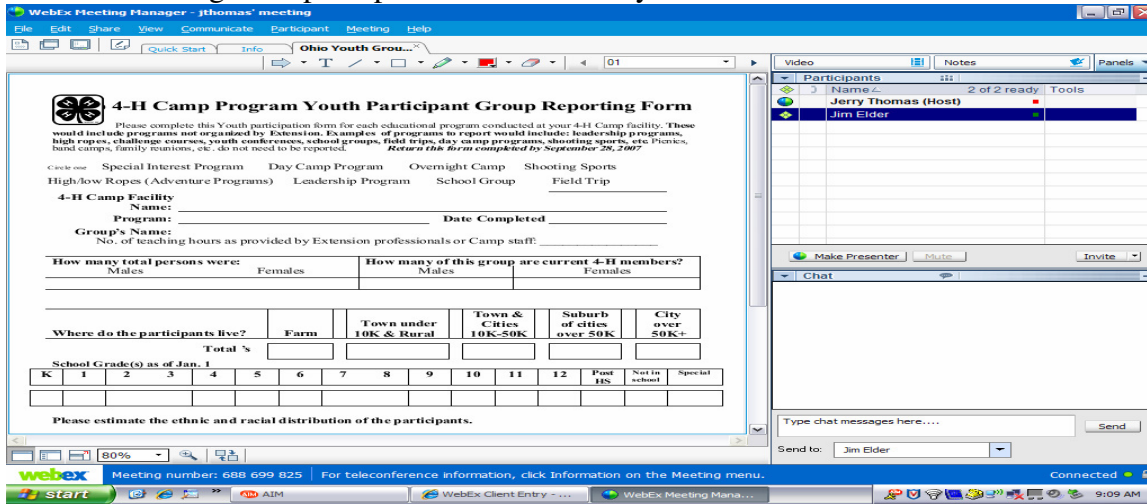
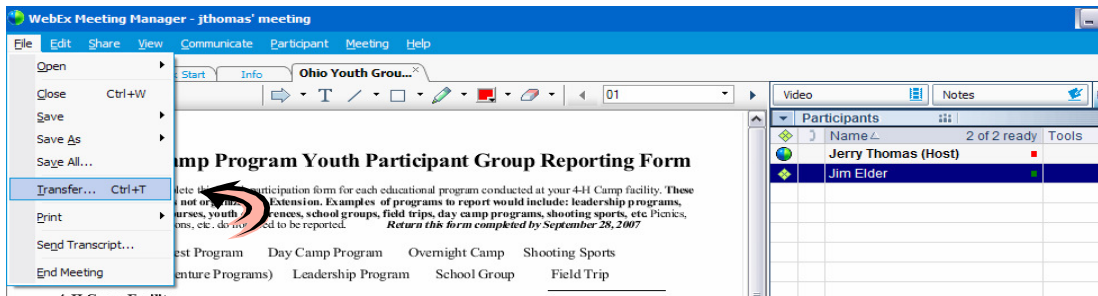


Web Ex – Transferring data files from the host to participants during the meeting

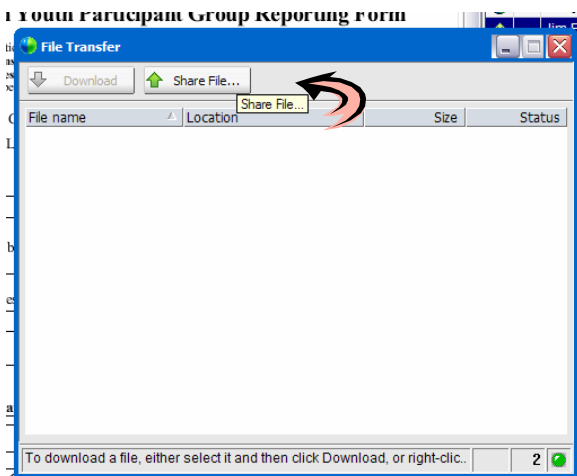
Start the meeting and open up the document that you want to share



