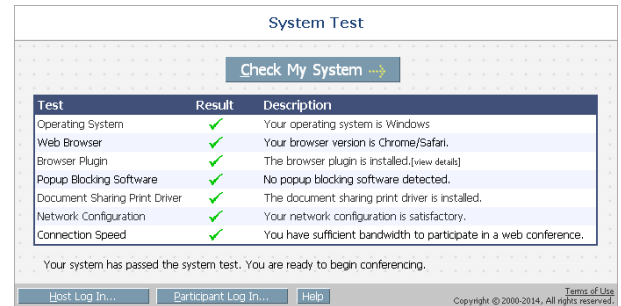


Application sharing lets you share your PC desktop and applications with other conference participants. Participants initially see a full-screen view of your desktop or application in the presentation area of their conference rooms. Thereafter, participants see everything you do as it happens — including pointer movements, scrolling, and typing. You can also grant a participant control of your PC, or vice-versa.

## Running the System Test

Both Hosts and Participants (if their desktops will be shared) should run the System Test utility to ensure that any system requirements are met.

- Step 1. Open a browser and navigate to the conferencing system URL.
- Step 2. Click **System Test**.  
If a security warning appears, click **Yes**.
- Step 3. Click **I am a host or leader** or **I am a participant**, as appropriate.
- Step 4. Click **Check My System**.



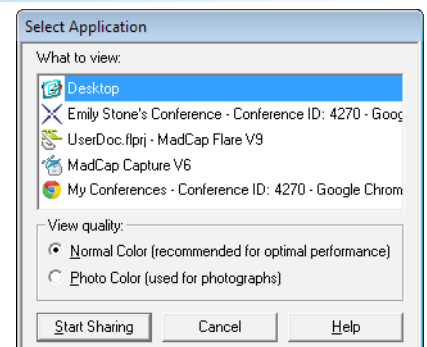
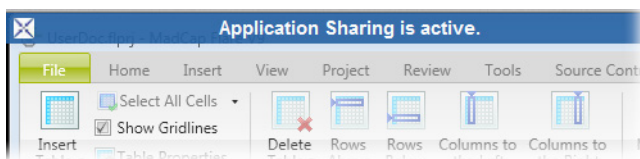
The System Test page displays test results; any deficiencies are accompanied by an explanation and a link to correct the issue. Note that the Browser Plugin is required for application sharing.

## Starting Application Sharing

The host or conference leader can start application sharing from the Application Sharing panel of the conference room, and then choose whether to share an application, share the Desktop, or choose another participant to act as the presenter.

- ❖ To immediately start sharing your Desktop, click the **Start** button.
- ❖ To share an application, click the right side of the **Start** button and select **My Applications**; then select an application to share and click **Start Sharing**.

If you have multiple monitors, you can also select a different monitor from the list.




**Tip:** Sharing applications and maintaining a real-time view for conference participants requires a great deal of bandwidth. If you experience performance issues, try setting your display to a lower resolution.

## Application Sharing vs. Desktop Sharing

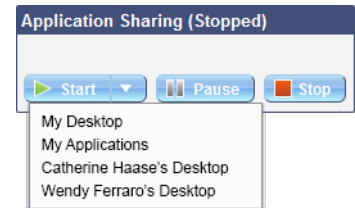
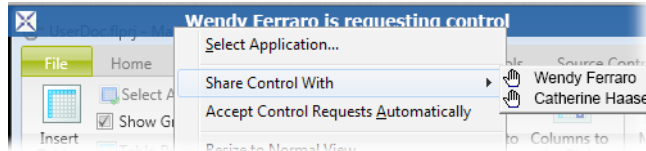
Application sharing behaves somewhat differently than Desktop sharing:

- ❖ When you allow a participant to control an application, that participant has control of that application only. When you allow a participant to control your Desktop, however, you are essentially transferring complete control of your PC — the participant can change system settings, access network resources, and run applications as if sitting at your desk.
- ❖ Applications remain shared only while open and active. Minimizing or closing the application, or changing focus to another window pauses application sharing. Your Desktop remains shared until you take control and pause or stop sharing.

In either case, the Application Sharing icon  appears in the Windows system tray to indicate that sharing is being used; hold your pointer over the icon to display a tool tip identifying the shared application or Desktop and if sharing is active or paused.

## Taking Control of a Participant's Computer

- Step 1. Click the arrow on the right side of the **Start** button in the Application Sharing panel and select **Participant's Desktop**. (Participants must have the Browser Plugin installed.)
- Step 2. Have the participant right-click the **X** icon in the system tray or the Application Sharing banner, select **Share Control With**, and select your name.



- Step 3. Click your mouse to gain control of the participant's PC.  
You and the participant can exchange control with each other at any time by clicking the mouse.

## Switching Applications

- Step 1. Right-click the **X** icon and select **Select Application**.
- Step 2. Select a new application to share and click **Resume Sharing**.

## Pausing/Resuming or Stopping Sharing

You can pause/resume or stop application sharing in a few ways:

- ❖ Right-click the **X** icon or the Application Sharing banner and select **Pause/Resume Sharing** or **Stop Sharing**.
- ❖ Click the **Home** tab and then click **Pause** / **Resume** or **Stop** in the Application Sharing panel.
- ❖ From the Select Application window, click **Stop Sharing**.