ClicktoHuddle

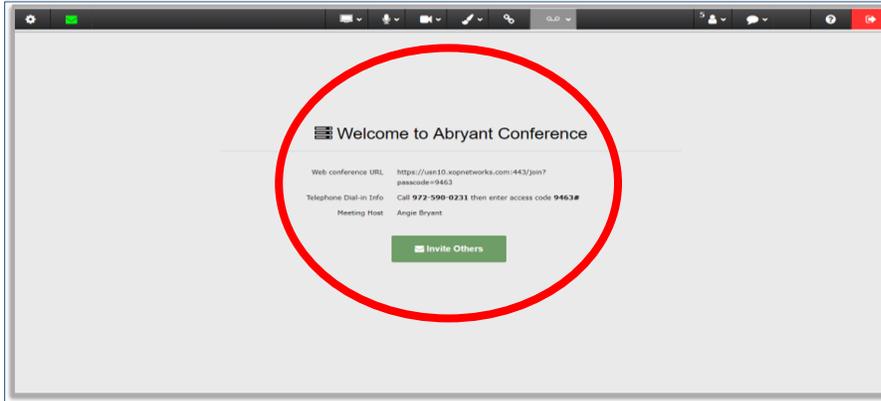# *Getting Started with Screen Sharing*

Beginning Your Huddle

Congrats! You are now in your Huddle!

Note: Your participant conference details are on this screen. Participant code will be different than your moderator code. Attendees can either join audio directly from their computer or can join via phone with the dial information & access code shown here.
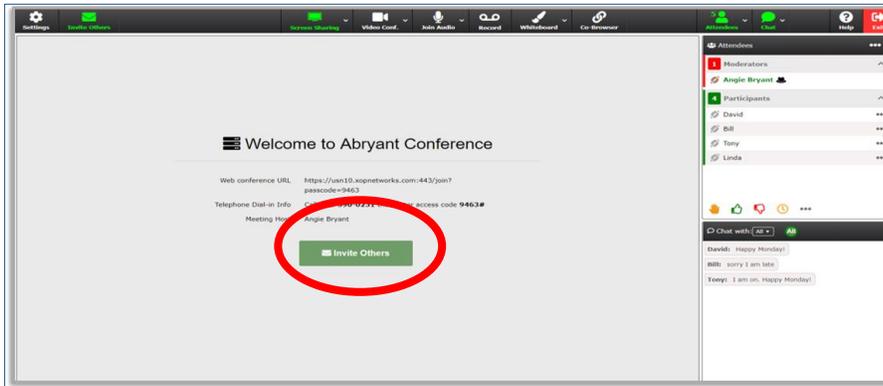
Begin Screen Sharing
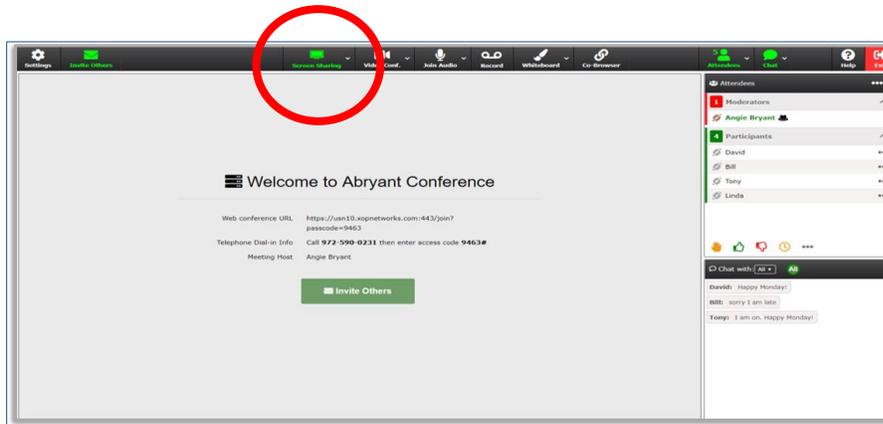
Go to: Click on **Screen Sharing**

