



CHAPTER 9

Presenting and Working with Shared Content in Cisco Unified MeetingPlace Express

- [How to Share a Desktop, Window, or Application, page 9-1](#)
[How to Annotate Shared Content, page 9-7](#)
[How to Control How Others View Shared Content, page 9-11](#)

How to Share a Desktop, Window, or Application

If you are a [moderator](#) or [presenter](#), you can demonstrate applications, display one or more documents, or show your desktop to all participants in a web meeting room. This is called screen sharing. Any changes that the presenter makes to a shared application, document, or desktop are visible to all participants in their browsers. Related windows, such as dialog boxes, are also visible to meeting participants.

Any overlapping windows from applications that are not selected for sharing appear to viewers as a blue cross-hatch pattern.

- [Preparing to Share Content, page 9-2](#)
- [Sharing a Screen During a Meeting, page 9-3](#)
- [Changing the Screen-Sharing Source, page 9-4](#)
- [Sharing Your Screen with Two Monitors, page 9-4](#)

- [Requesting Control of a Shared Screen](#), page 9-5
- [Ending a Screen Sharing Session](#), page 9-6

Preparing to Share Content

Before you can share your desktop, an application or anything else in a web meeting, you must first install the Cisco Unified MeetingPlace Express Add-in.

You can install the Add-in at any time, either before you need to share, or the first time you try to share content. After you install the Add-in, you do not need to install it again.

Before You Begin

Procedure

Step 1



Step 2

Follow the instructions in the install wizard.

Step 3

see an error that says “Adobe Flash: A download error occurred. Try to download again?” go to a web browser and enter one of the following:

For Windows: `<server name>/public/ciscounifiedaddin6x5-installer.exe`
server name

`>/public/CiscoUnifiedaddin6x5-installer.z`

Step 4

Step 5

Navigate to where you saved the file and execute it.

Step 6

Related Topics

-

Sharing a Screen During a Meeting

Before You Begin

-
-
-
-

Procedure

Step 1

Start Screen Sharing

Share

Troubleshooting Tips

-
-

Related Topics

- [, page 16-18](#)

Changing the Screen-Sharing Source

Before You Begin

-
-
-

Procedure

Step 1 Locate the application task bar at the bottom of your screen.

Click  > **Choose Window to Share**
Desktop Window Application

Share

Sharing Your Screen with Two Monitors

Before You Begin

-
-
-

Procedure

Step 1

Step 2



Step 3

Step 4

Step 5

Sharing Control of Your Screen with Another Presenter

Procedure

Step 1

Step 2

- —Use to grant control of your screen to the requesting participant.
 - —Use to deny control of your screen to the participant.
-

Requesting Control of a Shared Screen

Procedure

Step 1

Request Control

Control

Release

Ending a Screen Sharing Session

Before You Begin

Procedure

To	Do This
	1.
	2.
	3. Stop Sharing This Window
	Stop Sharing

How to Annotate Shared Content



Note

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-
- [, page 9-10](#)

Setting Up for Annotation

Before You Begin

-
-
-

Procedure

Step 1



Note

Step 2

Annotate

Pause and



Annotation Tools

	Click This
Tip	
	
	
Tip	
Tip 	
Tip	
Tip	
	

To	Click This
	
	
Tip	
	

Step 3

Related Topics

-

Ending an Annotation Session

Procedure

To	Do This
	Resume

How to Control How Others View Shared Content

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-
-



Note

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-
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Seeing How Other Users See Your Shared Content

entire web meeting room

content being shared



Enabling Audience to Control Their View of Shared Content



Note

Before You Begin

-
-

Procedure

Step 1

Step 2

Step 3 Enable Full Screen toggle for audience

Enable Full Screen toggle for audience

Displaying Shared Content Full Screen to All Participants

**Note**

Before You Begin

-
-

Procedure

Step 1**Step 2****Step 3 Presenter's changes affect everybody
Full Screen**

Presenter's changes affect everybody; then, click **Full Screen** again.

