

Application Sharing

Application Sharing icon

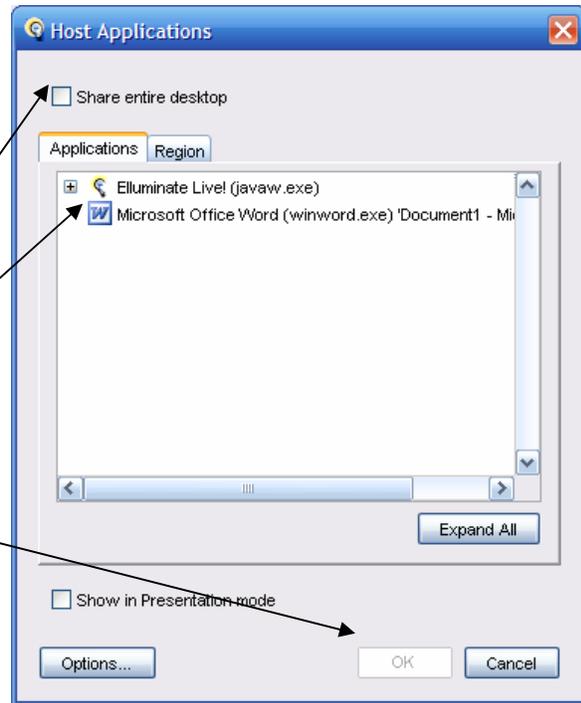


Application Sharing allows participants to share a file, program or their entire desktop with other vRoom participants. The application you want to share must be **open** and **maximized** behind the vRoom window.

Share entire desktop (use caution)
Or

Select program to share (i.e. Word)

Click OK



Note: When you turn on Application Sharing, all icons move to a vertical toolbar on left side.

The following icons are available once Application Sharing is engaged.

Stop sharing the applications or the desktop



Pause sharing your desktop (and take back control)

Minimize the main window and show the mini-controller

Show the application sharing preview window (i.e. student view)

Application share snapshot to whiteboard



To resume application sharing

Give Control and Request Control

Give Control allows the moderator to give control of the mouse to a participant

OR the participant to give control of the mouse to the moderator.

- ✓ Select name **to give control to** in Participant window
- ✓ Right Click name > Give Control
 - OR** Tools menu > Application Sharing > Give Control of Shared Applications
- ✓ Click OK to confirm

Application Sharing icon in Participants window changes to red arrow indicator



To take back control click  **OR** Ctrl + spacebar

Request Control allows a participant to ask the moderator for control of the mouse

OR the moderator to ask a participant for control of the mouse.

- ✓ Select name **to request control from** in Participant window
- ✓ Right Click name > Request Control of Shared Applications
 - OR** click mouse icon in upper left corner of application sharing window
- ✓ Click OK to confirm
 - Application sharing window is outlined in pink

Application Sharing icon in Participants window changes to red arrow indicator



To revoke grant of control click  **OR** Ctrl + spacebar

Web Tour

Web Tour icon

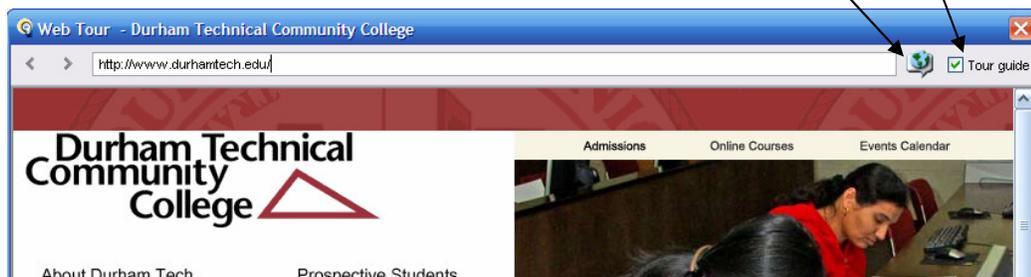


Web Tour allows the moderator to enter a URL for synchronized web surfing.

Tour guide defaults to synchronized surfing

- ✓ Uncheck to allow participants to independently follow links on website

Publish a URL in the Chat window for participants to save or bookmark



Note: Web Tour does not work with websites that require a password. For password protected websites use Application Sharing.

File Transfer

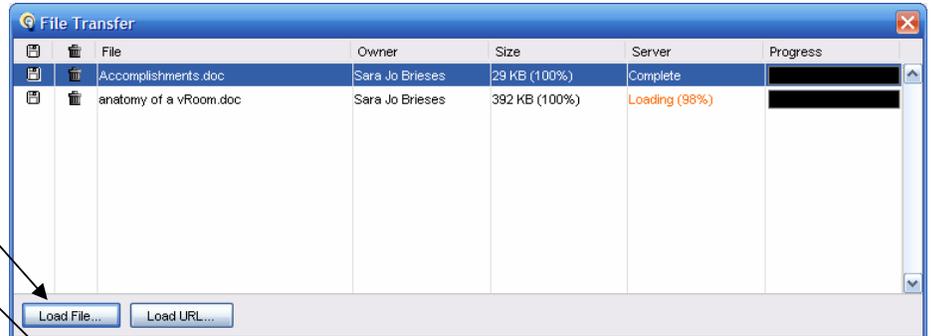
File Transfer icon



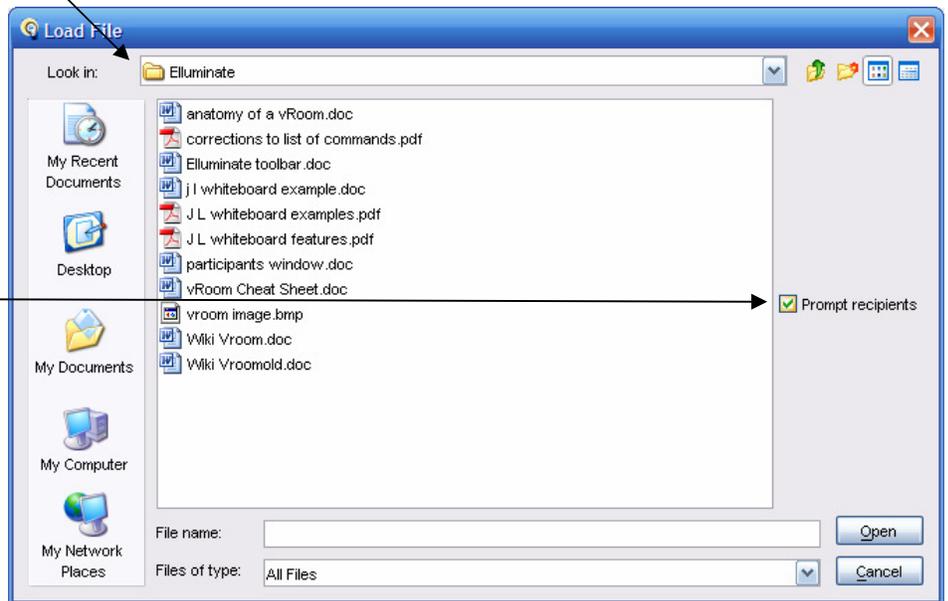
File Transfer allows a file to be uploaded to the server and then pushed to each participant for download. Participants must choose to save the file locally.

Click Load File

Browse to file.



Prompt recipients prompts participant to save transferred file.



Moderator can give a participant permission to transfer a file by clicking the file transfer icon which creates a File Transfer column in the Participants window. Click next to a participant name in the Participants window to grant File Transfer permission.

Note: File Transfer icon is only visible in moderator's view.

