Adding Shared Content to a Meeting

1. Open your Adobe Connect Meeting.
2. From the Pods menu select Share and then click Add New Share.
3. Click the drop down menu to the right of the Share My Screen button.
4. Then select Share Document.
5. Then click the Shared Content link on the left side of the menu.
6. Select the Shared Content item. (Ringer, Clock, MP3 Player, etc.)
7. Then click **OK**.
8. The Shared Content will be displayed in the Share Pod.

9. Then resize the Share pod as necessary.
Adding Shared Background Images to a Meeting

1. Open your Adobe Connect Meeting.
2. From the Meeting menu, select Preferences.

3. Click the General link from the menu on the left.

4. Then click Upload.
5. Next, click the Shared Content link on the left side of the menu.
6. Select the Shared Content item (Background image) or click **Browse My Computer** and select an image that can be used for the background.

7. Then click **OK**.

8. The new background image will be displayed in your meeting space.