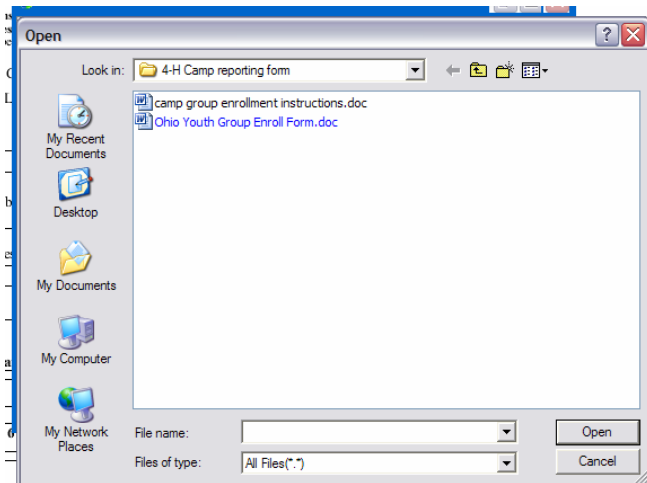
Click on file / Transfer



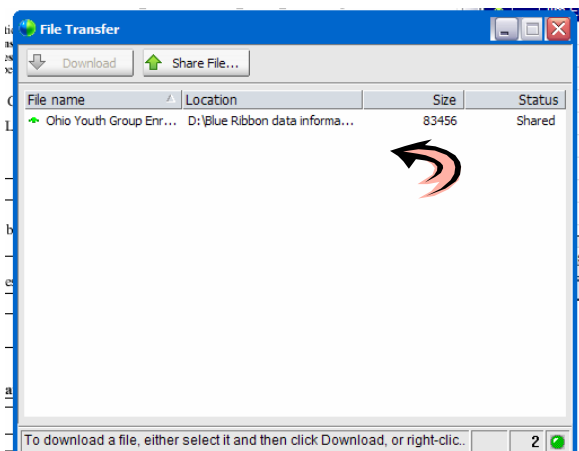
Click on the Share File button



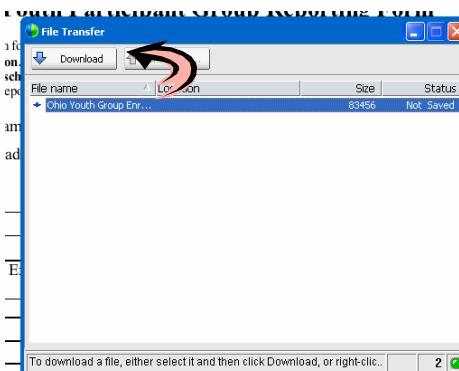
Open the file that you want to transfer



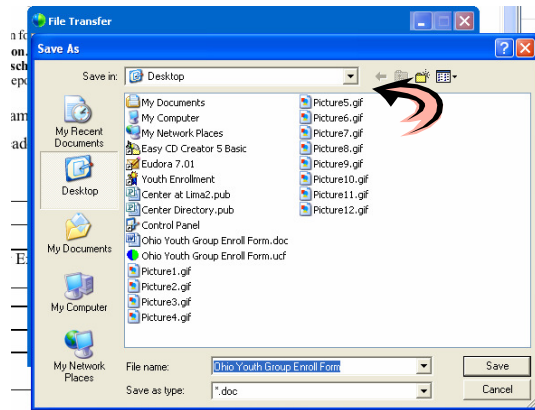
The following screen will appear on all the participants' computer screens



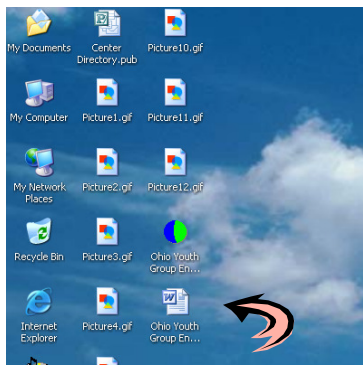
The participants need to highlight the file that they want to download / click on the download button / the file will be saved on their computer – you might want to save the file to your desktop so that it is easy to find



You will be directed to save the file to your computer



The document is now on your computer



12/20/2006 West Regional Office

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