



Application Sharing

When you start a meeting, from the Quick Start menu select Share a File or Application (share individual application) or Share my Entire Desktop (share all open applications on your computer).

What would you like to do first when your meeting starts?

Show a Presentation

Share a File or Application

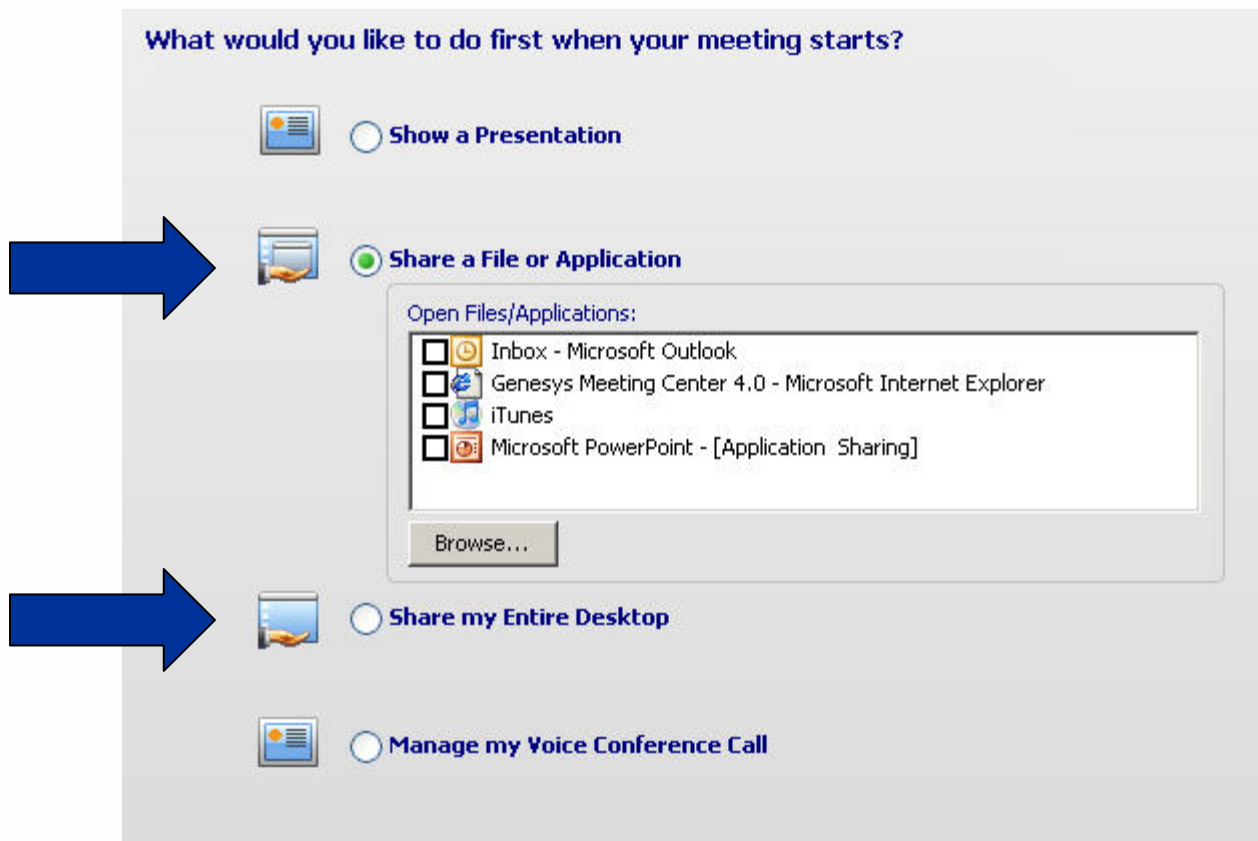
Open Files/Applications:

- Inbox - Microsoft Outlook
- Genesys Meeting Center 4.0 - Microsoft Internet Explorer
- iTunes
- Microsoft PowerPoint - [Application Sharing]

