Can Hosts share applications from desktop?

Hosts can share any application already open inside the Online Meeting.

Hosts will control the application window as a normal full-screen program. Meeting participants will see the application window in the “Share pod” and can make the application “Full Screen”.

To share an application Hosts:

- select “Pods” in the Main menu then “Share”, “Add New Share”

- within the new share pod click on the Arrow button to the right of “Share My Screen” in the “Share pod”. Click on “Share My Screen”.

- A pop-up dialogue will appear.
- Click on the radio button next to “Applications” to reveal a list of applications running on Host’s computer.
- Click to tick the box next to the application the Host wishes to share (Hosts can select more than one).
- Click on the “Share” button.
• The Host’s meeting window will minimise and the Host will be taken to the selected application.

• Hosts will know they are sharing by either the:
  o Adobe Connect icon appearing in the Host’s system tray;
  o “Stop Sharing” button appearing at the top right of the Host’s applications window.

• To access extra sharing options Hosts can click on the:
  o Adobe Connect icon; or
  o arrow to the right of the “Stop Sharing” button.

• Hosts can stop sharing the application in several ways:
  o click the Stop Sharing button;
  o click on the Adobe Connect icon and select “Stop Sharing” Screen;
  o Select the meeting from the task bar to maximise the meeting and click “Stop Sharing” from your “Share pod”.

Pause and Annotate
• “Pause and Annotate” is available when sharing applications.
  The Host’s Online Meeting window will maximise and a screen-grab of the application will appear in the Share pod.
Hosts can use the drawing tools to draw over the screen or grant meeting participants rights to draw on the screen.

- To access “Pause and Annotate” select the:
  - Adobe Connect icon; or
  - arrow to the right of the Stop Sharing button at the top-right of your application window.

Click on either of these, then click Pause and Annotate.

This will bring up a screen grab and the drawing tools.

- Drawing on this screen will not affect the application or any open document/file.
• Hosts click on the “Resume” button to:
  o resume sharing the application as before;
  Please note:
  On resuming sharing annotations are discarded but if Hosts are recording the Online Meeting the drawing/annotations will be recorded.
  o “Choose Window to Share”;
  o “Stop Screen Sharing”.

For more information:
  1. select the help icon from within the Online Meeting.
  2. visit:
     o Adobe Connect Pro YouTube channel
     o Learn Adobe Connect