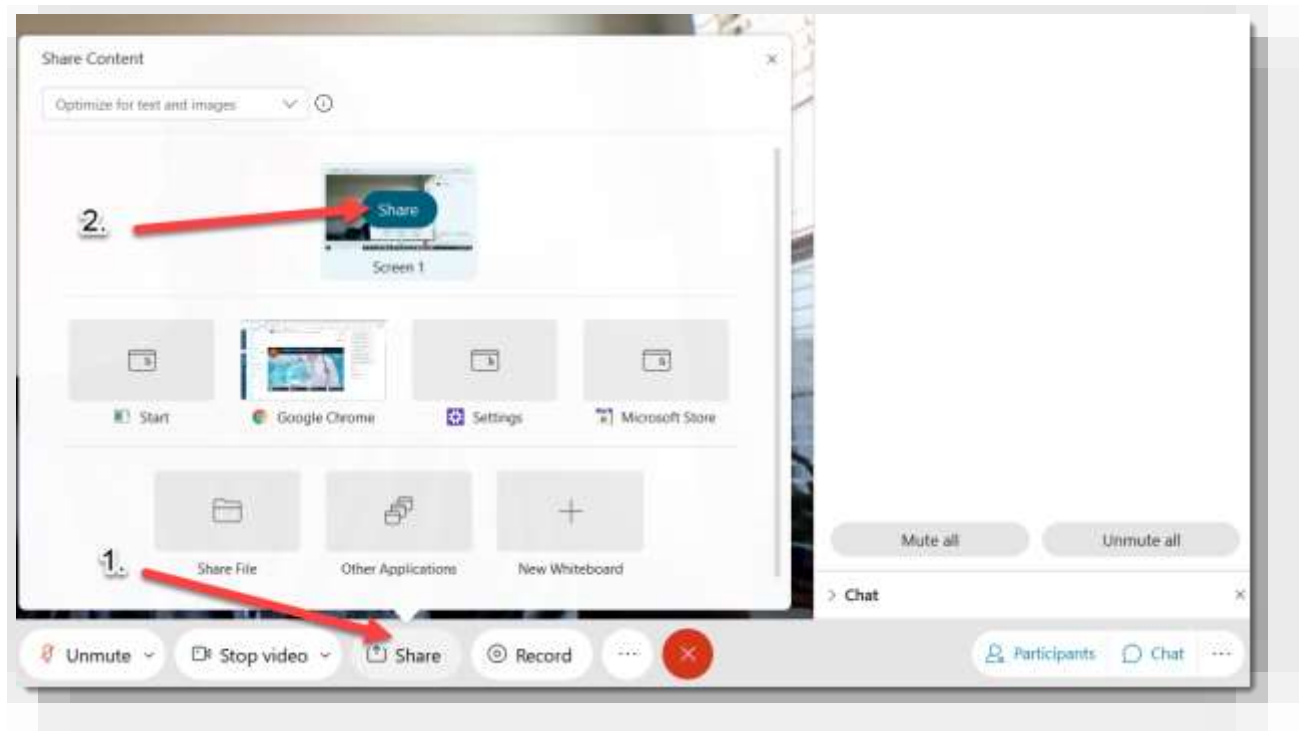
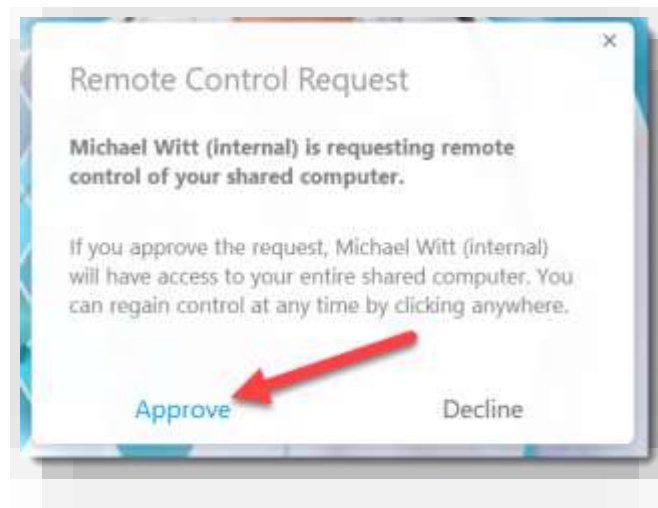


Sharing your screen


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.

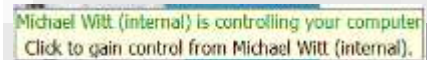


You may see the message to the right (**Passing control to Webex attendee**) on your screen as the person requesting access gains access to control your system.



Passing control to Michael Witt (internal).

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.



Michael Witt (internal) is controlling your computer.
Click to gain control from Michael Witt (internal).

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**.

