

Web Meeting Application viewing update.

Continuing an initiative to further simplify *DigitalMeeting™ Web*, we have changed the way specific application sharing works. Effective February 28th 2005 rather than share at the file level as previously accomplished the chairperson will now be able to share at the application level. By selecting an Application to share rather than a file within the application, all files will be shared that are open within that application.

Summary:

Before	Now
A chairperson selects one file within an application and shares only that file even if other files are opened within the same application.	A chairperson selects an application to share and all files within that application can be shared.
For example, if the chairperson has three MS Word documents opened, just the one selected is shared and not the other two documents.	For example, if the chairperson has three MS Word documents opened and selects to share the application; all three files will be shared if they become the active window on the chairperson's desktop.

More Details:

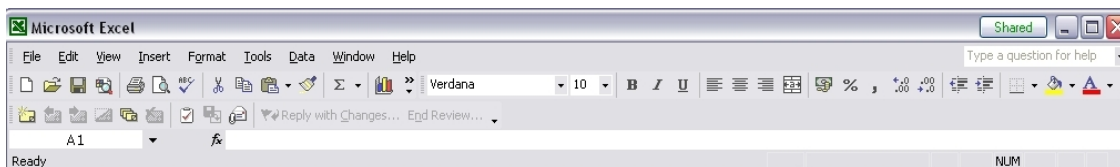
When you select "Application Viewing" from the drop down box on the Conference Controls tab



Participants will view whichever applications you wish to show them. Before choosing Application Viewing, the chairperson should start any of the applications they wish to share with participants.

Notes

1. The chairperson should minimize or close any applications they do not wish to share.
2. Each application that is open will have a "Shared" button in the upper right hand corner of the application.



3. Clicking this button will toggle the status to "Not Shared".
4. Participants will not be able to see applications that are in a "Not Shared" status.

Digital Meeting™