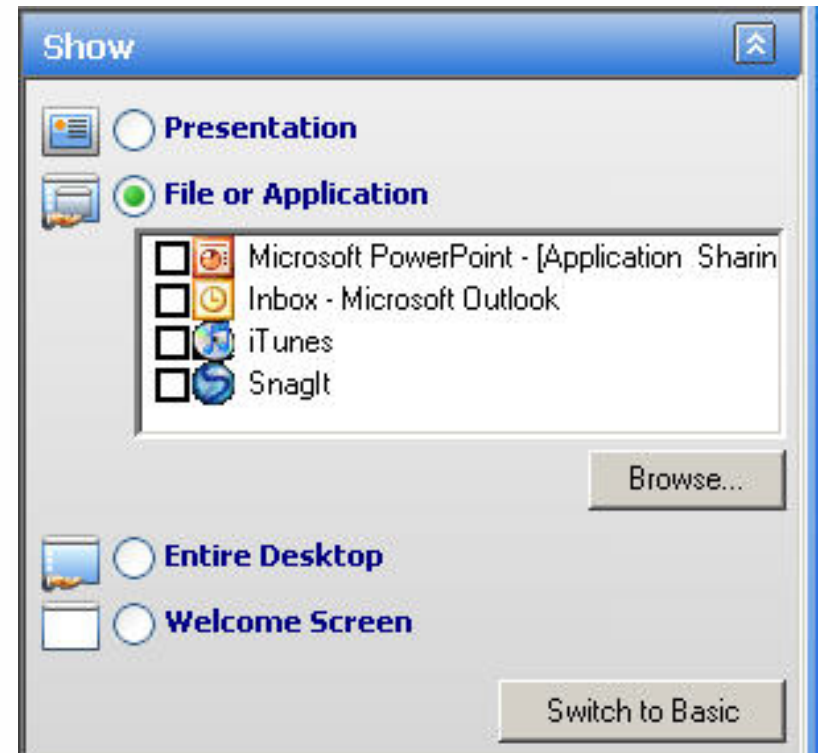
Browse...

Share my Entire Desktop

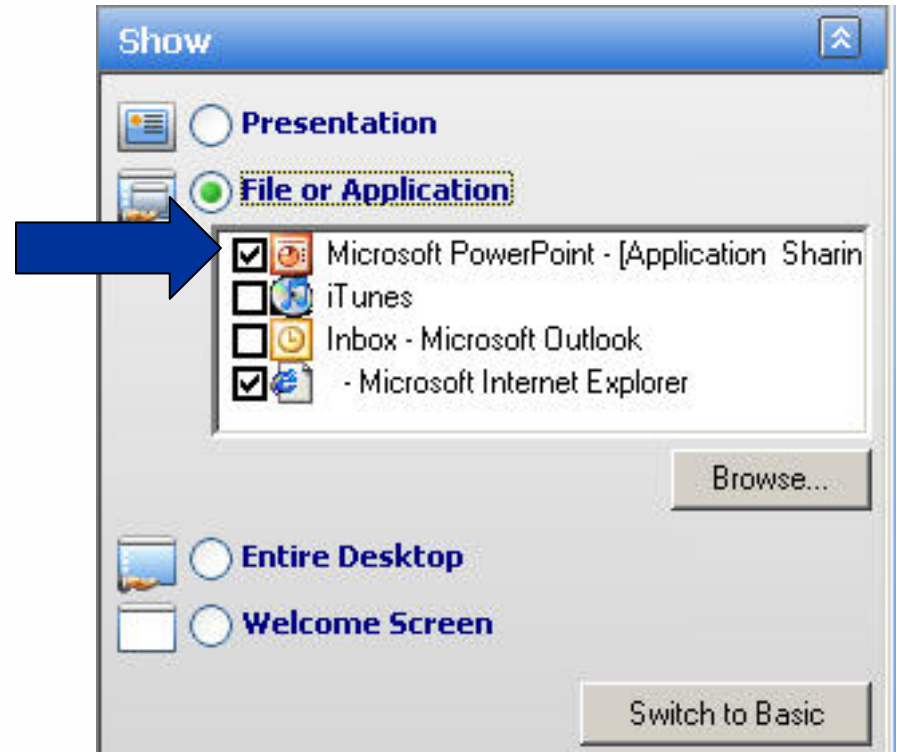
Manage my Voice Conference Call



- Once in the meeting, the Show panel presents the moderator with the same options as the Quick Start menu
- Select File or Application to share a single application, or Entire Desktop to share all open applications on your computer.



