How to Present in a Meeting

Four ways to show something to everyone in the room.

A MegaMeeting room gives you four ways to show something:

- **Share Screen:** anything on your computer, live.
- **Files:** documents you upload, shown page by page, with markup.
- **Whiteboard:** a blank page to draw on together.
- **Media Player:** a video or audio file played for everyone at once.

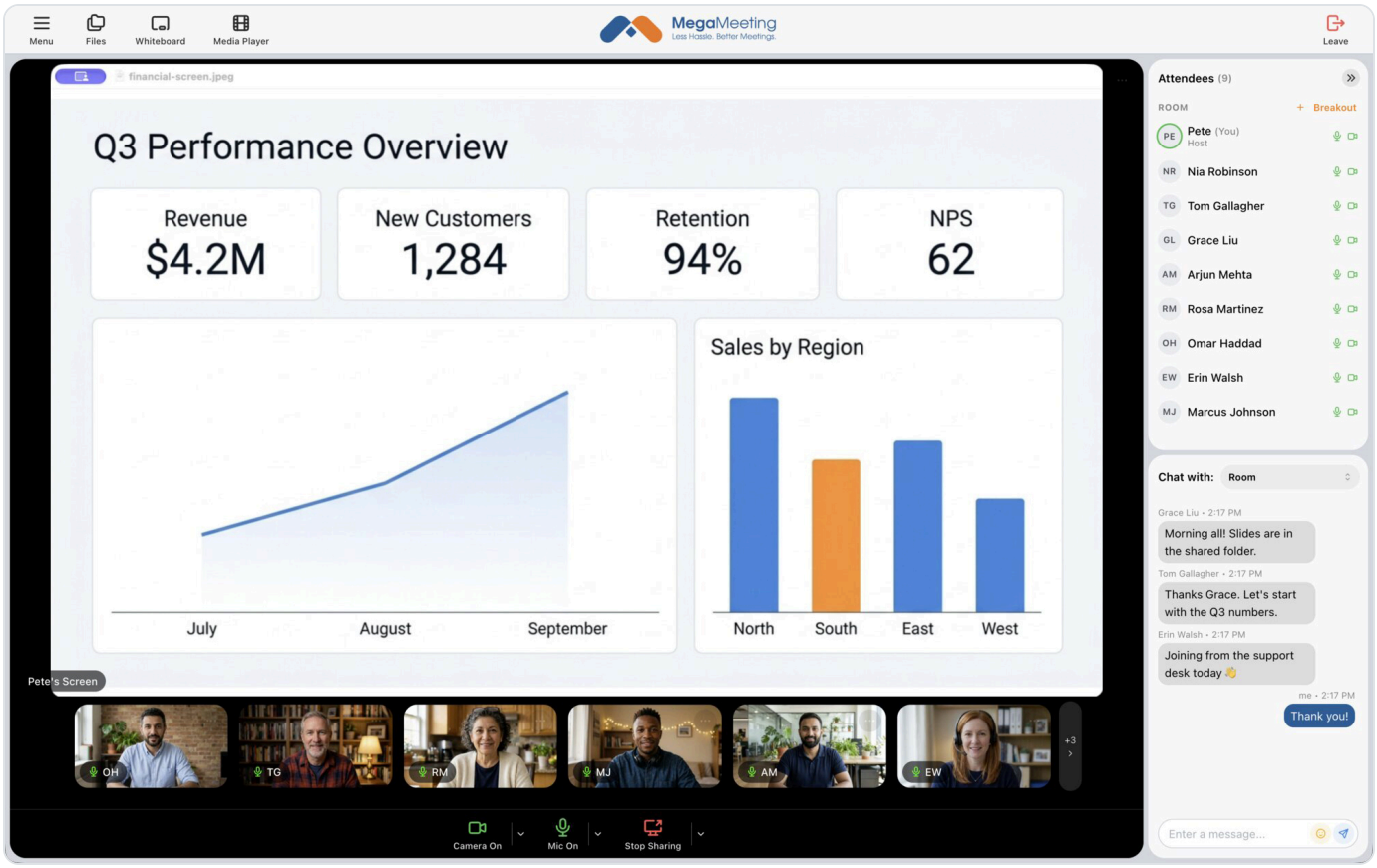
The room needs Files and Media Player turned on in its features (see How to Create a Meeting Room).

