Webex – Sharing Your Screen and Taking Remote Control of Someone's system
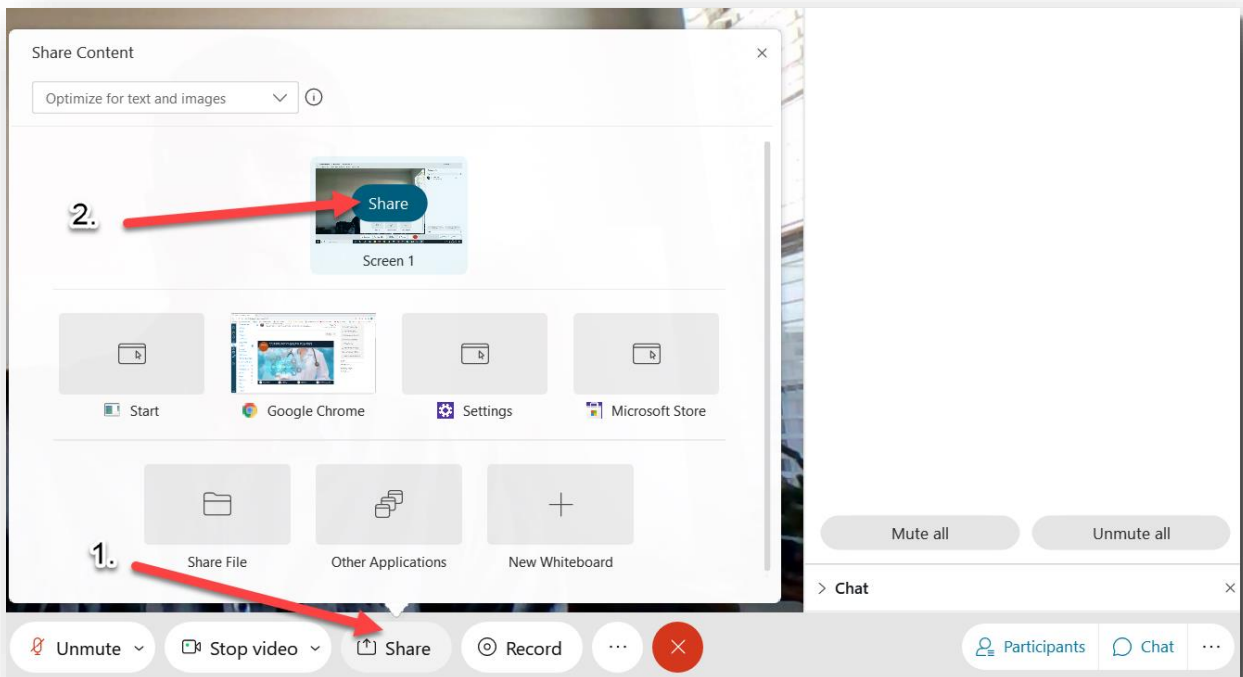
Contents

Sharing Your Screen
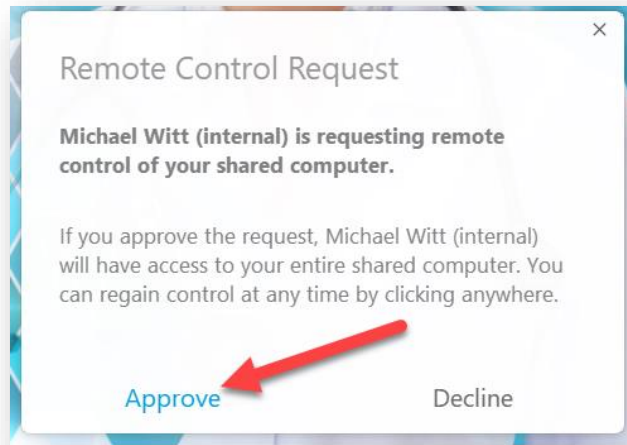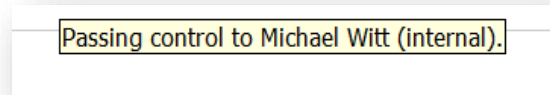
Before you connect to a Webex session it is best to close out of all applications except the ones that you will be using in the Webex session. For the CCNE visit, we expect there will be exploring classes in Canvas and possibly looking at other documentation if needed. To share your screen you simply need to click on the **Share** button at the bottom of the screen and then click on the **Share** button on **screen 1**.
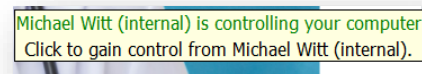
Once someone requests to take control of your System (see below) you will see the message below pop up. Click **Approve** to give them access to control your system.
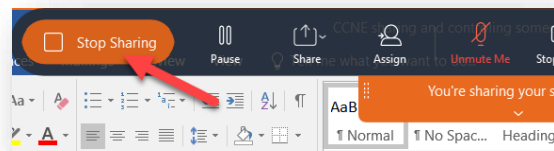

You may see the message to the right (**Passing control to *Webex attendee***) on your screen as the person requesting access gains access to control your system.

