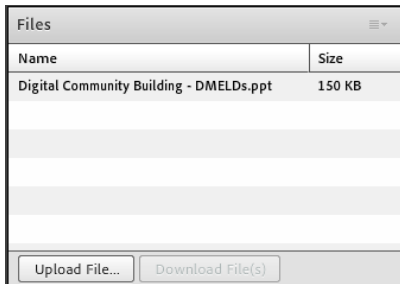


The Files pod



Files	
Name	Size
Digital Community Building - DMELDs.ppt	150 KB

Upload File... Download File(s)

The files pod is where the host or presenter can add files that they need to refer to during the session (or if they want the participants to recap something after the session). The file types that can be added are the same as those listed in the share pod document. Simply click on the **Upload File...** button to choose the files that you want to make available.

The participants highlight the file(s) they want to download and then click on the **Download File(s)** button which will become active.

Please be aware that if you are accessing the room on a non-flash enabled mobile device you will not be able to access the files pod.

The **Options** menu for the files pod will allow you to:

- **Hide** or **Maximise** the pod.
- **Upload Files...**
- **Rename Selected...** files.
- **Remove Selected** files.
- Gain specific **Help** on using the files pod.