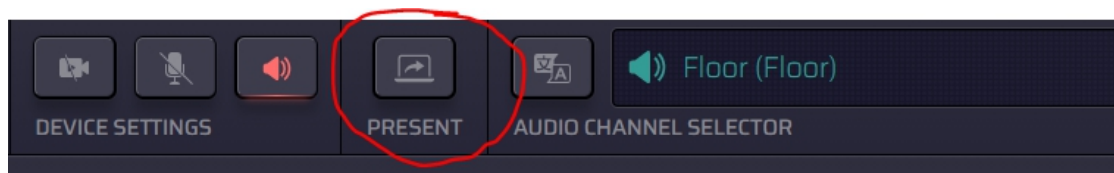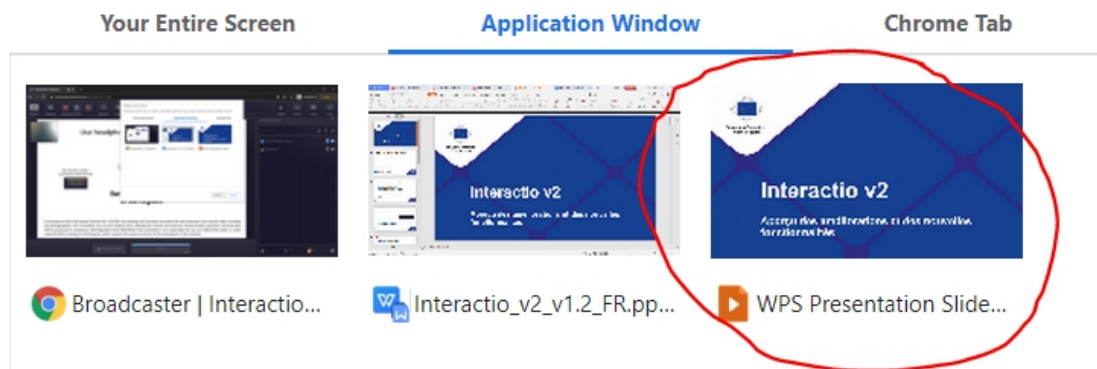# Interactio - How to share your screen (moderator action required):

1. Any participant can easily share their screen without switching on their microphone

2. Moderator action: Allow participant to speak (turn blue).

3. Open the file (powerpoint, pdf, document, …) you want to share (make sure it's not minimized). For a Powerpoint, start the presentation before continuing. Return to Interactio by pressing ALT+TAB.

4. Press the 'Present' button':

5. Select 'Application Window' and the window you want to share (only NOT minimized windows will be shown):

In case of a powerpoint, make sure to select the presentation view.

6. Click 'Share'. Your computer will switch automatically to your selected window and your screen will be shared immediately without switching on the microphone.

7. All other participants will see their screen switch to the 'Presentation Layout' (but can still select the layout of their choice)

8. Speaker (yourself or another participant): switch on mic.

9. Press the 'Present' or 'Stop sharing' button to stop sharing.

10. Moderator action: Close mic if needed

Notes:

- Use a wired PC with a good and stable internet connection
- Use a wired head set
- On Windows, use Chrome only. On Mac, use Safari only. Other browsers are not supported by Interactio
- You must have a working microphone if you want to share your screen

- In case of any problem, refresh your browser window and try again
- If that didn't help, close <u>all</u> your browser windows and reconnect again
- If that didn't help, reboot your computer. If the problem still persists, try another computer.