

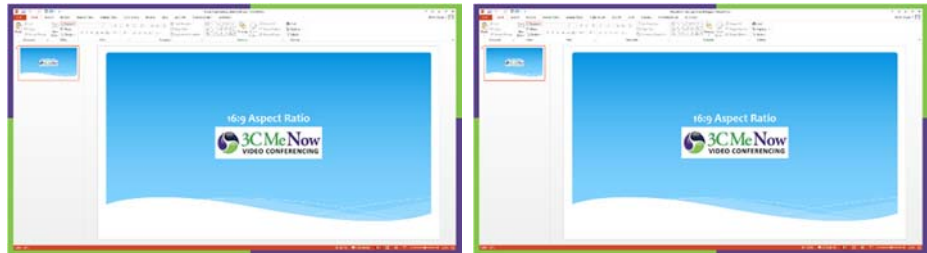
How to Present – Share an Application (Windows Platform)

If you are presenting a PowerPoint® Presentation, please see the *How to Present Using PowerPoint® (Windows Platform)* before executing these steps so that the presenter and participants' will have most optimal view of the slides.

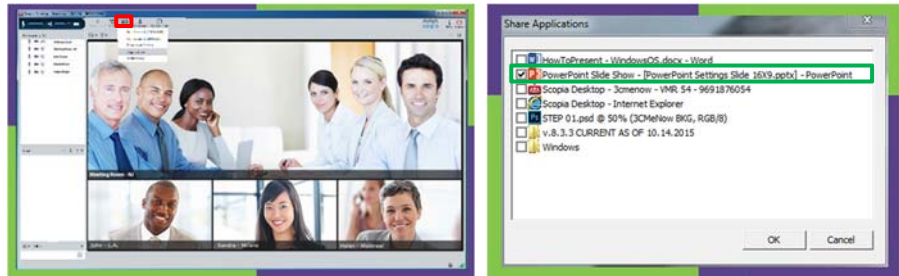
You can share any computer application so that both the participants and the presenter can see the entire presentation inside their desktop interface.

3CMeNow recommends you perform these steps before your meeting starts.

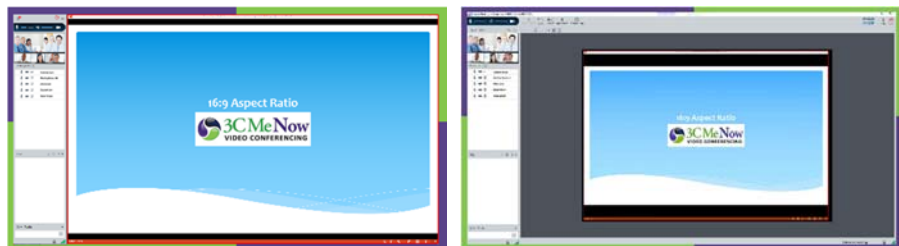
1. Open the document from within the application (in this case PowerPoint®) you wish to share (left image).
2. Press **F5** to put the PowerPoint® in Slide Show View (right image).



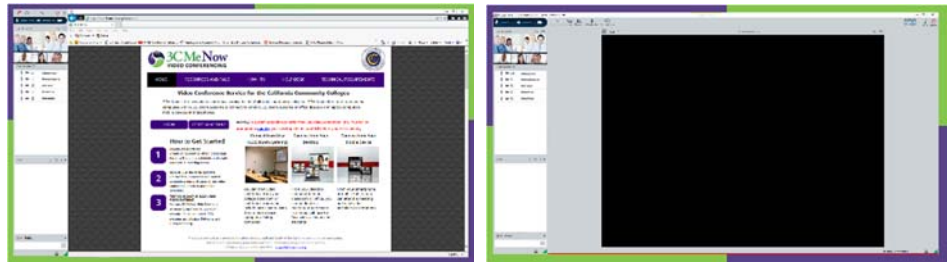
3. Return to the desktop interface.
4. Click the **Present** pulldown menu (left image).
5. Click **Application** (left image)
6. In the **Share Applications** window, click the box(s) to the left of the application(s) (in this case **PowerPoint®**) you wish to share and click **OK** (right image).




- You can now show your presentation and still see your participants list, chats, video and presentation control within the desktop interface (left image).
- Your participants will have a clear view of the presentation as well as other windows and controls within the desktop interface (right image).



- **Note:** You will need to stay on the application you are sharing (in this case PowerPoint®) in order to keep it active (left image). Otherwise, your participants will see a black screen instead of the slides (right image).



7. End your presentation by clicking on the End Presentation button  on the the top left.