1. Share Your Screen

Click **Share Screen** and choose the screen, window or browser tab to share. Everyone sees it in the middle of the room, labeled with your name. Click **Stop Sharing** when you are done.

Hosts and people on the room's attendee list share without asking; anyone else asks a host first (see How to Host a Meeting).

> **BEST PRACTICE: Share a window, not your whole screen**
>
> Sharing just the window you are presenting keeps your email, messages and other tabs out of view, and the picture fills more of everyone's screen.

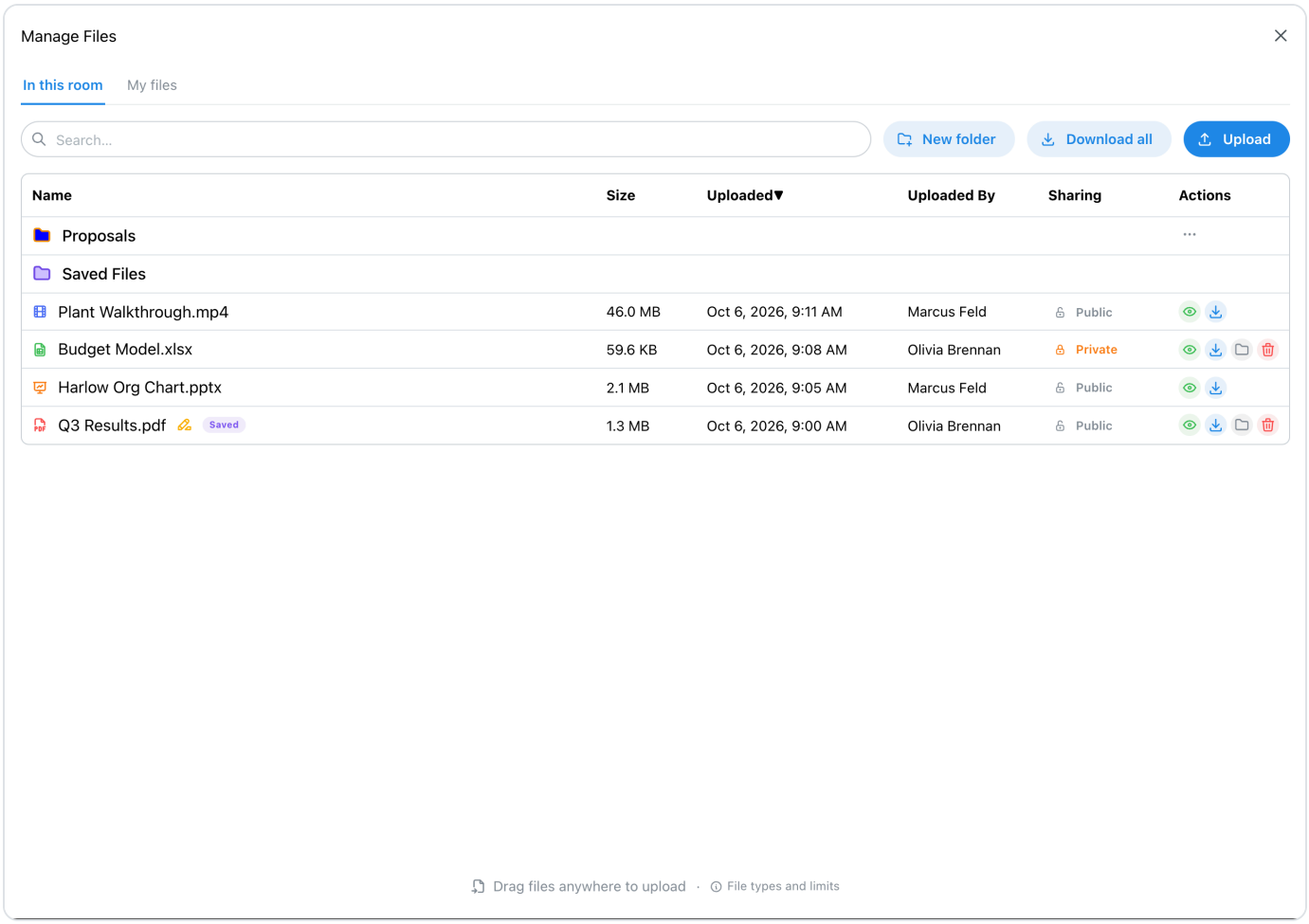


2. Open Files

Click **Files** in the room header to open **Manage Files**. **In this room** lists the room's files and folders; you can search them, make a **New folder**, or use **Download all** to take everything as one zip file. Each file shows who uploaded it and whether it is shared, and its actions let you open, download, move or delete it.

