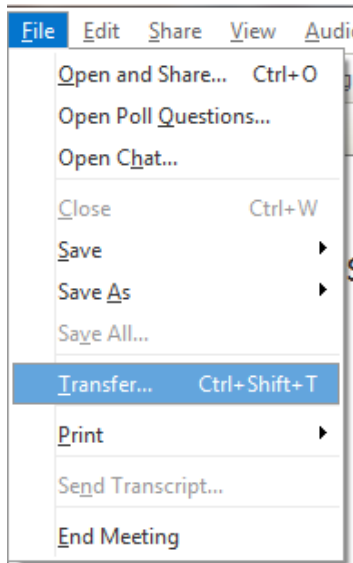


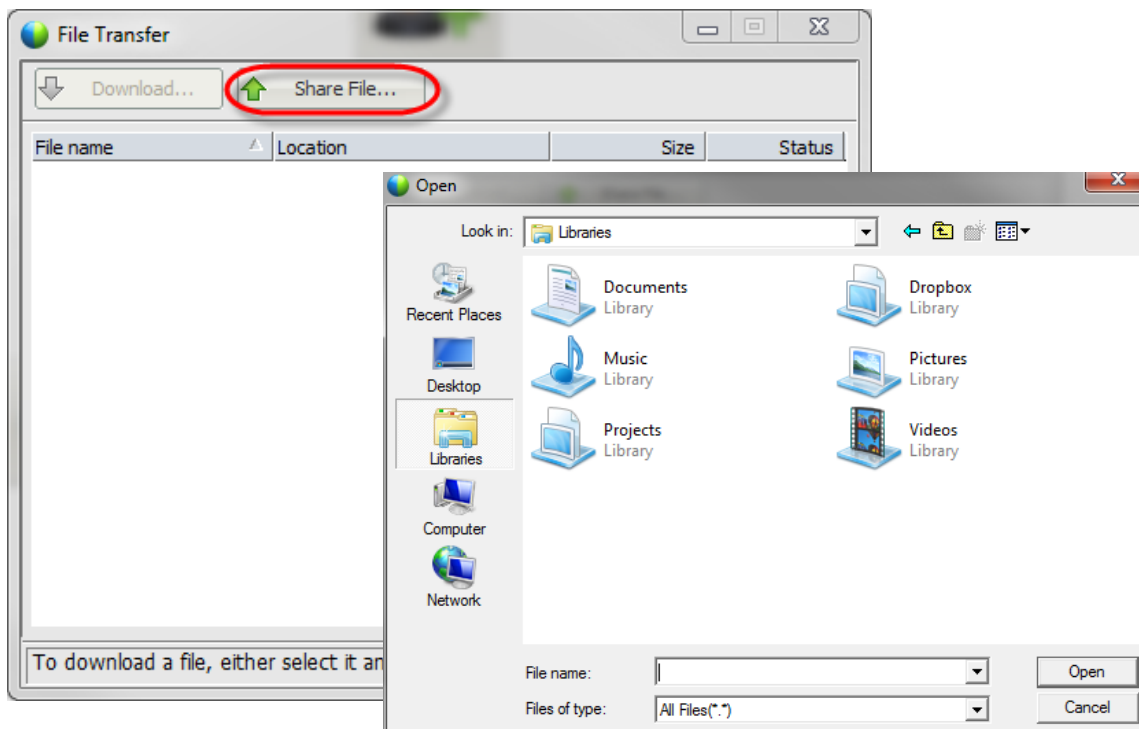
Sending Files to Participants During a Meeting

During a meeting, you can send files that are saved on your computer to participants so that they may download the files to their computer.

