

## The Share Pod - participants

Hosts and presenters can share their *screen*, a *particular file* or a *whiteboard* within the share pod.

If they decide to share their screen you might see their desktop, several documents within the same application (such as a series of Word files) or an individual browser window or document.

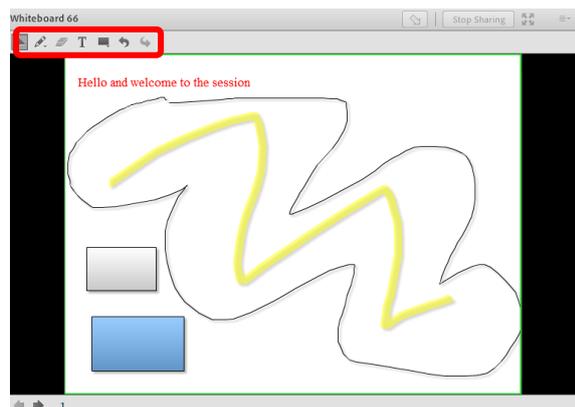
All activities (including cursor movements) are visible to all participants. Hosts can even take control of an individual participant's PC. They can do this by requesting a screen share with a participant using the attendees pod.



If they do you will receive a pop-up request asking you to share your screen; you need to click the **Start** link to do so. You will then see a screen similar to the one on the left where you can choose what you want to share.

If you choose to **Share My Screen** the host will be able to ask you for cursor control using the **Request Control** button that will appear for him or her. You will get a pop-up message asking for your consent and if you give it then the host will be able to control whatever you are sharing with the rest of the room.

This type of activity can cause broadband issues so to minimise this, hosts and presenters can also preload certain file types into the room's content library and then open them as they need to. They can load JPG, PNG, SWF, PPT, PPTX, PDF, FLV, F4V, MP3, MP4, and ZIP files into the content library and display them in the share pod. In the example above the host is sharing a PPT file.



The third option with the share pod is to load a whiteboard. Hosts and presenters can give participants editing rights to the whiteboard which will allow you to draw lines, add text, erase content and draw shapes on the board. They can also load the file types listed above into the whiteboard and allow you to annotate them.

If you cannot see the tools at the top left of the pod you do not have editing rights.

Hosts and presenters can also save a **Snapshot** of the whiteboard and send it to you by email.

Please be aware that if you are accessing the room on a non-flash enabled mobile device you will not be able to view Flash content such as whiteboard, uploaded videos and custom pods.