To share an individual application check the box next to it.



If you share an individual application, click on the application so that it comes to the foreground.

The screenshot shows a Microsoft PowerPoint presentation slide titled "One Integrated Platform". The slide content includes:

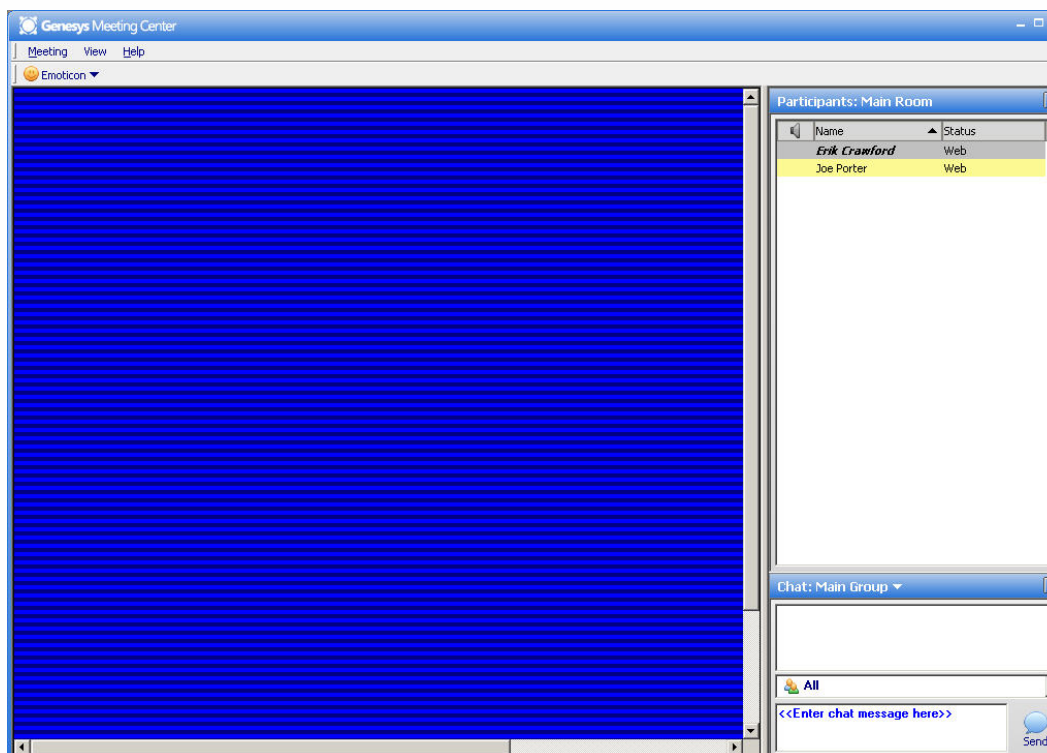
- Audio and web controls are at your fingertips**
- Integrated Web and Audio**
- PowerPoint Presentations**
- Application Sharing**
- Web Tours**
- Polls, Quizzes and Surveys**
- Archives**
- Multi-Point Video**

On the right side of the slide, there is a Venn diagram with two overlapping circles. The left circle is labeled "PURE AUDIO" and contains logos for "Atari", "MCI", "INTERCALL", and "Premiere". The right circle is labeled "PURE WEB" and contains logos for "webex", "Live Meeting", and "IBM". The overlapping area is labeled "MULTIMEDIA" and contains the "Genesys Conferencing" logo. Below the Venn diagram is a box with three columns: "AUDIO PLATFORM", "TRUE COLLABORATIVE APPROACH", and "SOFTWARE PLATFORM".

At the bottom of the slide is the Genesys Conferencing logo and name.

The screenshot also shows the PowerPoint application interface, including the menu bar (File, Edit, View, Insert, Format, Tools, Slide Show, Window, Help), the toolbar, and the status bar (Draw, AutoShapes).

Bringing up any other application in front of the selected application will result in the audience seeing a blue screen.



