

# Use Screen Sharing

## Share your screen with other participants

Show other participants your desktop by using Spread Screen sharing.

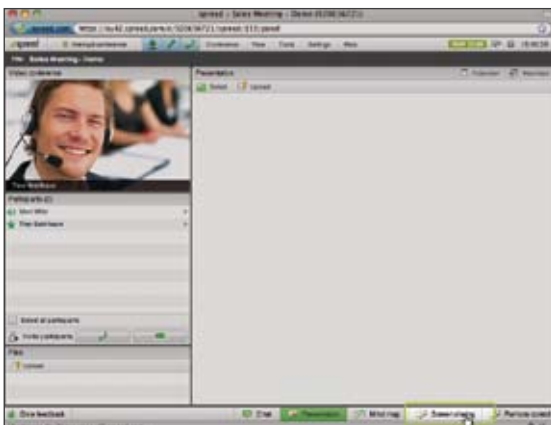
This allows you to demonstrate running applications or show documents that need a particular software to be presented.

### Show for example:

- Websites
- PowerPoint animations
- Architecture files (CAD, etc.)
- Medical images (Telemedicine)
- Graphical drafts
- Video and photo material
- Software presentations
- and much more.

## 1 Screen sharing

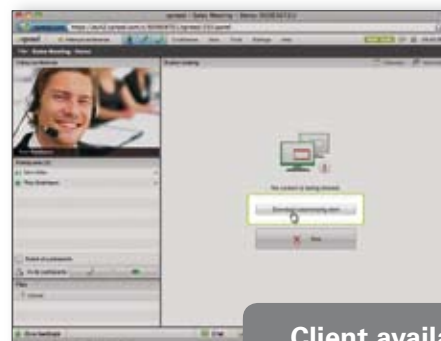
Enter your meeting. Use the bottom bar to switch to "Screen sharing".



## 2 First time of using?

**i Please notice!** Downloading the Screen sharing client is required only for the first time you use this feature.

For the next Screen sharing session you do **not** have to download the application again.



Client available for

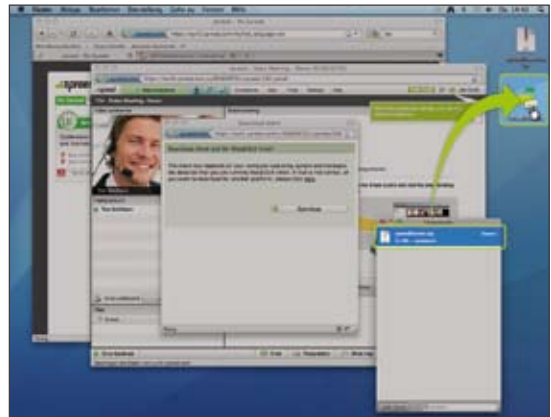


## 3 Starting the client

To use Screen sharing, please start the Screen sharing client.

Open the downloaded client file by double clicking on the application icon.

After starting the client a Spread icon appears in the menu bar of your operating system.



**Hint for Mac users:** In Mac OSX the Screen sharing client will be downloaded as ZIP file. By opening the ZIP file the client application is unpacked. Please start the unpacked client file by double clicking.



**Tip!** For an optimized sending of your desktop we recommend to switch off the webcam videos before starting the Screen sharing functionality.

This will save bandwidth capacity. Consequently, the bandwidth capacity that is now free can be used for transferring your desktop images.

## 4 Sharing your screen

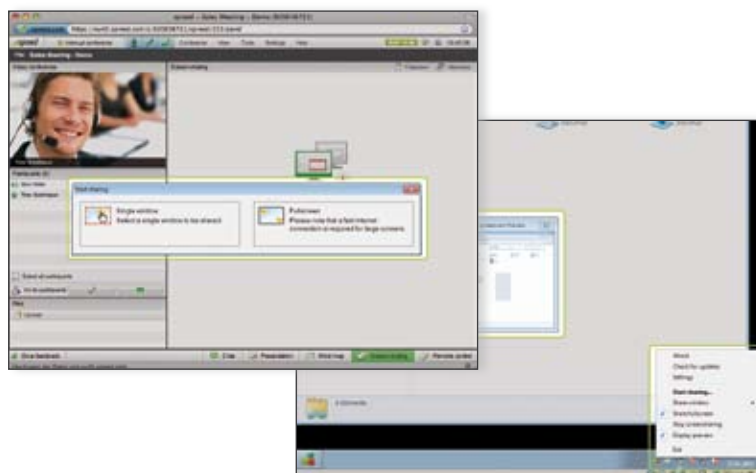
The usage of Screen sharing does slightly differ according to the three operating systems.

The usage for Windows, Mac and Linux is described in the following:

## Windows

You can share your whole screen as well as a single window. During the transfer process a small preview window shows you what the participants will see.

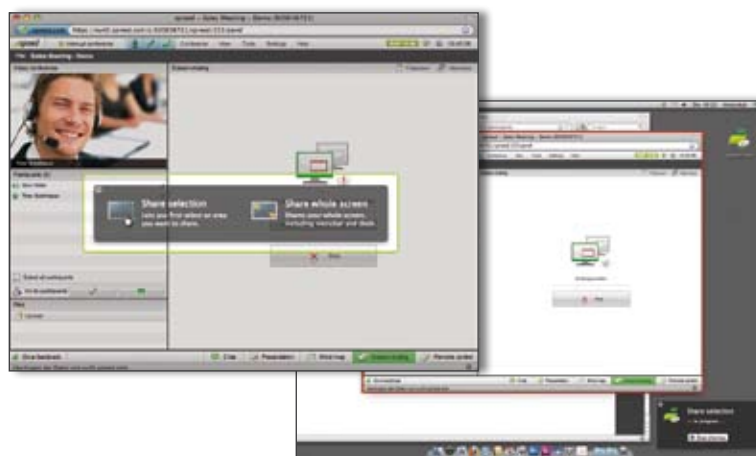
By clicking the Spread icon in the Windows menu bar you are opening a menu for controlling the Screen sharing process.



## Mac OS X

On a Mac computer a pop-up window appears. You decide whether you want to share your whole screen or just a selection. To transfer a specific area you can place the selection square according to your requirements.

To adjust the sharing of your screen, use the Spread icon in the Apple menu bar.



## Linux

Wait for the dialog after you have started the client. Here you can set options for your screen sharing.

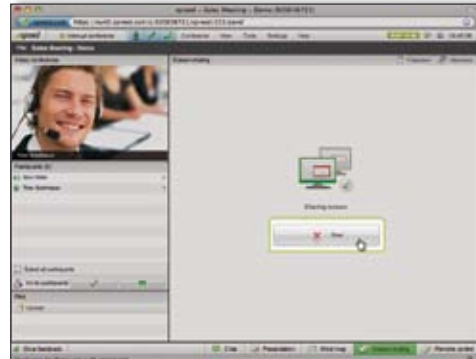
Alternatively, you can control the Screen Sharing feature via the Spread icon in the Linux menu bar.



### 5 Stop sharing

You can stop the Screen sharing process in your meeting room or by using the menu of the Screen sharing icon in the menu bar of your operating system.

When you end Screen Sharing your participants can no longer see your desktop anymore.



For additional information please take a look at the [Spreed Manual](#).



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#### **Further questions?**

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