My files holds the files you have uploaded before, in any room, so a document you use often only needs uploading once.

Hosts can always use Files. Attendees can when their entry on the attendee list allows them to upload and download files.



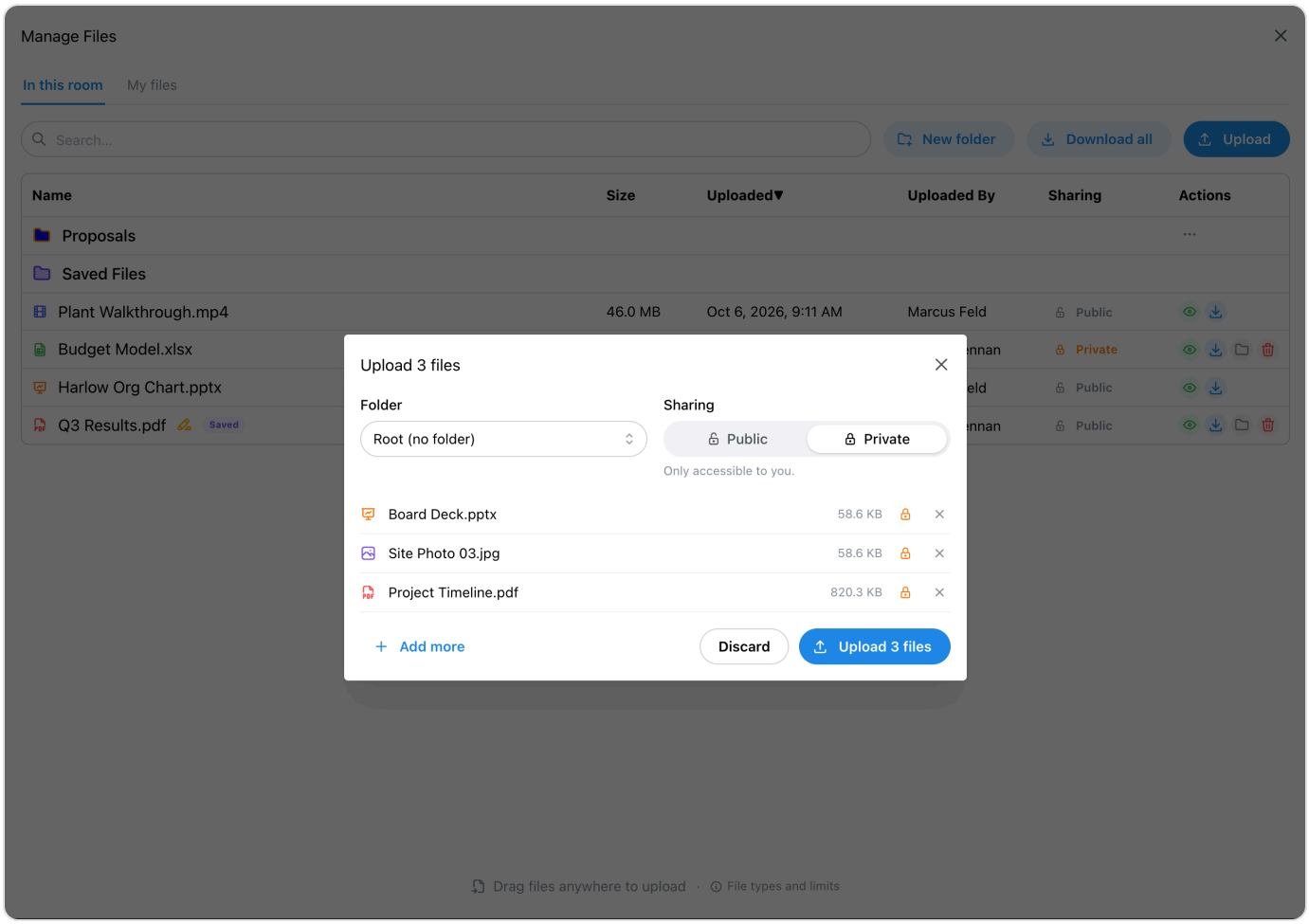
3. Upload Files

Click **Upload**, or drag files anywhere onto the window. In the upload window, choose a **Folder** and the **Sharing**, remove a file with its X or use **Add more**, then click **Upload**.