Unselected Application in Foreground

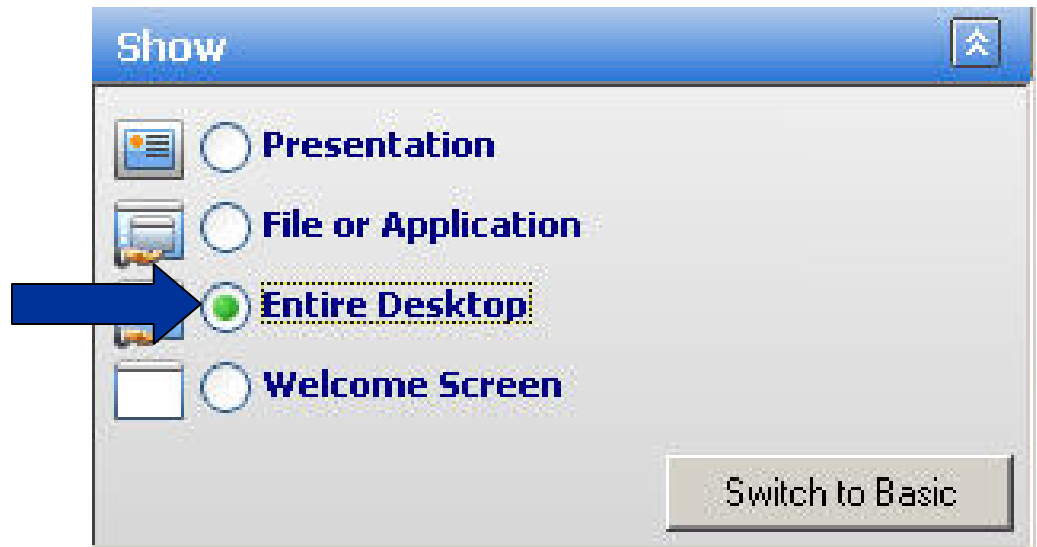


Helpful Hints

- **When sharing an application, close all applications except the browser running the meeting and the applications you plan to share**
- **This helps free up memory on your PC and simplify the list of running applications on your moderator toolbar**



To share all running applications and your desktop, click the “Entire Desktop” button. The audience will now be able to see everything you do on your computer.



