

Share Desktop

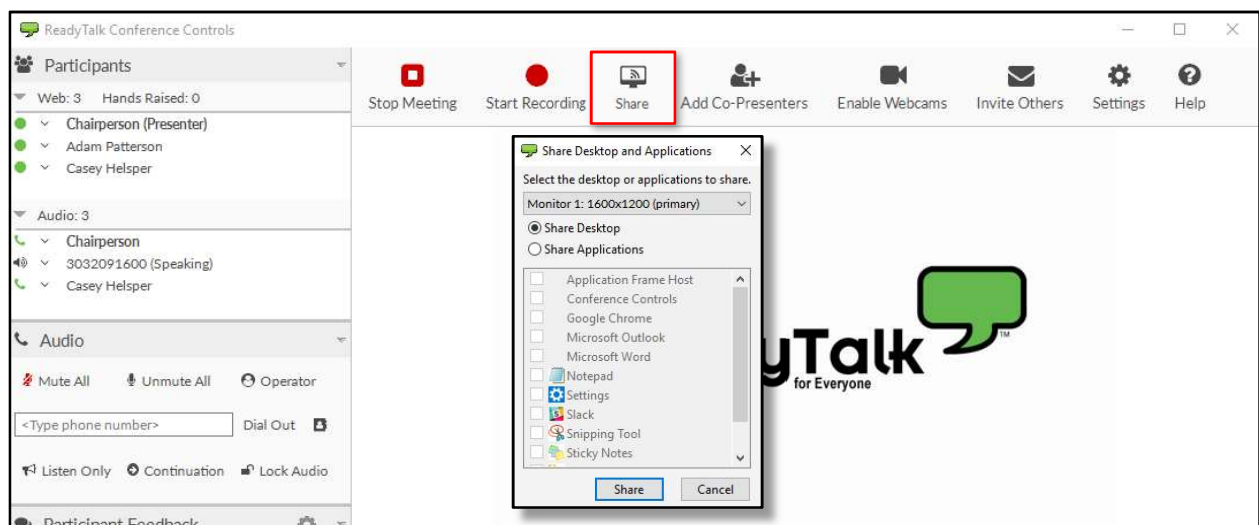
If you would like to share content from your computer desktop such as web pages, Word documents, or Excel documents, follow the steps below.

1. Go to www.readytalk.com/host and log in as the **Chairperson**.
2. Once logged into your **Conference Center**, select a meeting and click the **Open Meeting Controls** button.
3. Once the meeting controls are open, click the **Start Meeting** button and then click on the **Share** button near the top of the screen.
4. Choose which monitor you would like to share.
5. Choose whether you would like to share your entire desktop or a specific application.
6. Click the **Share** button to begin sharing your screen with your participants.
7. To stop sharing and return to the meeting controls, click on the **back** button located on your sharing toolbar near the top of your screen.



Notes:

- If you share your entire desktop, your participants will see everything that you see on your screen. If you share a specific application(s), your participants will only see the application(s) you choose to share. All other applications will be grayed out.
- An application must be open on your computer before it will be available to select within the Share Applications window.
- You can utilize the desktop sharing feature with up to 1,200 meeting participants.



Need Help?

<https://www.readytalk.com/contact>