The person will be able to control your system as long as you do not click your mouse button. When you move your mouse you will see the message to the right and have the opportunity to take back control your system by clicking once on your left mouse button.
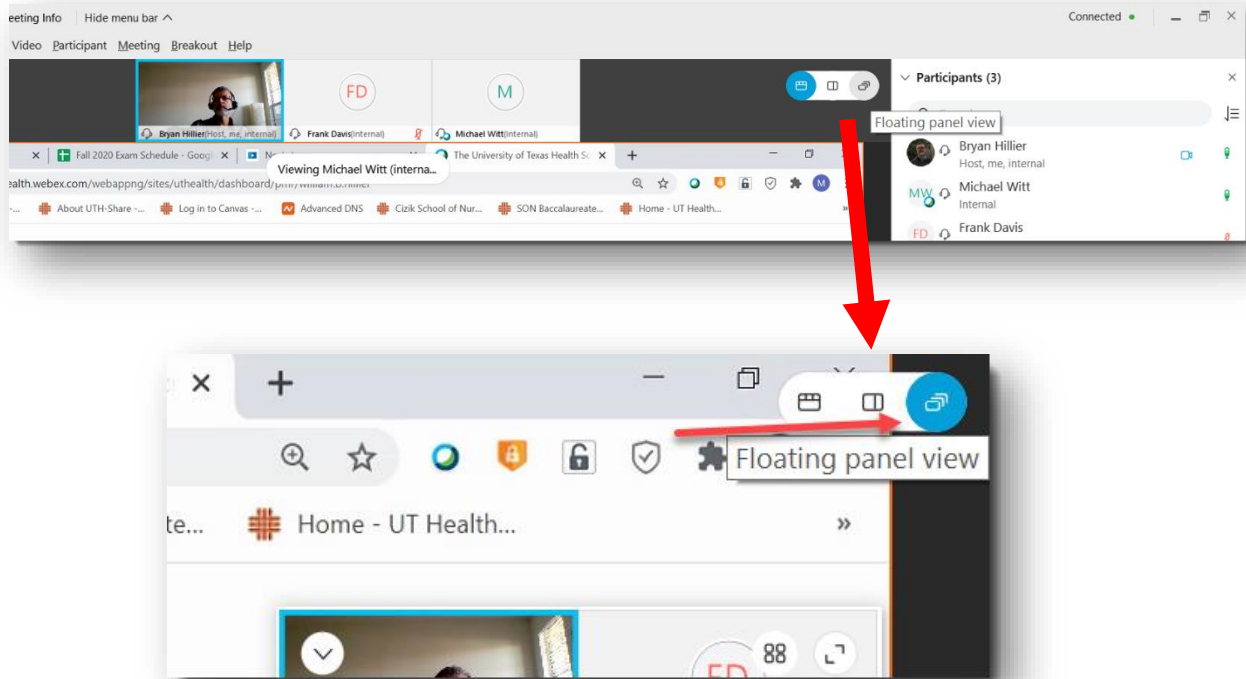

If you take control of your mouse and keyboard from someone they can regain access without requesting control by clicking on the shared screen. When you are ready to stop the remote control and screen sharing session click on **Stop Sharing.**
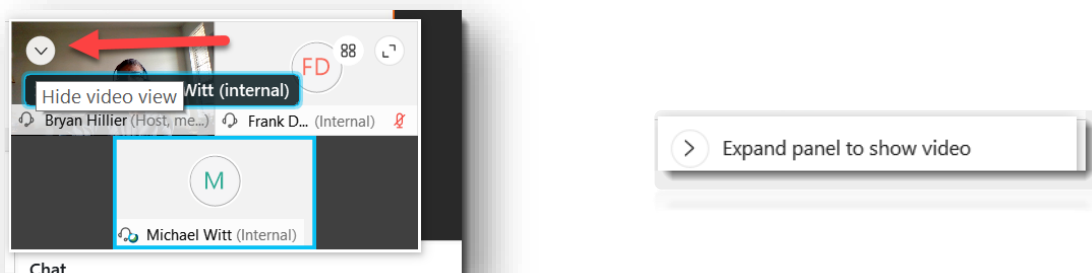
Requesting Remote Control of Someone's System

To get a full view of the screen being shared, the best option is to select the floating Panel view.
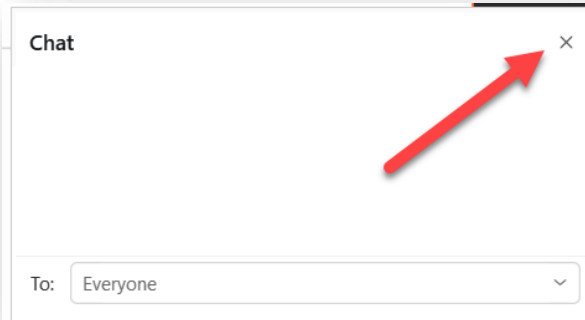