1. Click on **Screen Sharing**

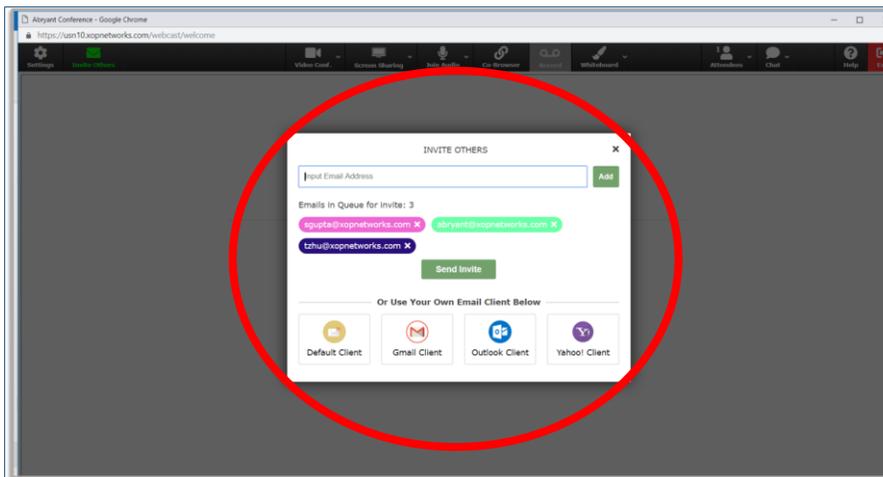2. You will be prompted to download Chrome Extension
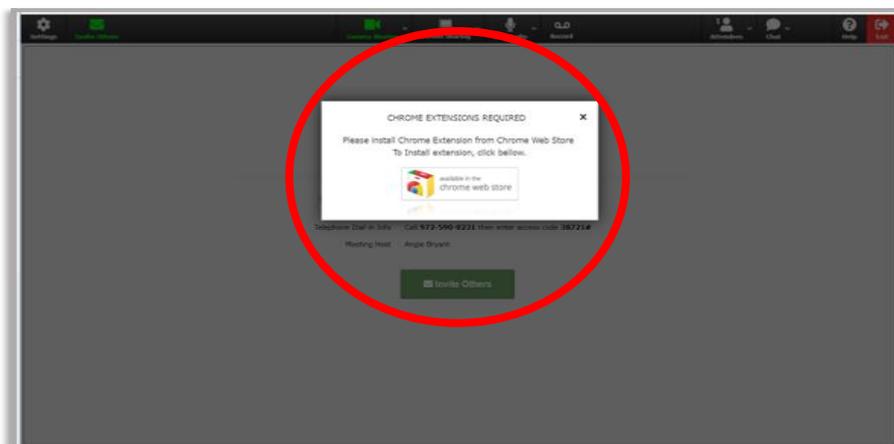
Note: You will only be prompted to download the Chrome extension for initial set up. Please install the extension on your Chrome browser.
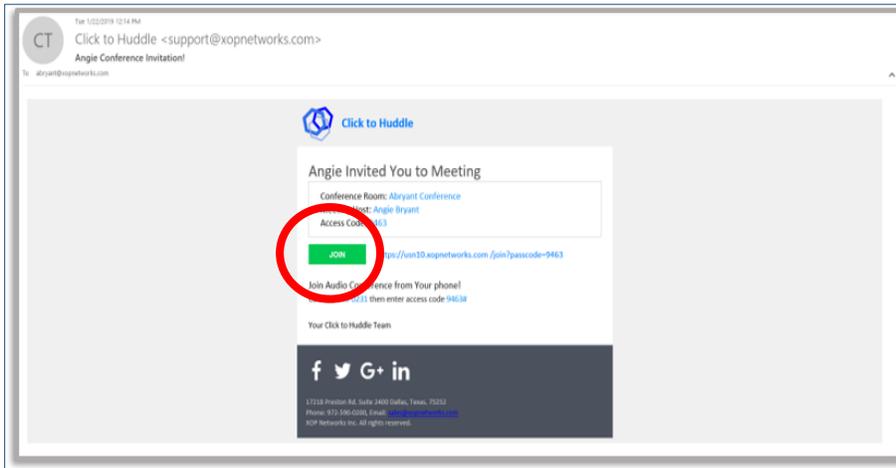
3. Now you can invite your participants using one of the email clients by clicking **Invite Others.**
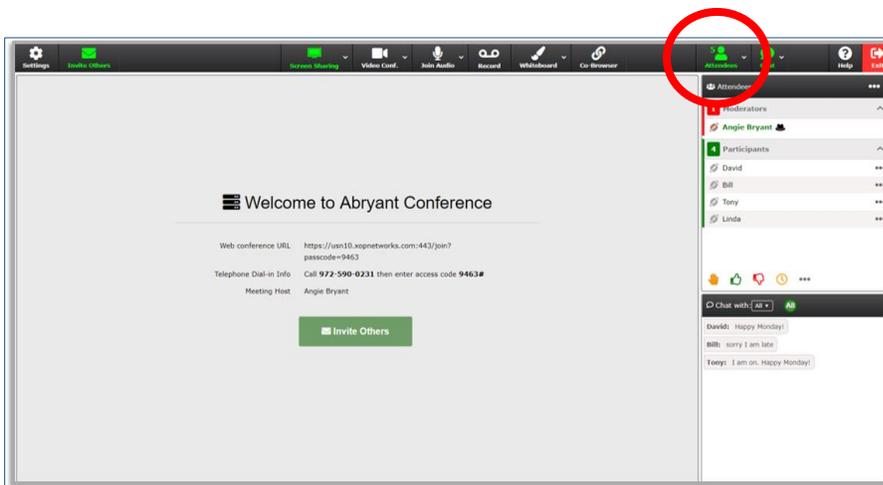

