How to Screen Share in GoToMeeting
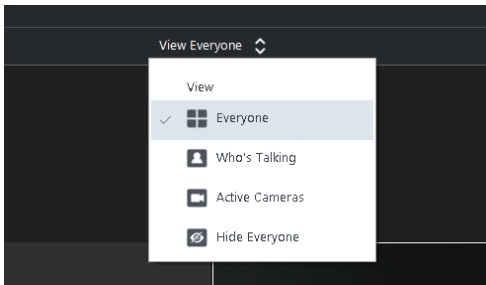
1. The original meeting presenter (the person who launched the meeting using the Shortgrass GoToMeeting account) must first grant 'presenter' status to the person who wishes to share their screen – the guest presenter. To do this, the original meeting presenter must:
   a. Switch "View' mode to "Everyone"

    b. In the list of attendees, find the person who needs to screen share and click the menu button that appears when you hover your cursor above their name entry (3 dot icon)
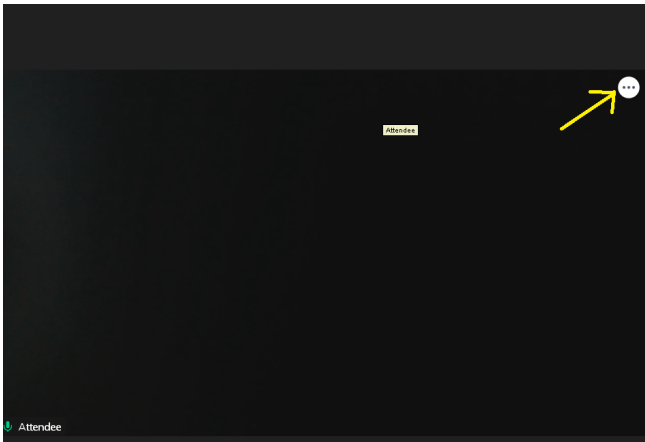

    c. Click the "Make Presenter" option to make that person the guest presenter
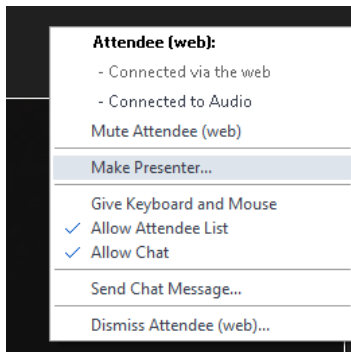
2. The guest presenter will now see a screen sharing menu as shown in the screenshot below. There may be several screen sharing options available (such as Entire Screen, Window, and Web Browser tab) depending on which apps this person has open on their computer at the time – the guest presenter must choose what specifically they wish to share. The easiest thing is to share the entire screen – just click the image of the screen to select it and then click the blue Share button.
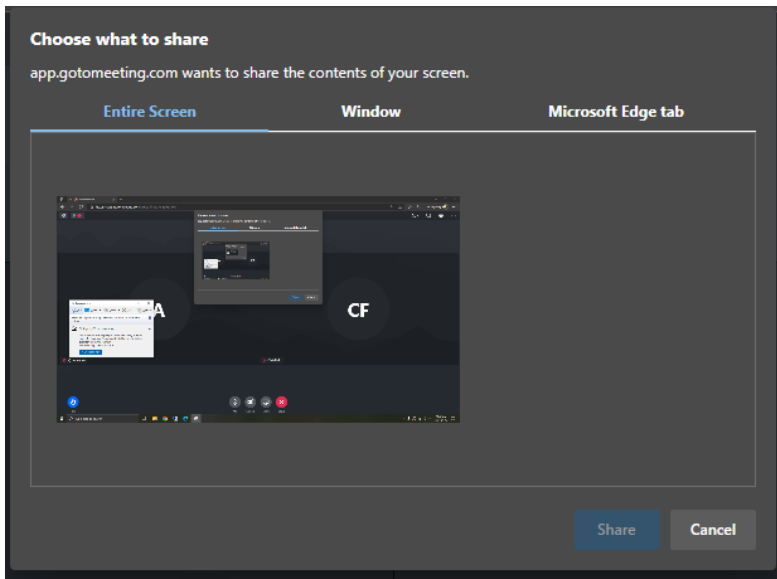
3. When the guest presenter is finished with screen sharing, they can click the blue "Stop sharing" button at the bottom of their screen to exit screen sharing.
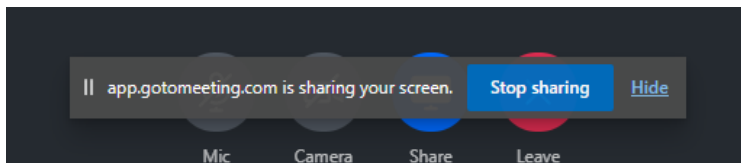
4. The original meeting presenter should now reclaim the presenter status. The original presenter can do this on their own by clicking the three-dot menu next to the original presenter's name, and then clicking "Make Presenter".