Once you are in the **Floating panel view** you will see the screen being shared on your entire screen. The video squares from the participants and the chat box will show up as floating windows on top of the shared screen. The **video window** can be minimized and the **chat window** can be closed if you wish.
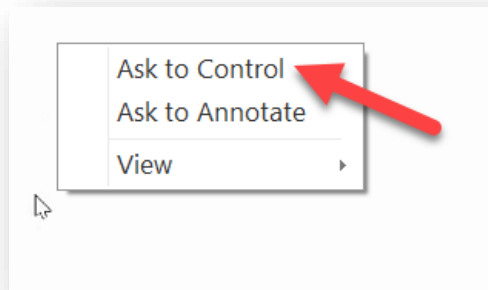
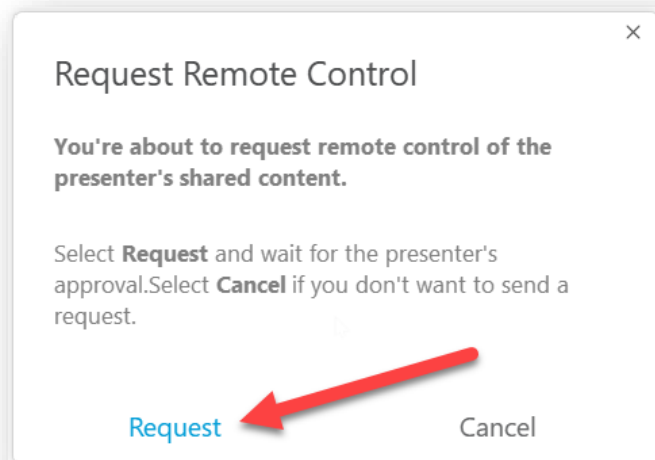Click on the chevron to select hide the **video window**.

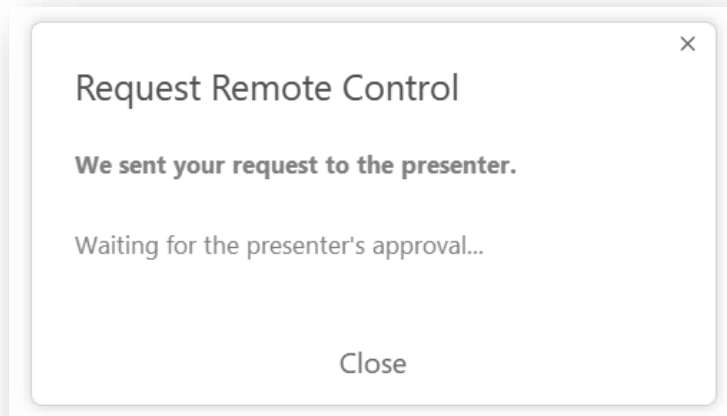To close the **chat window** click on the **X**

When you are ready to take over and control the shared screen, right click on in the screen being shared and select **Ask to Control**.
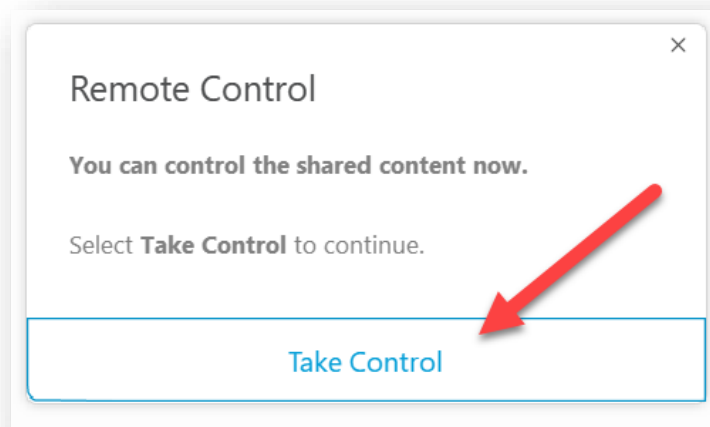

You will be presented with the confirmation screen below. Select **Request** to send to the request to the person sharing their screen.

You will see the **Request Remote Control** window pop up once you have sent the request.

Request Remote Control

We sent your request to the presenter.

Waiting for the presenter's approval...

Close

Once the person sharing their screen grants your request you will see the **Remote Control** window open. Click on **Take Control** and you will be able to control their screen with your mouse and keyboard.

Remote Control

You can control the shared content now.

Select **Take Control** to continue.

Take Control

If the person sharing their screen wants to take over the mouse control they can move their mouse and click once to take over control of the screen. If you need to take over again you can move your mouse and you will see the message shown to the right **Click to gain control**. You will have the opportunity to take control of the system being shared again by clicking once on you left mouse button. Once the person stops sharing their screen the ability to control and see the other person's screen will end.

Click to gain control.