- **Private:** only you can see the file. New uploads start here.
- **Public:** everyone in the room can see and open it.

PDFs, images, Word, PowerPoint and Excel files, CSV and text files, and video and audio files can all be uploaded. Sharing can be changed later. **File types and limits**, beside the upload instructions, lists exactly what is accepted: documents up to 100 MB, video and audio up to 2 GB. Older Office files (.doc, .xls, .ppt) are not accepted: save them as PDF, or as .docx, .xlsx or .pptx. Convert other video to MP4 and other audio to MP3.

> **GOOD TO KNOW: Password-protected files are refused**
>
> Nobody in the room could open them. Remove the password, save a copy, and upload that instead.



4. Present a File

Open a file from the list. At first only you see it, so you can find the right page. Then click **Start Presentation**: everyone sees the file, and follows as you turn pages, rotate, scroll, zoom and mark it up. Each person sees the part of the page you are looking at, sized to fit their own screen; someone who scrolls or zooms away is shown **Back to presenter's view**. Others see **[your name] is presenting**. Click **Stop Presentation** to finish.

Hosts, and attendees allowed to upload and download files, can present.

5. Mark Up as You Go

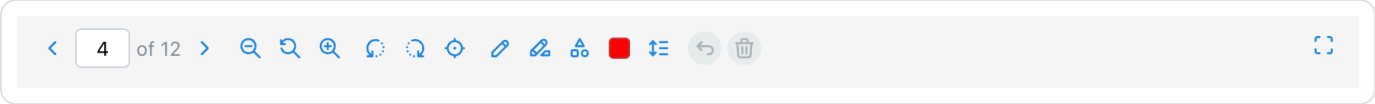
The toolbar above the file has:

- **Pages, zoom and rotate**, and full screen. For someone who can only watch a presentation, full screen fades everything but the file to black.

