops you getting distracted by receiving lots of annotation requests as you are facilitating.

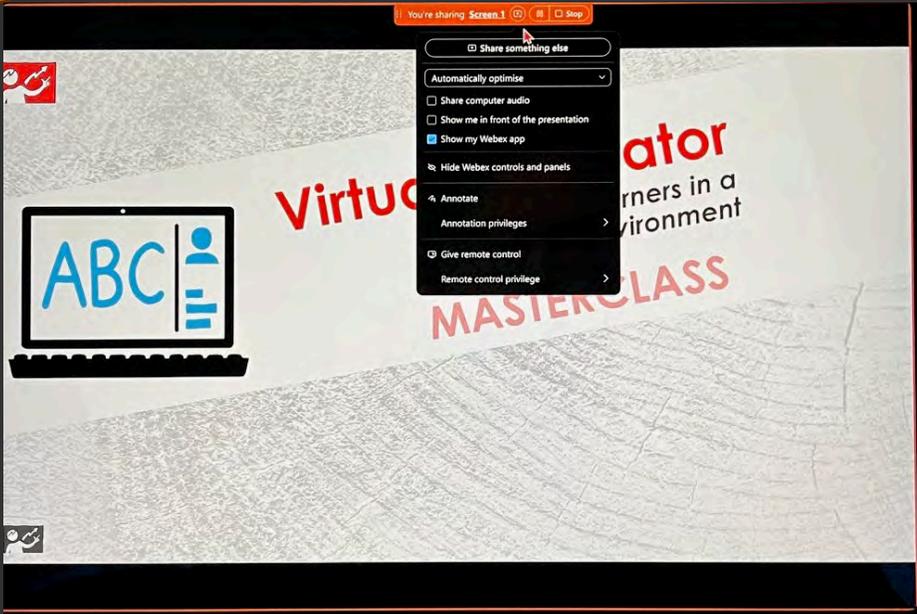
Also, you can:

