

➔ Sharing Applications

Use Microsoft® Office Live Meeting to demonstrate a new application or collaborate with other people on a project document. These are just two examples of the power of sharing applications from your computer when you join a meeting as a presenter. For full interaction during your meeting, you can also allow an attendee to take over sharing control on your computer.



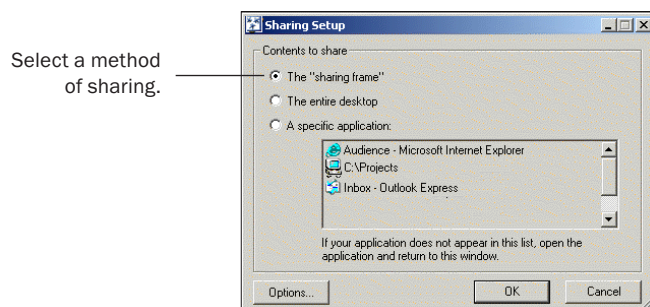
Sharing

In Live Meeting, you initiate sharing by inserting a Sharing Slide at the appropriate point in your presentation. Live Meeting provides three ways to share:

- **Sharing frame.** Provides maximum sharing flexibility and control. You can toggle between multiple applications running on the desktop, and size the Sharing frame to expose only those parts of an application that you want to share.
- **Share an application.** Provides the most convenient way to select a single application in its entirety and share it from your desktop.
- **Share your desktop.** Allows you to share all of the information on your computer and provides the easiest way to give control of all applications to another attendee.

To share

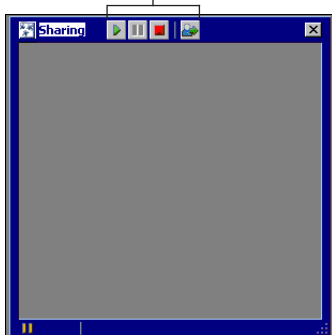
- 1 In the Presentation Panel, click the slide after which you want the Sharing slide to appear.
- 2 On the **Insert** menu, click **Share slide**. The Sharing Setup window appears.



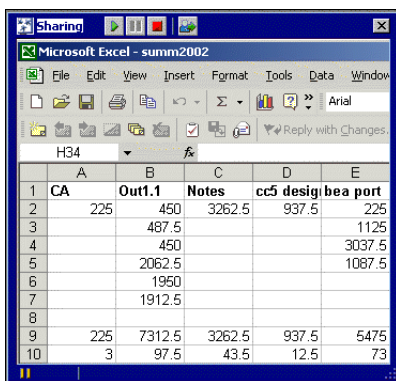
- 3 Select the method of sharing that you want to use.
 - To share information within the Sharing Frame, click **Sharing Frame**, and then click **OK**. Skip to Step 4.
 - To share an application, select **A specific application**, select the application from the list in the window, and then click **OK**. If the application doesn't appear in the list, navigate to it on your computer and open it, and then return to the Sharing Setup window and select the application. Skip to Step 5.
 - To share your desktop, select **Entire Desktop**, and then click **OK**. Skip to Step 5.

- 4 If you choose to use the Sharing frame, use the frame to select the information that you want to share.

Start, pause, stop, give control.



For example, drag the frame so that it overlays the information that you want to share, and then size the frame by dragging a corner of it so that the contents are enclosed within the frame borders. The following example shows the selection of a spread sheet.



- 5 Use the Sharing controls to start, pause, and stop sharing. The following shows the controls on the Sharing toolbar that appear when you select to share one application or the desktop. (See the previous step for an example of the controls on the Sharing frame.)

This example shows one application selected for sharing.



Give sharing control to an attendee.

Start, pause, and stop sharing.

- Note:** To let an attendee take control of the sharing, see the next procedure.

Giving sharing control to an attendee

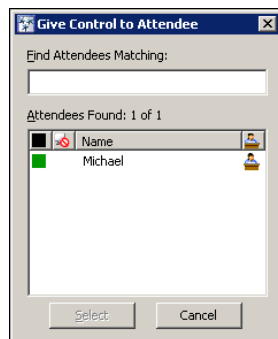
Using any of the three sharing methods, you can also allow an attendee to take control of one or more applications on your computer.

Note: The ability to give control to an attendee is available if purchased as part of your Live Meeting service and if the person who schedules the meeting enables it. If the privilege is not allowed, then the Give Control button does not appear when you share. For information about setting meeting options, see *Scheduling Meetings* on the [Live Meeting Resource Center Web page](#).

To give sharing control to an attendee

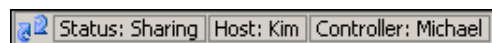
- 1 Choose to share the Sharing frame, an application, or the desktop, as described in the previous procedure.
- 2 Click the **Start** button to start sharing.
- 3 Click the **Give Control** button.

The Give Control to Attendee window appears.



- 4 Select the person to whom you want to give control, and then click the **Select** button.

A message on the status bar appears at the bottom of the console, indicating that the attendee is the controller.



The attendee can now use the selected items on your computer. For example, if you give an attendee sharing control of Microsoft Word, all attendees see the controller's use of Word.

- 5 To retake control, click the **Take Control** button or press the **Esc** key.

Receiving sharing control

As an attendee, the presenter can choose to give you control of the items within the Sharing frame, a specific application, or his or her entire computer desktop. At any time, the presenter can take back control from you.

To receive control

- 1 Wait for the presenter to show a Sharing slide. A message on your console indicates that you should wait for sharing to begin.

After the presenter gives you control, your name appears as the controller in the status bar of the console and a view of the presenter's application or desktop appears in the slide display area, depending on what level of sharing the presenter grants to you.

Tip: To expand the view, hide all the console panels by clicking **Hide Panels** on the **View** menu or by pressing **Ctrl+H**. After you finish sharing, click **Show Panels** on the **View** menu.

- 2 Use the contents in the slide display area to manipulate data and show information just as you would on your own computer. Attendees see all of your actions.

At any time, the presenter can retake sharing control. At that time you can no longer control the items on the presenter's computer.

Learn more about Live Meeting

Get the most out of your meetings by taking advantage of all of the Live Meeting features. For more information, visit the [Live Meeting Resource Center Web page](#).

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