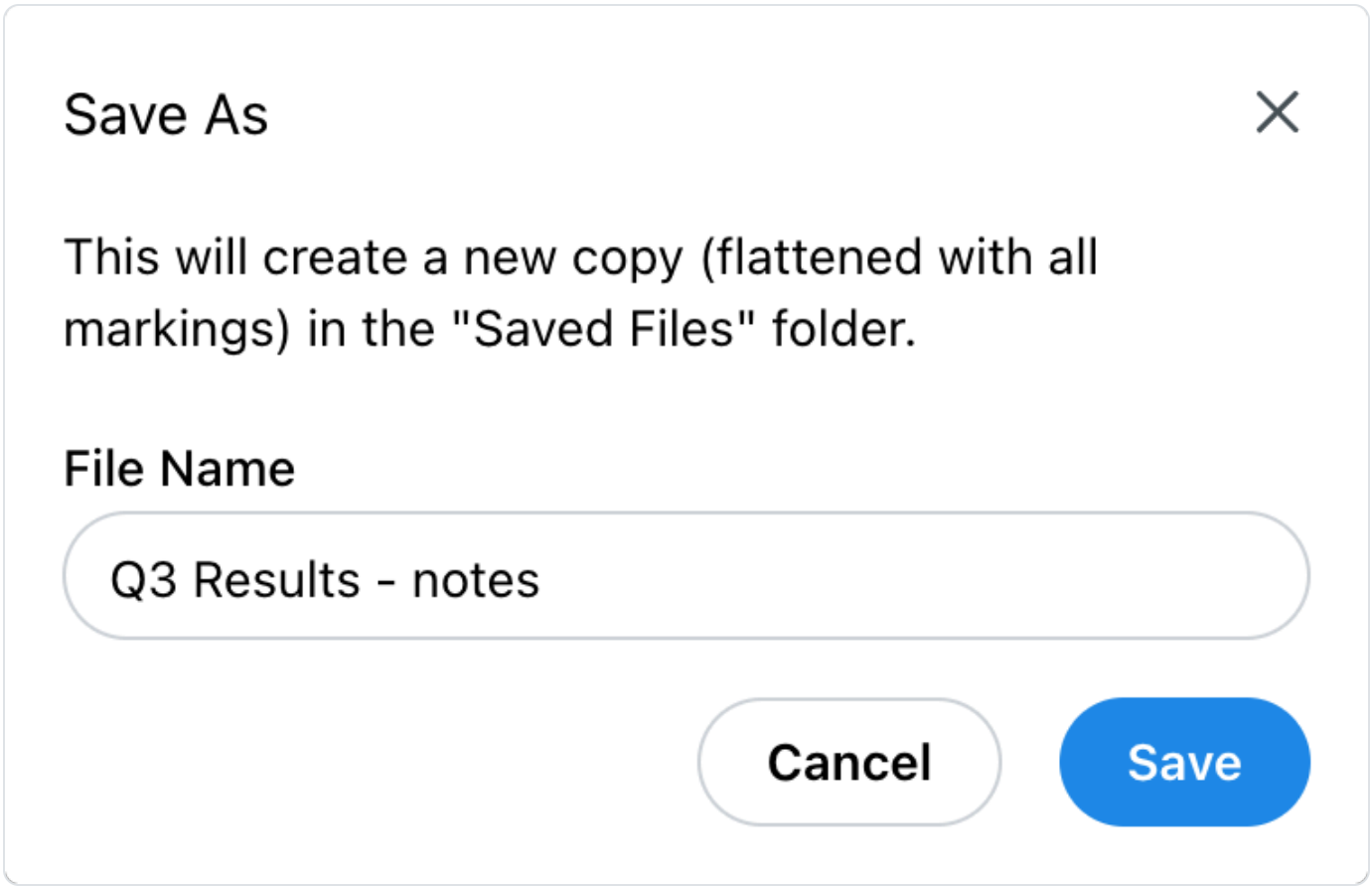
- **Freehand draw** and **Highlight box**, with the **Stroke color** and **Stroke thickness** (Thin to Extra; pen and shapes start on Medium).
- **Shapes:** a line, an arrow, a two-headed arrow, a rectangle, an ellipse, a circle, a check mark or an X. Hold Shift while drawing a line or arrow to keep it level, upright or at 45 degrees.
- **Focus on selection:** draw a box around part of the page to enlarge it. While you are presenting, everyone sees the enlarged area.
- **Undo** and **Clear annotations on this page**. Your Clear removes your own marks; the host, or the presenter while presenting, clears everyone's, and Undo right after brings them back.

Click a tool to pick it up, and click it again (or press Escape) to put it down. With no tool picked up, drag one of your marks to move it, or click it to select it. A selected mark has handles for resizing it and a delete button just above its top right corner. With a tool picked up, a click on one of your marks selects it and a drag draws a new mark. A shape you have just drawn stays selected, so you can move or resize it straight away.

Your markings are saved as you go; files with saved markings show **Saved** in the list. While presenting, **Permissions** lets you choose who else may mark up the file.



To keep a copy with the markings, click **Save As**. It creates a new copy with the markings flattened into it, in the **Saved Files** folder, and leaves the original untouched.



6. Use the Whiteboard

Click **Whiteboard** to open a blank white page in the same viewer as files, with the same tools, plus a background color. Start a presentation to show it to everyone, and use Permissions to let others draw too.

> **GOOD TO KNOW: The whiteboard is not kept**
> When you close it, the drawing is gone. Use **Save As** first to keep it as a file in Saved Files.

7. Play Video or Audio for Everyone

Click **Media Player** to open the **Media Manager**:

- **Upload:** drag files onto it or click to browse, then **Upload All**. MP4, WebM, MOV, MP3, WAV, AAC, OGG and M4A all work.
- **Load from URL:** paste a YouTube, Vimeo or Twitch link, or the address of a video file. **Play Now** plays it straight away; **Save Link** keeps it in the list for later.

- **The list:** play, download, rename or delete anything uploaded to the room.

Playing something opens the player for everyone at once, and keeps them in step. The person who started it controls play, pause and position; everyone else sees **Presenter controlling…** and can turn their own sound off. **Close Presentation** ends it.

> **BEST PRACTICE: Use the Media Player rather than sharing a video**
>
> A video played through a shared screen often stutters and its sound can be poor. The Media Player plays it on each person's own device, so it plays smoothly and at full quality.

