Using BB-Collaborate Ultra Advanced Features – Share Application

At this time, it is recommended that you use Google Chrome as your browser when working with BB-C Ultra. This is one of the features that won’t work in any other browser.

1. After opening the Participant panel, select the Share Content tab.

2. Select the Share Application menu item (blue box).

3. The first time you try to share an application, you will need to add the Desktop Sharing extension (red box). Click the Add to Chrome button.

4. On the pop-up window, click the Add Extension button.
5. Once you select the Share Application menu item, you will have the option to share:
   A. Your Entire Screen
   B. Application Window (like a Word document).

6. If you share your entire screen, make sure you close anything that could show confidential information or has pop-up messages like your email does.
   **Note:** Anyone in the session will be able to see your whole screen, including the BB-C Ultra session.

7. If you share an Application Window, you will need to have the application already open to share it in the session.
8. When you type on the document (blue box) or do anything in the application, anyone in the session will be able to see it (red box).

![Image showing sharing an application]

9. When you’re done, select the **Stop** icon to stop sharing the application.

![Image showing the Stop icon]

Please see the Using the BB-C Ultra Advanced Features – Polling handout or Using the BB-C Ultra Advanced Features – Breakout Groups handout for more information on the Advanced Features available in BB-C Ultra.