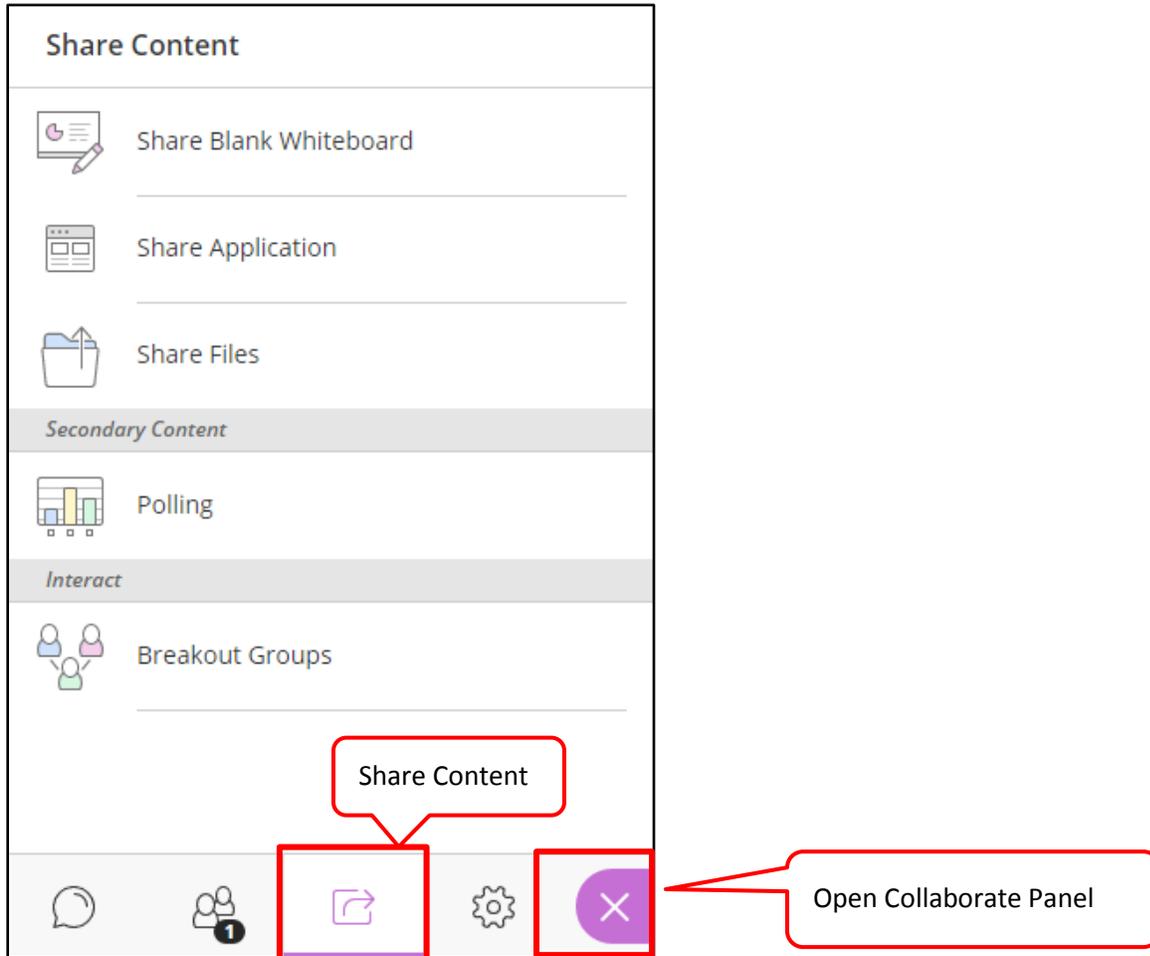




## How to Share Files in a Collaborate Ultra Session

In this handout you will learn how to share files.

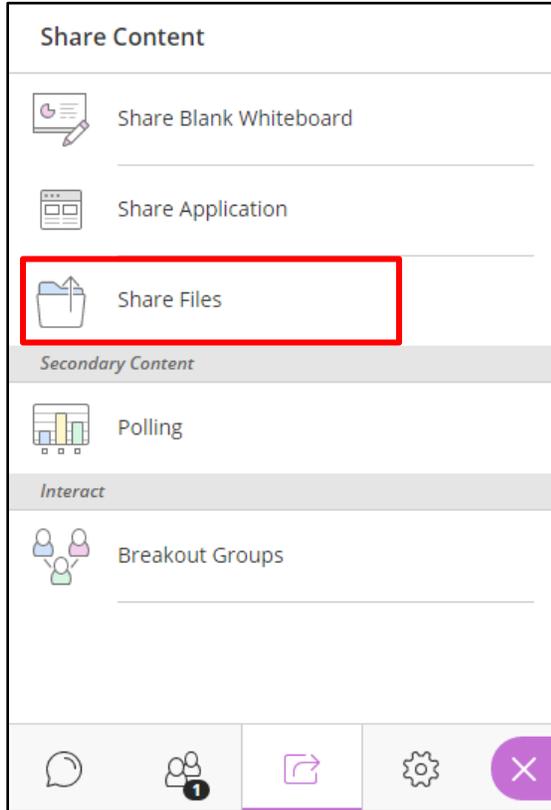
To share content, open the *Collaborate Panel* button which is located at the bottom right side of the screen, and click *Share Content*. You can see the options of share content.