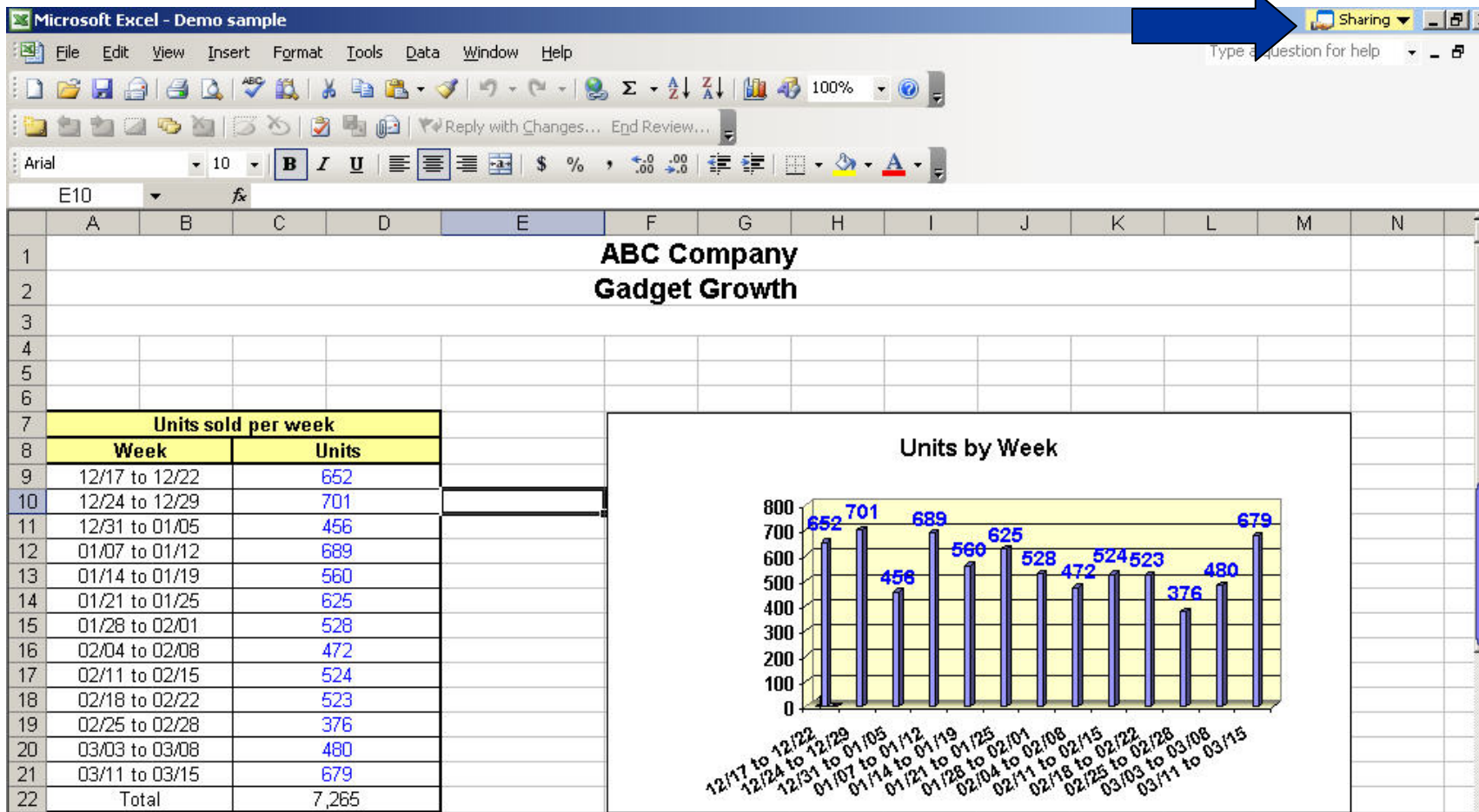


Helpful Hints

- **When sharing your desktop, make sure to close items that may contain sensitive information, such as IM, email, etc.**
- **Application Sharing works great for most applications. Note: Sharing Flash or video files is not recommended.**



Using the Application Sharing Shortcut Menu



- Once application sharing, a shortcut menu appears in the upper right corner of all open applications
- If you are not sharing the application, it will read “Not Sharing”

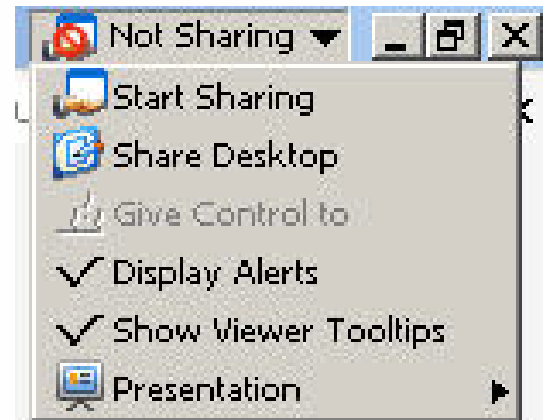
The screenshot displays the Microsoft Excel interface. The title bar shows 'Microsoft Excel - Demo sample.xls' and the status bar indicates 'Not Sharing'. A callout box highlights the 'Not Sharing' status and the help menu. The main window shows a spreadsheet titled 'ABC Company Gadget Growth' with a table of weekly units sold and a corresponding bar chart.

Units sold per week	
Week	Units
12/17 to 12/22	442
12/24 to 12/29	701
12/31 to 01/05	456
01/07 to 01/12	689
01/14 to 01/19	560
01/21 to 01/25	625
01/28 to 02/01	528
02/04 to 02/08	472
02/11 to 02/15	524
02/18 to 02/22	523
02/25 to 02/28	376
03/03 to 03/08	480
03/11 to 03/15	679

Units by Week

Drop Down Menu Options

- **Start Sharing** – Instantly share an application with your audience.
- **Share desktop** – Share your entire desktop and all open applications to the audience.
- **Give Control to (a participant)** – Allows a participant in the meeting to control the shared application.
- **Display Alerts or Show Viewer Tooltips** – Alerts and tips will pop up as you use the move the cursor over the application shared.
- **Presentation** – Switch to showing a PowerPoint Presentation. A list of your available presentations will be displayed in the drop down menu.