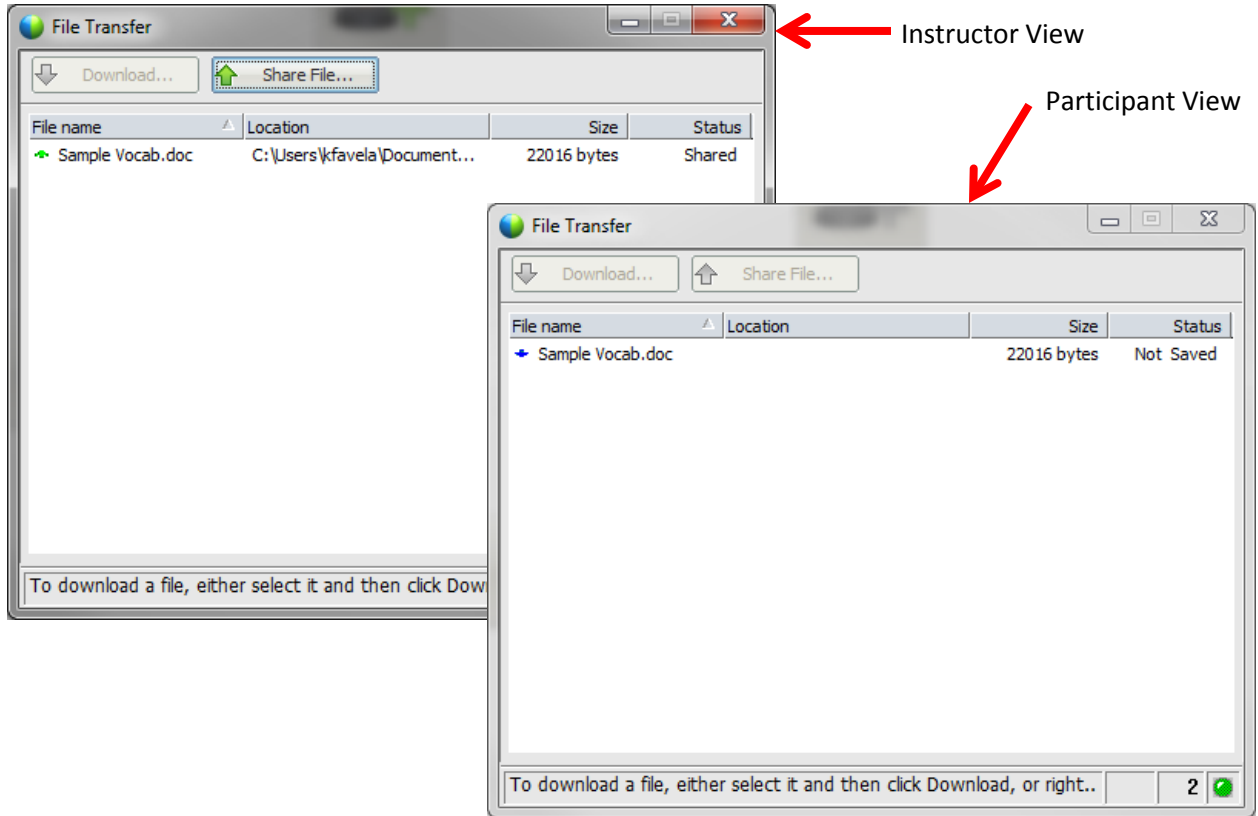
Step 1: In the Meeting window, click **File** on the menu, and then click **Transfer...**



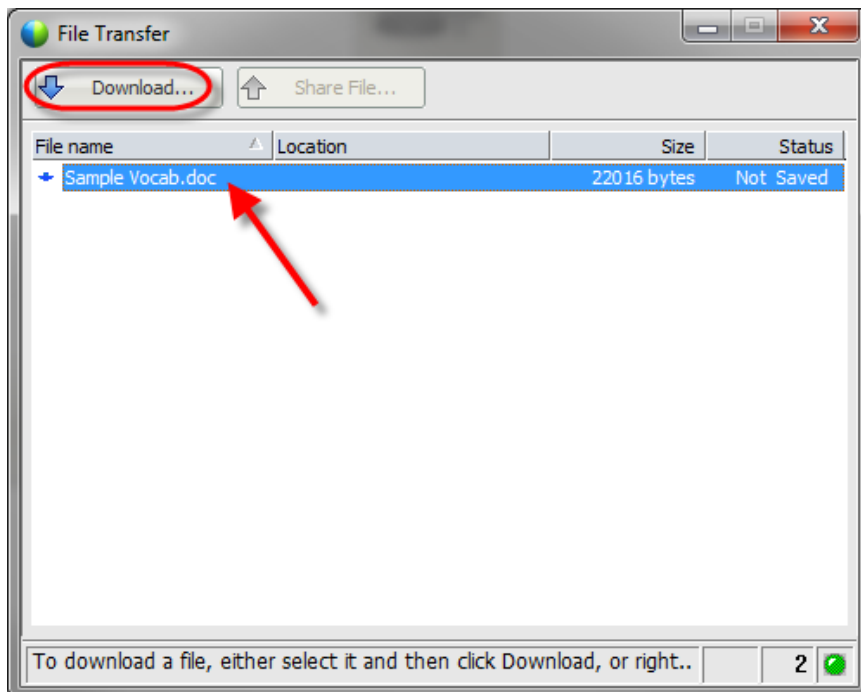
Step 2: The File Transfer window will appear. Click **Share File...** to open the dialog box. Select the file that you wish to send to participants.



