

Cisco Webex Meetings

Share Content in Cisco Webex Meetings—Best Practices

The following best practice tips can help you to share content more effectively:

- To save time, open any applications you want to share before the meeting starts.
- For a maximum amount of bandwidth, close any applications that you do not need or that use bandwidth, such as instant messaging programs, or programs that receive audio or video from the web.
- Try not to cover a shared application or web browser with another window on your computer's screen. A crosshatched pattern appears in participant sharing windows where the other window is covering the shared application or browser.
- If you want to switch your display between shared software and the meeting window, pause sharing before you return to the meeting window, and then resume sharing once you return to the shared application.
- If you have more than one monitor, when you share an application or web browser, the participants can see it on whichever monitor you are displaying it. If you move the application or web browser to another monitor, it is still visible to the participants.
- If you want to share a document, such as a Microsoft Word or Excel document, you can improve the meeting experience for these participants by using file sharing instead of application sharing.
- Animations and transitions are not supported for Office 2013 users sharing PowerPoint slides in File Share. Instead, use Application Share or Screen Share.
- As the presenter, use the page controls at the top of the tab you are sharing to move forward and backward through a document. You can also set a specific time interval before a document automatically advances by going to the View menu and selecting Automatically Advance Pages.