- Share something different
- Set optimize for video
- Share computer audio

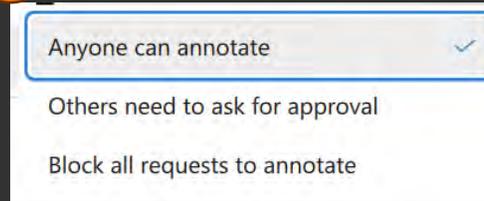


Annotation Tools

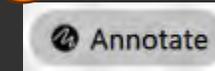
1



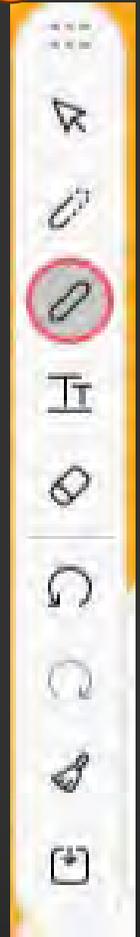
2



3



4



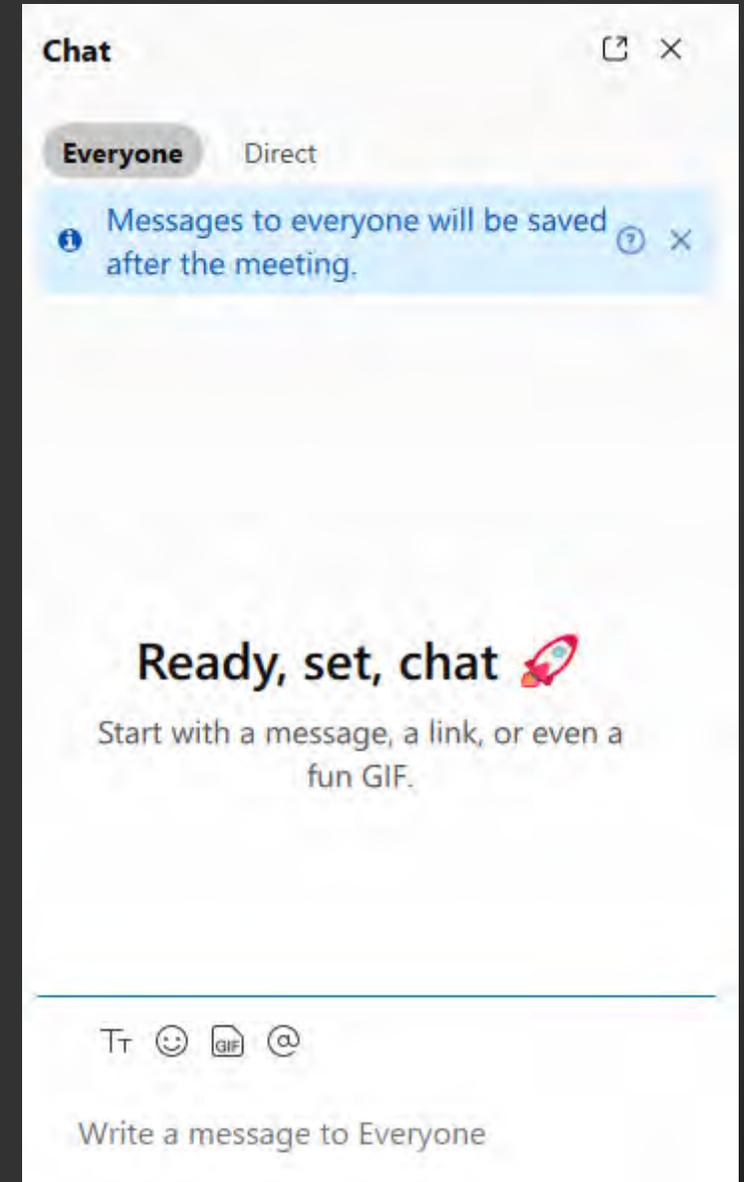
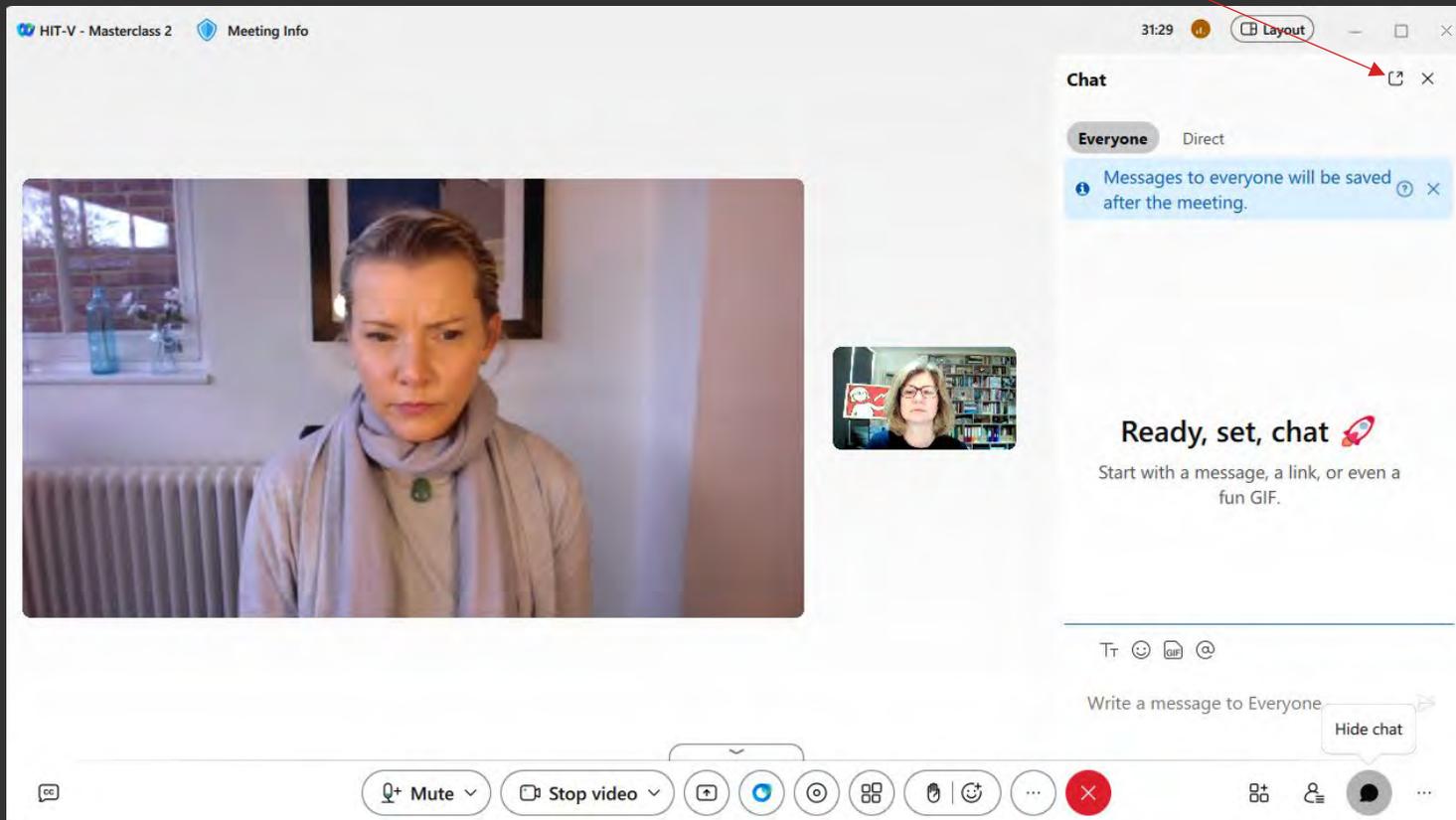
Participant's Annotation Toolbar may turn up automatically, but if it doesn't, tell them to click the Annotate button and (if you have turned on annotation privileges) the annotation toolbar will arrive on their screens.



