Adobe Connect Share Pods

Share My Screen

Adobe Connect Meeting's Share Pod has four common content and classroom tools within it. This document focusses on sharing your screen. Please see the other documents in this series to learn about sharing documents, whiteboards, and YouTube videos.

The Share My Screen tool can be used to demonstrate the use of specific software or to explore websites, documents, photos and other files, with participants.

In order to reduce bandwidth requirements and provide participants with a better viewing experience, avoid using screen share to share files that can be uploaded using the Share Document feature (e.g. PDF documents, PowerPoint files, images and videos. Videos can also be shared using the YouTube viewer, or by pasting a link into the chat pod.)

> *Be sure to close any applications that you don't want or need to share, to save on bandwidth requirements and to avoid inadvertent sharing of confidential or personal information!*

To share other types of files, applications, or windows:

Click **Share My Screen** from the drop-down menu in the centre of a Share pod. The Start Screen Sharing box appears. Select to share your desktop, specific applications, or specific windows.
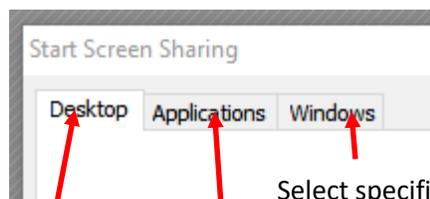
Select Desktop to share *everything* on your screen – including all open windows, task bars, notifications, and backgrounds.

Select specific windows to share. If an application has more than one window open, only the selected one will be visible.

Select specific applications to share – all other applications and additional notifications from other software will not be visible.

When you enter the screen sharing mode, the meeting room disappears and runs in the background so that you have access to the entire screen.

A mini-controller appears in the lower right corner giving access to the meeting room tools. If the controller minimizes, click the monitor icon to expand it again.

Currently Sharing / *Stop Sharing*

Mini-Controller - minimized
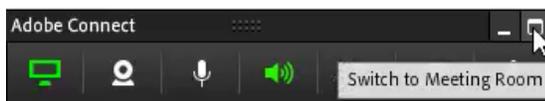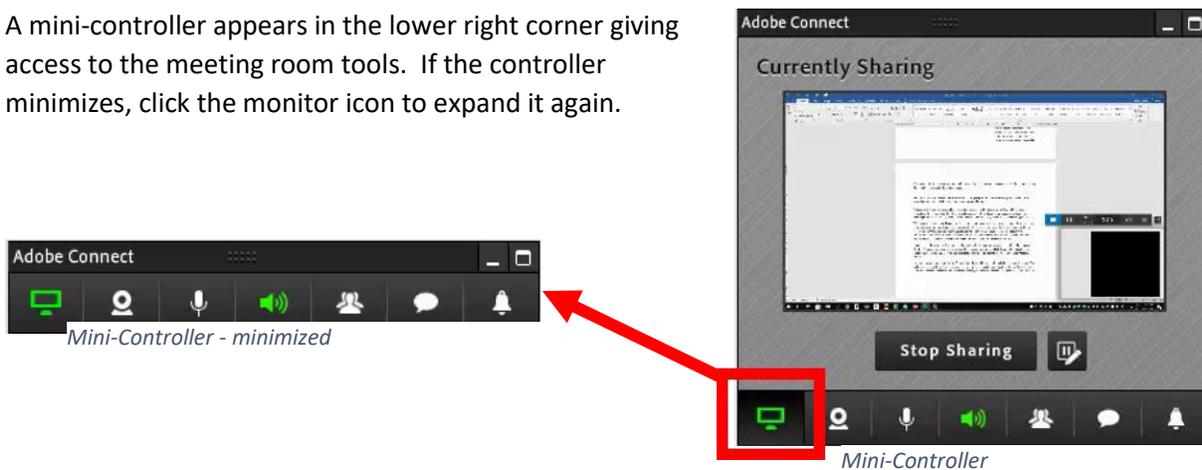
Mini-Controller

You can switch back to the meeting room view at any time by clicking in the top-right of the mini-controller.

Switch to Meeting Room

Note: If you are sharing your whole desktop, participants will now see your meeting room view within their meeting!

To return to screen sharing mode, click "Switch to Mini-Controller" in the upper right corner of the Share pod.


Switch to MiniControl

While you are sharing, participants will see your cursor movements and other actions within the shared content. If you want participants to interact with the shared content, make them either a host or a presenter. When you accept their request for control, you and the other participants will now see their cursor movements and actions in the shared content.

