



Knowledge to lead

Screen Sharing

Step by Step

Choosing a Screen Sharing Tool

When choosing a screen sharing tool, the following questions need to be answered:

- Is there a system requirement for the presenter/participant? (i.e.: Windows)
- How many participants can join the meeting? (i.e.: max. 25 participants)
- What special features are needed? (i.e.: audio)
- How much does it cost? (i.e.: free)

Conducting a Screen Sharing Session

Usual steps to start sharing a screen (Presenter):

- Register (only the first time) and download software if required
- Create a meeting
- Invite participants
- Start the meeting

Usual steps to start viewing a screen (Participant):

- Register if required
- Join the meeting by clicking on the link received via email

Practical Tips

It is recommended that the presenter and the participant(s) have speedy internet connection to see the screen without experiencing a long delay.








unitar

United Nations Institute for Training and Research

Open Source Tools

Below you have a selected compilation of screen sharing tools. All the tools listed are free of charge and available on the Internet. For each tool listed, some general information is provided: Operating System (OS), # of Participants, Type of Application, Function and Features. The last column displays a screenshot of the participants' view. *Explanation of Function:* Desktop Sharing - for displaying what is on your computer screen, Presentation Sharing - for giving a presentation, Web Page Sharing - for giving a tour of a website, Whiteboard Sharing - for drawing and/or writing on a white page, Application Sharing - for showing an application.

Tool & OS	# of Part.	Type of Application	Function	Features	Visualization
Dimdim Windows / Mac	20	Browser-based (Presenter needs to download Screencaster 5.0 Plug-in)	Desktop Sharing, Presentation Sharing, Web Page Sharing, Whiteboard Sharing	Chat (public and private), Audio, Video, Ad-hoc and Scheduled Meeting, Switch Presenter, Annotation Toolbar, Full Screen, Zoom, Recording, Emoticons	
Fuze Meeting Windows / Mac / Linux	4	Browser-based (Presenter needs to download Adobe Flash Player 10 and FuzeShare plug-in [2.48MB])	Desktop Sharing, Presentation Sharing	Chat (public and private), Audio, Ad-hoc and Scheduled Meeting, Switch Presenter, Annotation Toolbar, Full Screen, Zoom, Attend online meetings from an iPhone or BlackBerry or WiFi-enabled mobile device or laptop	
Wizig Windows / Mac	500	Browser-based	Presentation Sharing, Whiteboard Sharing	Chat (public), Audio, Video, Ad-hoc and Scheduled Meeting, Make Presenter(s), Annotation Toolbar, Record 3 classes, Math Toolbar	
Zoho Meeting Windows / Mac / Linux	2	Browser-based (Presenter needs to download Zoho Meeting.cab add-on)	Desktop Sharing	Chat (public), Ad-hoc and Scheduled Meeting, Switch Presenter, Full Screen, Zoom, Remote Control	
Slidelive Windows	4	Browser-based (Presenter needs to download Adobe Flash v.5)	Presentation Sharing	Ad-hoc Meeting	






unitar

United Nations Institute for Training and Research



Proprietary Tools

Below you have a selected compilation of screen sharing tools that are paid for. For each tool listed, some general information is provided: Operating System (OS), Type of Application, Function and Features. The last column displays a screenshot of the participants' view. *Explanation of Function:* Desktop Sharing - for displaying what is on your computer screen, Presentation Sharing - for giving a presentation, Web Page Sharing - for giving a tour of a website, Whiteboard Sharing - for drawing and/or writing on a white page, Application Sharing - for showing an application.

Tool & OS	Type of Application	Function	Features	Visualization
WebEx Cisco Windows / Mac / Linux	Browser-based (Presenter needs to download WebEx Client add-on [11.71MB])	Desktop Sharing, Presentation Sharing, Application Sharing, Web Page Sharing, Whiteboard Sharing	Chat (public and private), Audio, Video (up to 6 webcams), Ad-hoc and Scheduled Meeting, Switch Presenter, Full Screen, Zoom, Recording, Desktop Icon, Presenter can join from iPhone	
Adobe Acrobat Connect Pro Windows / Mac	Browser-based (Presenter needs to download Flash Player and Adobe Acrobat Connect Pro [3.77MB])	Desktop Sharing, Presentation Sharing, Application Sharing, Whiteboard Sharing	Chat (public and private), Audio, Video, Ad-hoc and Scheduled Meeting, Switch Presenter, Full Screen, Recording, Emoticons, Discussion and Collaboration Panel, Attendance List, Poll	
Genesys Meeting Center Windows / Mac / Linux	Browser-based (Presenter needs to download Genesys Meeting Center [23.64MB])	Desktop Sharing, Presentation Sharing, Application Sharing, Web Page Sharing	Chat (public and private), Audio, Video, Ad-hoc and Scheduled Meeting, Annotation Toolbar, Full Screen, Zoom, Recording, Desktop Icon, Emoticons, Waiting Room, Password Protection, SSL Encryption, CallerID	
BeamYourScreen Windows	Browser-based (Presenter needs to download BeamYourScreen [4.40MB])	Desktop Sharing	Ad-hoc and Scheduled Meeting, Switch Presenter, Annotation Toolbar, Recording, Desktop Icon, Remote Control, 256-bit AES end-to-end encryption to encrypt all screen data transmitted by BeamYourScreen	