

BlueJeans

[music]

Speaker: [00:00:00] One of the more popular features in meetings is to share your screen or your desktop. I'm going to show you how easy it is to do that within BlueJeans. I'm already in my meeting. I'm going to go to the top of the screen and hover over the icon that looks like a monitor and will click on that. This is going to allow me to choose to share my entire desktop as you see right here or I can share a specific app that's open on my machine at that given moment in time. When you choose an app to share, it is only going to share that app and nothing else.

When you switch between different apps or go back to your desktop, or whatever it might be, others will not see that. They will only see what you choose to share here. In this example, I want to share our entire screen. Let's go ahead and click in this area. Now I'm sharing my entire screen. This is everything from my desktop to different windows that will be open and you can switch freely between this. Your participants are going to see it all. A couple of things to note here. First off, this box that you see in the upper right corner says no one is sharing video because right now I have my camera muted.

You do have some controls at the top here. You can unmute your camera to project your video here. You can also mute your microphone and you can also stop sharing here. If we click and drag, we can move this screen around. We can also resize it. If you think that maybe you don't need to see it or it's getting in the way, simply click on this arrow here. That will only show you the toolbar and you can, of course, move that as well. Now, if you're on a Mac, you will have the annotate button available to you. This is coming soon to Windows so stay tuned. Let's go ahead and click on this and you'll see some tools available.

First off, you can change the color of your annotation, you can also click **[00:02:00]** to add a text box and type in some text here. We also have a marker. You can click on the marker and change the pen size. Then you can mark things up on your screen as you see me doing here. We have an eraser. If we click on that, it gives you the capability to erase elements that you have already annotated on your screen. If you want to take everything off of the screen, you can click on the garbage can icon.

Then finally, we have a "Undo" and "Redo" icon that you can use these as you see fit. Now, if you click on "End" this is going to end annotation. It will take you back to screen sharing. Something to note here if you've got multiple monitors, you can always click here to switch screens and that'll switch between your multiple monitors. Otherwise, to stop your screen sharing, all you need to do is click on the "Stop Sharing" button.

[00:03:02] [END OF AUDIO]