If you choose the “Start Sharing” option from the drop down menu, your icon will change to yellow and read “Sharing.” This application is now being showed to your audience.

The screenshot displays the Microsoft Excel application window titled "Microsoft Excel - Demo sample.xls". The window includes a menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help) and a toolbar. A sharing interface is overlaid on the top right, featuring a yellow "Sharing" button with a dropdown arrow, and a search box labeled "Type a question for help".

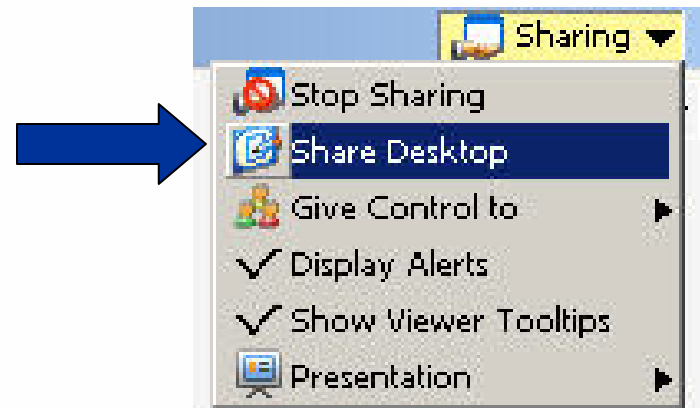
The spreadsheet content is as follows:

Units sold per week	
Week	Units
12/17 to 12/22	442
12/24 to 12/29	701
12/31 to 01/05	456
01/07 to 01/12	689
01/14 to 01/19	560
01/21 to 01/25	625
01/28 to 02/01	528
02/04 to 02/08	472
02/11 to 02/15	524
02/18 to 02/22	523
02/25 to 02/28	376
03/03 to 03/08	480
03/11 to 03/15	679
Total	7,440

The bar chart, titled "Units by Week", visualizes the data from the table. The y-axis represents units sold, ranging from 0 to 800. The x-axis lists the weekly periods. The bars are labeled with their respective values: 442, 701, 456, 689, 560, 625, 528, 472, 524, 523, 376, 480, and 679.

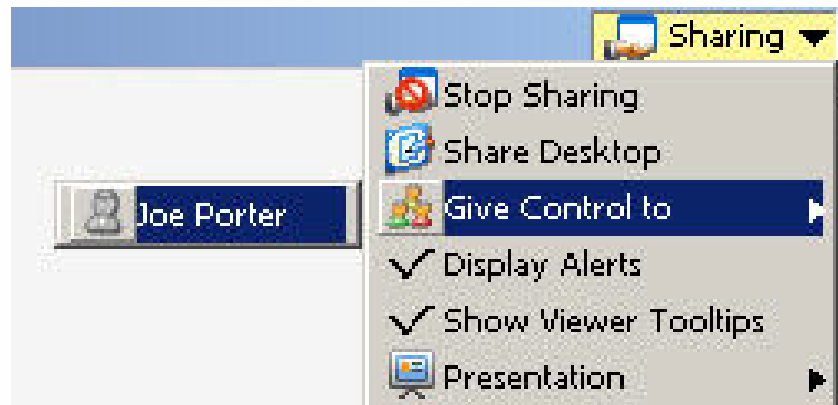
■ Selecting the “Share Desktop” option will automatically share everything you have open on your computer

■ Participants will see everything you do as you move between applications



■ To grant control to a participant, simply select the “Give Control To” option and click on the participant’s name

■ The participant will now be able to manipulate the application



- To regain control of the application, the moderator simply clicks the mouse
- An alert window will display this option if the moderator is not in control and moves his/her mouse





FAQ

Q: Is there a limit to the number of attendees that participate in an application sharing session?

A: We recommend no more than 125 participants attend an Application Sharing session.

Q: Are Application Sharing sessions captured as part of an archive?

A: Yes.

Q: Can I share an application from my desktop as a participant?

A: Not as a standard participant, but if the moderator promotes you to Presenter during the meeting, you can share your desktop.
Note: To become a Presenter, you must download the Meeting Center Application before entering the meeting.



**Thank you for taking the time
to learn about the
Genesys Meeting Center Feature**

Application Sharing