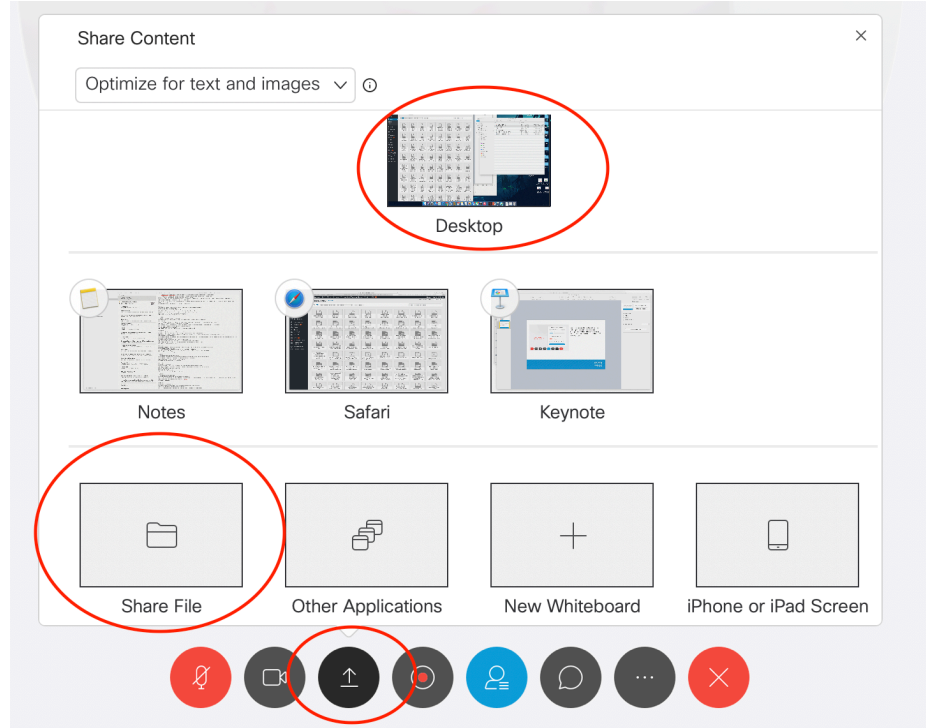


Sharing Content

There are two main options to use when sharing content in WebEx: Share File or Share Desktop.

Share file is usually the best option unless you are using a laptop or desktop with a pen tool to write on the screen or if you are using slide transitions in your slide decks.



To use **Share File**: Click on the icon with up pointing arrow. Locate Share File in the bottom left of the pop up window. (You may need to scroll down with the mouse.) Then browse to the location of document you would like to share.

To use **Share Desktop**: click on the icon with up pointing arrow and choose the first option right at the top of the meeting window. *Note that controls will now be found at the top middle of the meeting window instead of the bottom.*