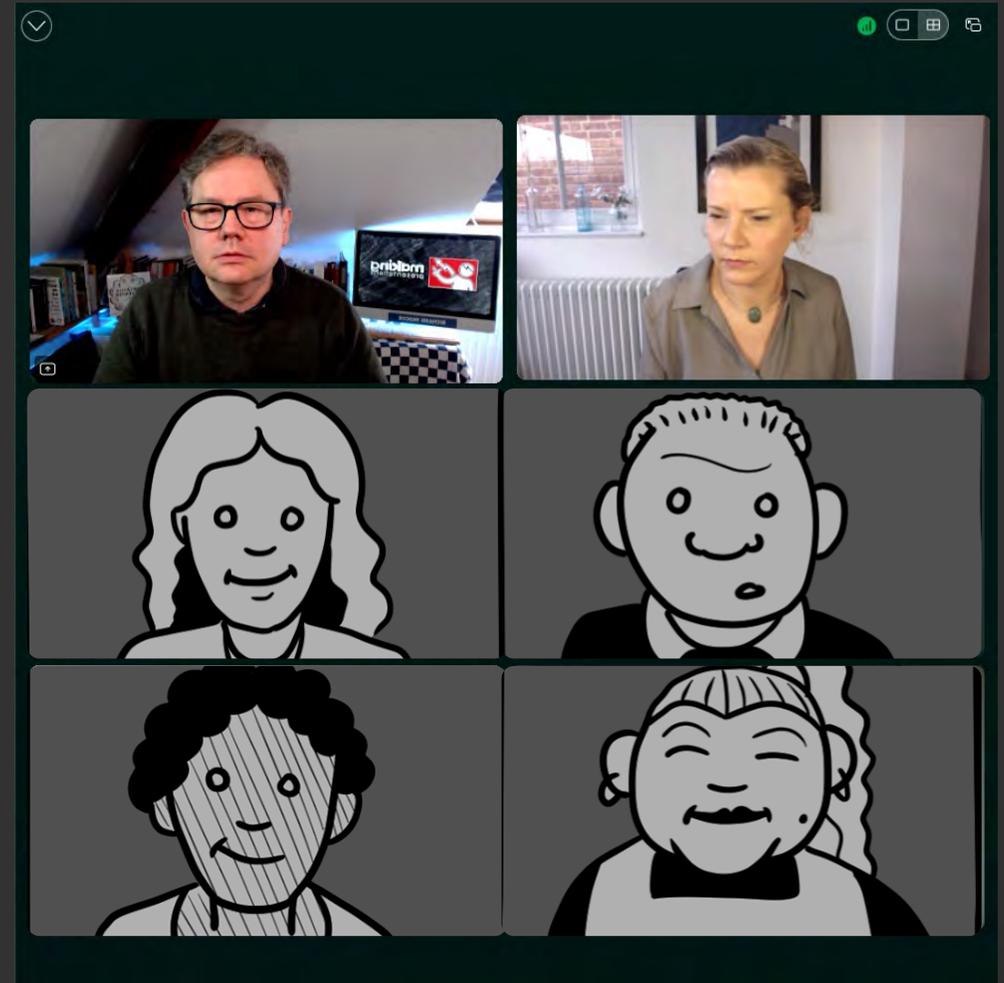
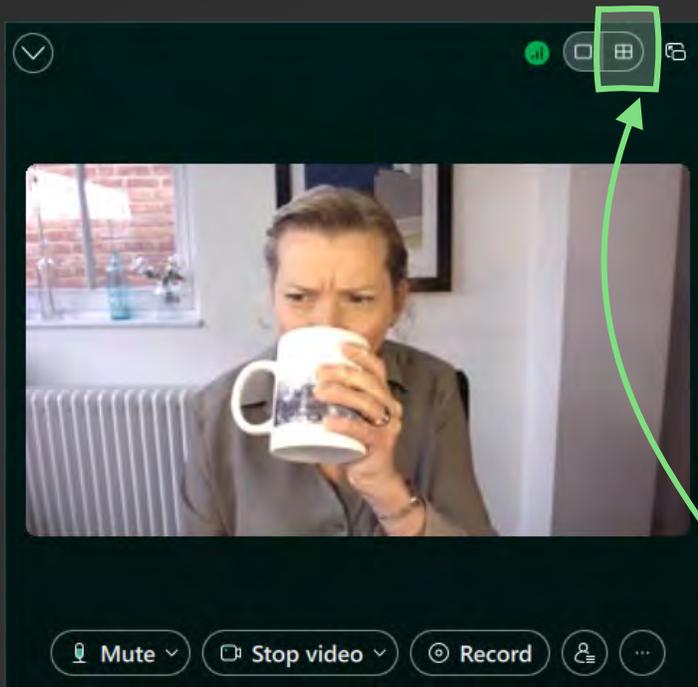
Chat

Pop-Out Chat, so you don't lose it and can move it around whilst you facilitate (ideally before you share your screen).

