How to Share Application in a Collaborate Ultra Session

In this handout you will learn how to share an application, and install Desktop Sharing Extension to share your desktop.

To share content, open Collaborate Panel button which is located at the bottom right side of the screen, and click Share Content. You can see the options of share content.
1. Click *Share Application* option on Collaborate panel. This option allows you to share your desktop or a software application (e.g. SPSS, MS Word, etc.).

2. After clicking Share Application option, you will see two options about sharing.
3. Click Entire Screen to share your screen with your participants.
   a. At this point, Chrome requires you to add “Desktop Sharing” extension to share your
desktop. Click Add to Chrome button.
   ![Add to Chrome button]

   b. Chrome gives you a message explaining the extension. Click Add extension button.
   ![Add extension button]
c. Finally, both Chrome and Collaborate Ultra give you the message that desktop sharing has been added to Chrome.

d. If Chrome does not direct you to add this extension, you can search it on Google, and download it easily.
4. After clicking Entire Screen, and add the extension, then you need to select which screen you would like to share with your participants. Then click Share button.

5. After sharing your screen, you will see it in the screen. To stop sharing your desktop, click Stop sharing button located at the bottom middle, or stop sharing icon located at the top right of the screen.
6. If you want to share a software application, click Just an Application button.

![Image of Do you want to share?]

6. After clicking Just an Application, you need to select which application you would like to share with your participants. Then click Share button.

![Image of Share your screen]
8. After sharing your application, you will see it in the screen. To stop sharing the application, click Stop sharing button located at the bottom middle, or stop sharing icon located at the top right of the screen.