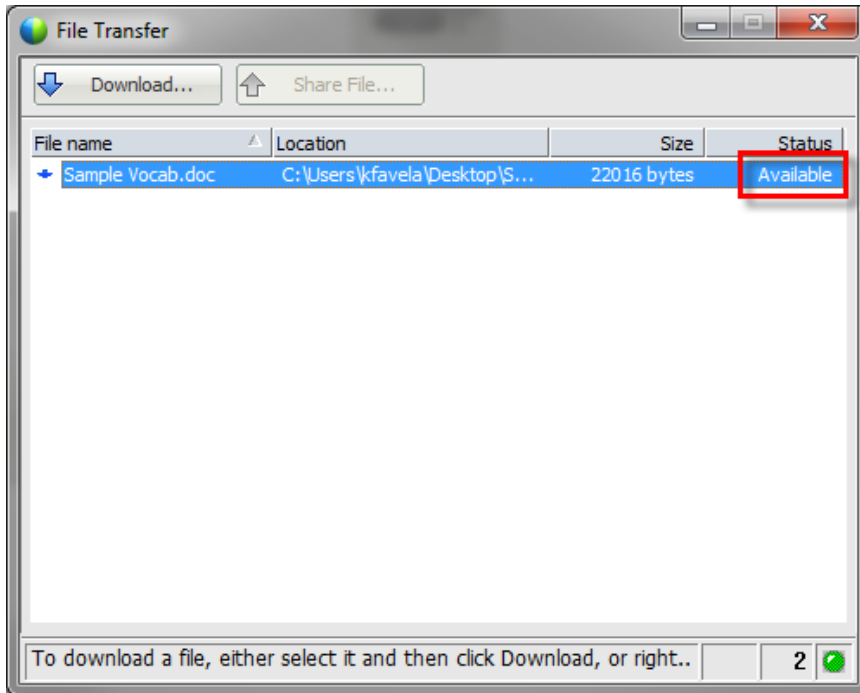
The file will appear in the File Transfer window. The file is also now available in each participants File Transfer window.



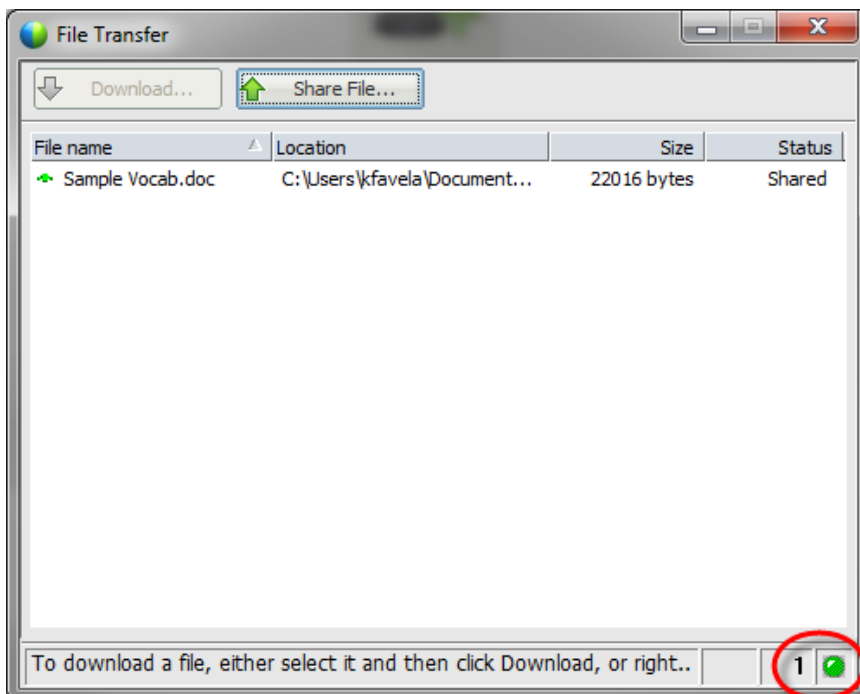
Participants will select the file, and then select **Download** to save the file to his/her computer.



The status will change to Available when the file has successfully been downloaded to his/her computer.



Step 3: Tell students to close the File transfer window once they have saved all the files to their computer. By looking in the lower right corner of your transfer window you are able to see how many people have the File Transfer window open (including yourself). Once the number reaches 1, all other participants have closed the File Transfer window and you are safe to close your own File Transfer window.



Note: Closing out of your File Transfer window before all participants have successfully downloaded all files will stop any in-progress download, and prevent any additional downloads of these files by participants.