



## Training Terminology - Toolkit

Knowledge to lead

# Organizing a Screen Sharing Session

## Step by Step

### 1. 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)

### 2. 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.

## Web Resources







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, # of Participants, Type of Application, Function and Features. You can also see screenshots from the view of a Presenter and a Participant.

Tool	Operating System	# of Participants	Type of Application	Function	Features	Presenter View	Participant's View
<a href="#">Dimdim</a>	Windows / Mac (for moderator) Windows / Mac / Linux (for participants)	20	Browser-based (Presenter needs to download Screencaster 5.0 Plug-in)	<ul style="list-style-type: none"> <li>• Desktop Sharing</li> <li>• Presentation Sharing</li> <li>• Web Page Sharing</li> <li>• Whiteboard Sharing</li> </ul>	<ul style="list-style-type: none"> <li>• Chat (public and private)</li> <li>• Audio</li> <li>• Video</li> <li>• Ad-hoc and Scheduled Meeting</li> <li>• Switch Presenter</li> <li>• Annotation Toolbar</li> <li>• Full Screen</li> <li>• Zoom</li> <li>• Recording</li> <li>• Emoticons</li> </ul>		
<a href="#">Fuze Meeting</a>	Windows / Mac / Linux	4	Browser-based (Presenter needs to download Adobe Flash Player 10 and FuzeShare plug-in [2.48MB])	<ul style="list-style-type: none"> <li>• Desktop Sharing</li> <li>• Presentation Sharing</li> </ul>	<ul style="list-style-type: none"> <li>• Chat (public and private)</li> <li>• Audio</li> <li>• Ad-hoc and Scheduled Meetings</li> <li>• Switch Presenter</li> <li>• Annotation Toolbar</li> <li>• Full Screen</li> <li>• Zoom</li> <li>• Attend online meetings from an iPhone or BlackBerry or WiFi-enabled mobile device or laptop</li> </ul>		



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Tool	System Requirement	# of Participants	Type of Application	Function	Special features	Presenter View	Participant's View
<a href="#">WiZiQ</a>	Windows / Mac	500	Browser-based	<ul style="list-style-type: none"> <li>• Presentation Sharing</li> <li>• Whiteboard Sharing</li> </ul>	<ul style="list-style-type: none"> <li>• Chat (public)</li> <li>• Audio</li> <li>• Video</li> <li>• Ad hoc and Scheduled Meeting</li> <li>• Make Presenter(s)</li> <li>• Annotation Toolbar</li> <li>• Record 3 classes</li> <li>• Math Toolbar</li> </ul>		
<a href="#">Zoho Meeting</a>	Windows / Mac / Linux	2	Browser-based (Presenter needs to download Zoho Meeting.cab add-on)	Desktop Sharing	<ul style="list-style-type: none"> <li>• Chat (public)</li> <li>• Ad hoc and Scheduled Meeting</li> <li>• Switch Presenter</li> <li>• Full Screen</li> <li>• Zoom</li> <li>• Remote Control</li> </ul>		
<a href="#">Slidlive</a>	Windows	4	Browser-based (Presenter needs to download Adobe Flash v.5)	Presentation Sharing	Ad hoc Meeting		



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Below you have a selected compilation of screen sharing tools. All the tools are charged for but available for Free Trial on the Internet. For each tool listed some general information is provided: Operating System, Free Trial details, Type of Application, Function, Features and Price. You can also see screenshots from the view of a Presenter and a Participant.

Tool	Operating System	Free Trial	Type of Application	Function	Features	Price	Presenter View	Participant's View
<a href="#">WebEx (Cisco)</a>	Windows / Mac / Linux / Presenter can also join from an iPhone	14 days / 25 participants / unlimited meetings	Browser-based (Presenter needs to download WebEx Client add-on [11.71MB])	<ul style="list-style-type: none"> <li>• Desktop Sharing</li> <li>• Presentation Sharing</li> <li>• Application Sharing</li> <li>• Web Page Sharing</li> <li>• Whiteboard Sharing</li> </ul>	<ul style="list-style-type: none"> <li>• Chat (public and private)</li> <li>• Audio</li> <li>• Video (p to 6 webcams)</li> <li>• Ad hoc and Scheduled Meeting</li> <li>• Switch Presenter</li> <li>• Full Screen</li> <li>• Zoom</li> <li>• Recording</li> <li>• Desktop Icon</li> </ul>	USD 69 a month on a month-to-month basis (25 participants)*		
<a href="#">Adobe Acrobat Connect Pro</a>	Windows / Mac (for Presenter) Windows / Mac / Linux / Solaris (for participants)	30 days / 5 participants	Browser-based (Presenter needs to download Flash Player and Download Adobe Acrobat Connect Pro [3.77MB])	<ul style="list-style-type: none"> <li>• Desktop Sharing</li> <li>• Presentation Sharing</li> <li>• Application Sharing</li> <li>• Whiteboard Sharing</li> </ul>	<ul style="list-style-type: none"> <li>• Chat (public and private)</li> <li>• Audio</li> <li>• Video</li> <li>• Ad-hoc and Scheduled Meeting</li> <li>• Switch Presenter</li> <li>• Full Screen</li> <li>• Recording</li> <li>• Emoticons</li> <li>• Discussion and Collaboration Panel</li> <li>• Attendance List</li> <li>• Poll</li> </ul>	USD 0.32/min/user (Pay-Per-Use Plan with 5 participants) - Introductory Rate or US\$ 375.00/month (5 participants)*		



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Tool	System Requirement	Free Trial	Type of Application	Function	Special features	Price	Presenter View	Participant's View
<a href="#">Genesys Meeting Center</a>	Windows / Mac / Linux	15 days / 5 participants	Browser-based (Presenter needs to download Genesys Meeting Center [23.64MB])	<ul style="list-style-type: none"> <li>• Desktop Sharing</li> <li>• Presentation Sharing</li> <li>• Application Sharing</li> <li>• Web Page Sharing</li> </ul>	<ul style="list-style-type: none"> <li>• Chat (public and private)</li> <li>• Audio</li> <li>• Video</li> <li>• Ad hoc and scheduled meeting</li> <li>• Annotation toolbar</li> <li>• Full Screen</li> <li>• Zoom</li> <li>• Recording</li> <li>• Desktop Icon</li> <li>• Emoticons</li> <li>• Waiting Room</li> <li>• Password Protection, SSL Encryption, CallerID</li> </ul>	On demand*		
<a href="#">BeamYourScreen</a>	Windows	7 days	Browser-based (Needs to download BeamYourScreen [4.40MB])	Desktop Sharing	<ul style="list-style-type: none"> <li>• Ad-hoc and Scheduled Meeting</li> <li>• Switch Presenter</li> <li>• Annotation Toolbar</li> <li>• Recording</li> <li>• Desktop Icon</li> <li>• Remote Control</li> <li>• 256-bit AES end-to-end encryption to encrypt all screen data transmitted by BeamYourScreen</li> </ul>	EUR 25.00 per month (2 participants) / EUR 27.50 per month (11 participants) / EUR 30.00 per month (26 participants)*		

\*Information as per 23.07.09


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