

## Sharing content in a Virtual Meeting

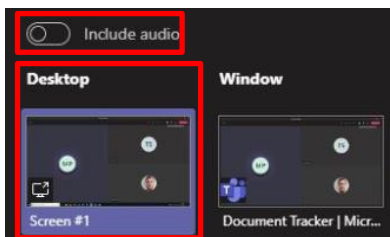
During meetings you can share your screen so attendees can see what is on your desktop. This is a useful tool for being able to collaborate during meetings. Ensure that before sharing your screen, confidential emails or items are closed.

1. To share your screen in a meeting, select the **Share** icon in your meeting toolbar in the top right-hand corner.



2. A tray will appear at the bottom of your screen with options you can select to share from.

Select **Include audio** so video sound can be heard and select the option you would like to share. e.g. Desktop.



**Note:** When sharing your Desktop, all windows are viewable during the meeting. If you want to only share one screen, select 'Window' only.

3. To stop sharing your screen, go to your meeting toolbar and select the **Stop sharing** icon.



**Note:** If you are using a Apple Mac, you will be prompted to change your privacy settings before you are able to share your screen.