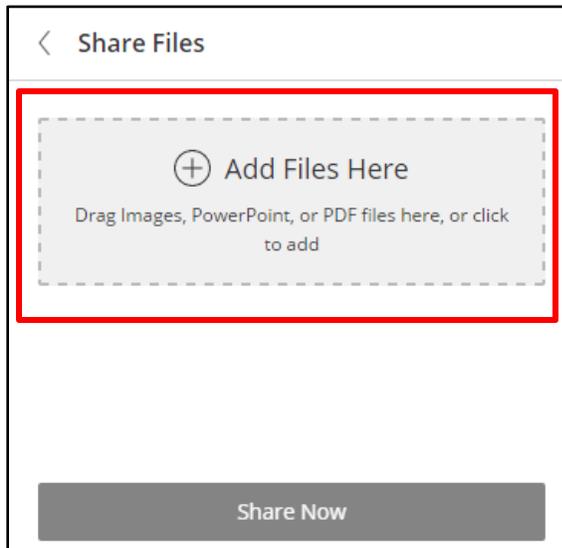


You can share GIF, JPEG and PNG images, PDF files, or PowerPoint presentations with a maximum size of 60MB to your Collaborate Ultra session.

1. Click *Share Files* button in Collaborate panel.

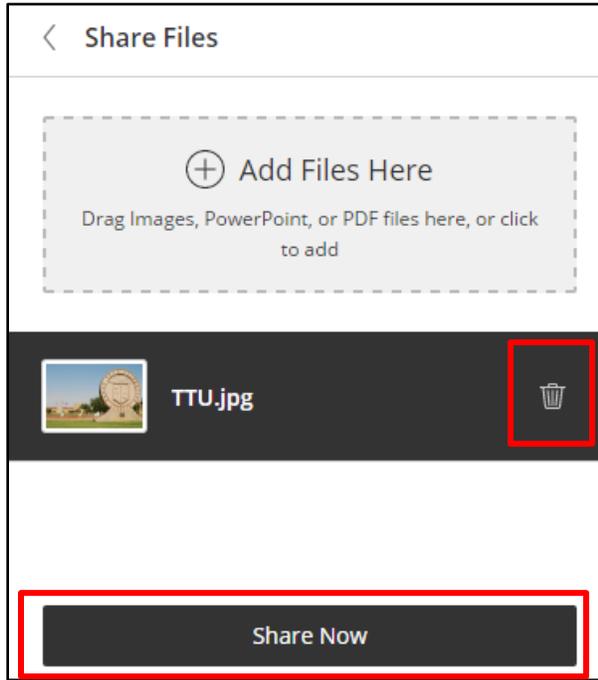


2. Click *Add Files Here*, or drag the file into the box to upload it.

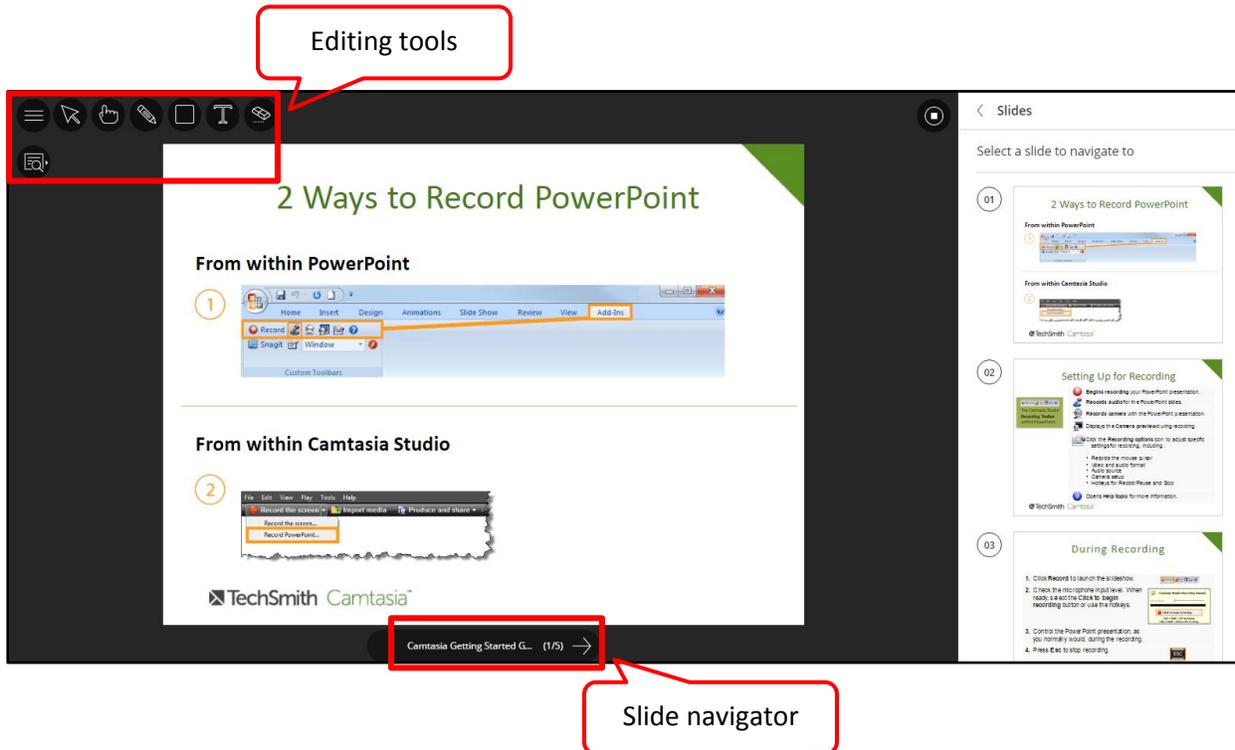




- After uploading the file, click *Share Now* button. You can also delete the file by clicking the *Trash* icon.



- After sharing your file, you will see it in the screen. If you upload PowerPoint, you need to select a slide to see it on the main area. After clicking a slide, you can see the slide navigator bottom of the slide. You can also use editing tools located at the top left.





5. To stop sharing the file, click *stop sharing* icon located at the top right of the screen.