4. Enter attendee emails to add them to the conference & click **Send Invite.**
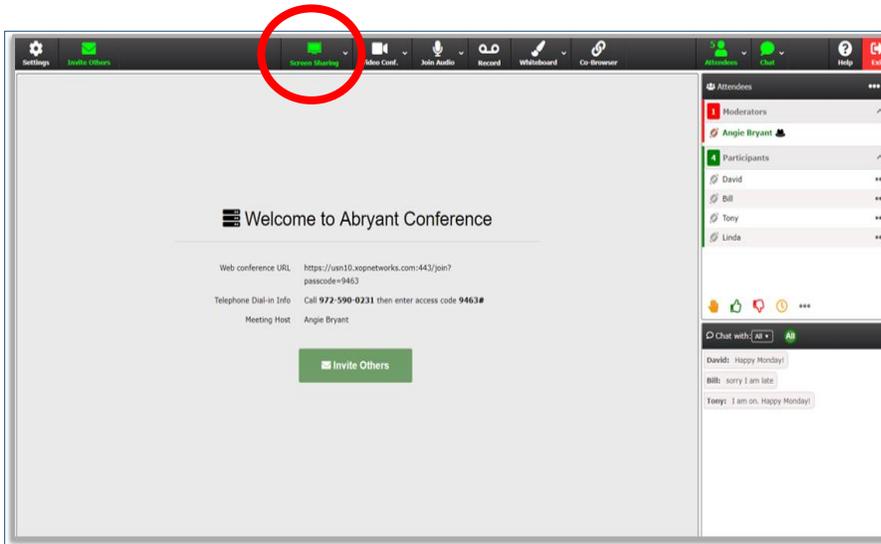
5. Attendees will receive the following email and can attend the meeting by clicking **Join.**

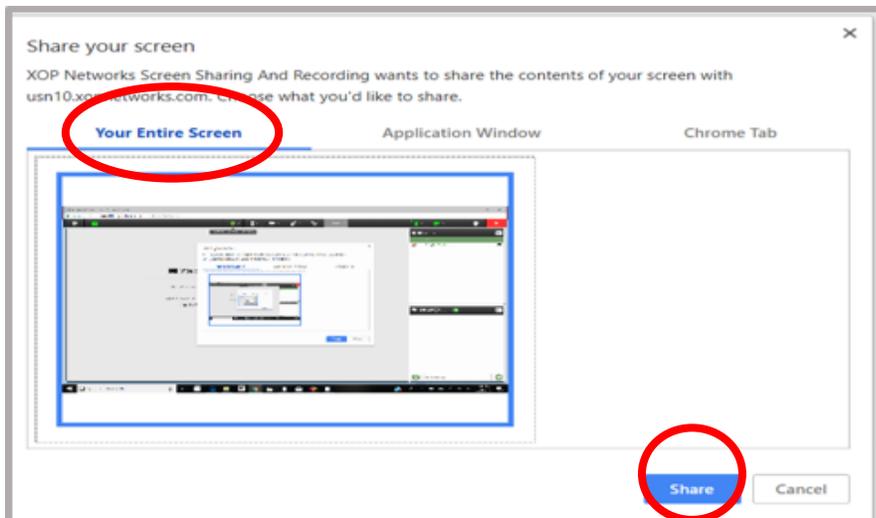**6.** Click on **Attendee Panel** to view attendees in your conference.

7. Click on **Screen Sharing** again to begin screen share after the Chrome extension has been added.

8. Click on **Your Entire Screen.**

9. Click on **Share** to begin screen sharing during your huddle.

Note: Your attendees will be able to view your PC's entire screen.

Contact Us

This document has been designed to serve as a handy reference guide for our Web Collaboration users.

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Director of Sales

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