Pop-Out Icon



Webcam Window



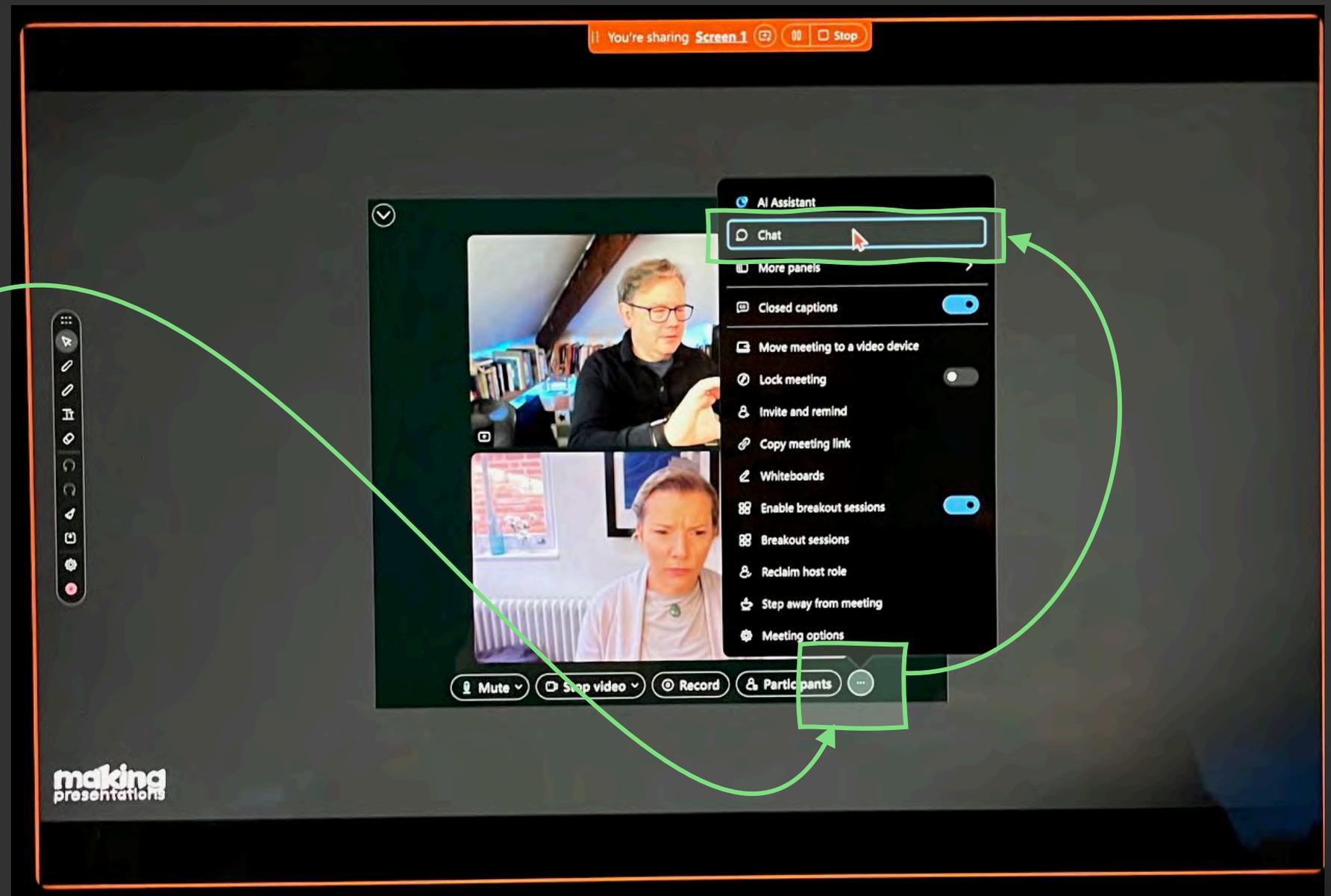
If you only see one webcam,
click on the **grid view icon**.



Access Chat and other tools

You can also access CHAT through the **three dots** icon at the bottom of your webcam window.

Here you have other important tools/settings. E.g.: whiteboard, breakout sessions, and meeting options.



Thank You



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