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
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   Usual steps to start viewing a screen (Participant):

   - Register if required
   - Join the meeting by clicking on the link received via email
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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
Dimdim	Windows / Mac (for presenter) Windows / Mac / Linux (for participants)	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 Meetings • Switch Presenter • Annotation Toolbar • Full Screen • Zoom • Attend online meetings from an iPhone or BlackBerry or WiFi-enabled mobile device or laptop		

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Tool	System Requirement	# of Participants	Type of Application	Function	Special features	Presenter View	Participant's View
WiZiQ	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		

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
WebEx (Cisco)	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])	• Desktop Sharing • Presentation Sharing • Application Sharing • Web Page Sharing • Whiteboard Sharing	• Chat (public and private) • Audio • Video (p to 6 webcams) • Ad hoc and Scheduled Meeting • Switch Presenter • Full Screen • Zoom • Recording • Desktop Icon	USD 69 a month on a month-to-month basis (25 participants)*		
Adobe Acrobat Connect Pro	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])	• 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	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
Genesys Meeting Center	Windows / Mac / Linux	15 days / 5 participants	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	On demand*		
BeamYourScreen	Windows	7 days	Browser-based (Needs to download BeamYour Screen [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	EUR 25.00 per month (2 participant) / EUR 27.50 per month (11 participants) / EUR 30.00 per month (26 participants)*		

*Information as per 23.07.09

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