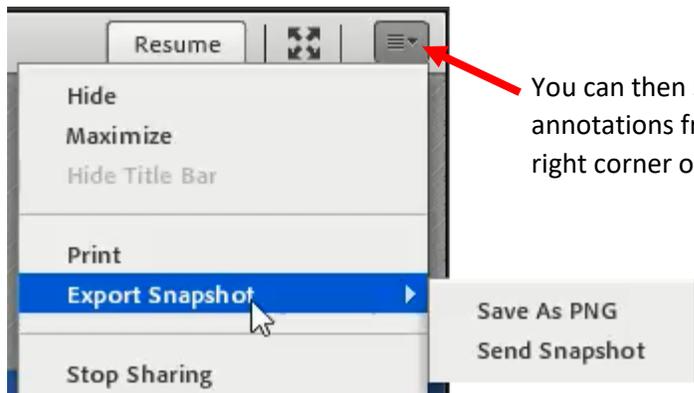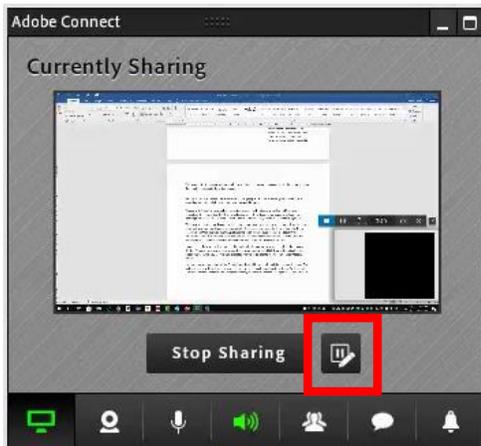Click on the people icon to see Attendee list in the mini-controller.
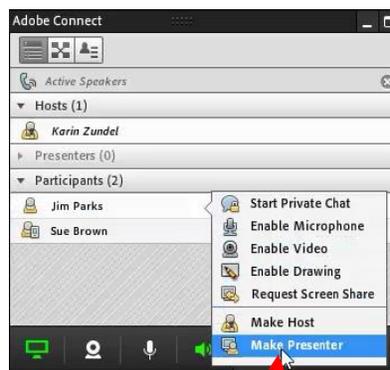
Hover over participant name and select Make Presenter.
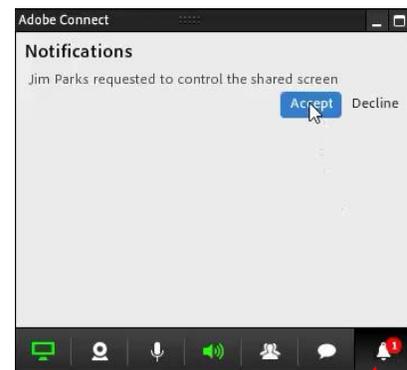
When they request control click on the notification icon and Accept.

Pause screen share at any time and use the markup tools to annotate a screenshot of what you are sharing.
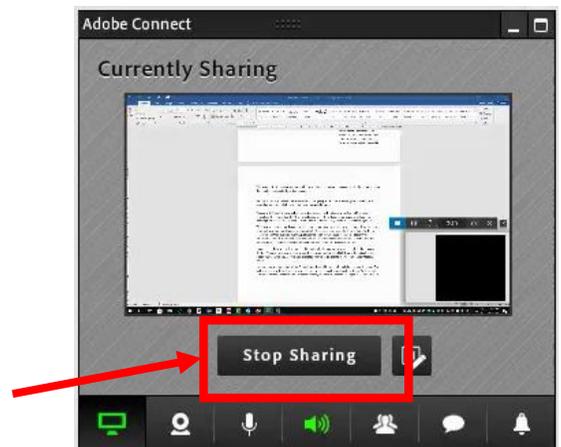

Markup Tools

You can then save or send a snapshot of your annotations from the drop-down menu in the upper right corner of the Share pod.

Click Resume to go back to screen sharing mode.

When you are finished sharing, click Stop Sharing in the mini-controller to go back to the Adobe Connect Meeting Room.

For more information about Adobe Connect Meeting and to see additional resources about the Share Pod features, please visit the host resource page at echannelconnect.contactnorth.ca/help/host.

For technical assistance call the Contact North Helpdesk, Monday to Friday 7:30 am to 10:30 pm at **1-888-850-4628**.