Web Links/File Share Pod

Web Links Pods are used if hosts or presenters want to share a specific website(s) during a meeting.

Adding a Web Links Pod

Click the Pods menu, Click **Web Links**, Click **Add New Web Links**.

- To add a web link, click the menu icon ☰▾.
- Select **Add Link**.
- Type the URL path, and a URL name.
- Click **OK**.

The full list of links appears for both hosts and participants.

Display a web page to all attendees

The Web Links pod can be used to "force" attendees browsers to open a designated URL.

- Select a link in the Web Links pod, or enter a URL in the **Browse To** box.
- Click the **Browse To** button.
- This will open the URL in a new instance of the participants web browser for everyone in the meeting (including hosts and presenters).
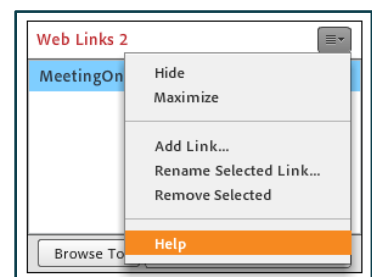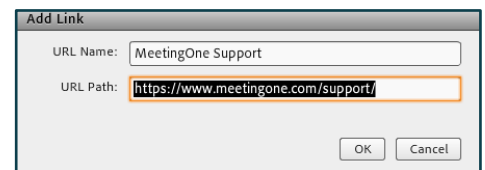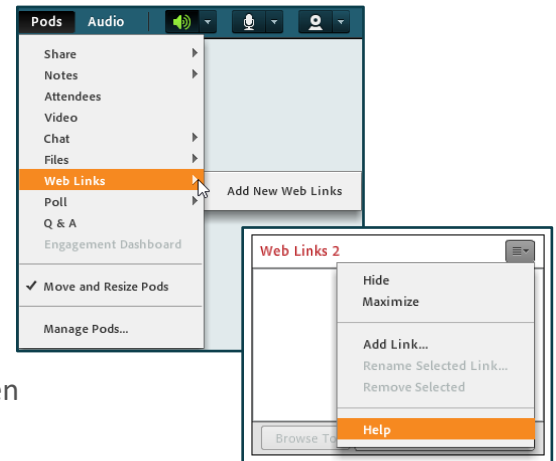
Working with web links

Rename a link by selecting a web link and clicking on Rename Selected Link in the menu ☰▾ or double-click a URL name in the Web Links pod.

- Type the new name in the URL Name box.
- Click **OK**.

Remove a link by selecting one or more links in the Web Links pod.

- Click the menu icon ☰▾.
- Click **Remove Selected**.
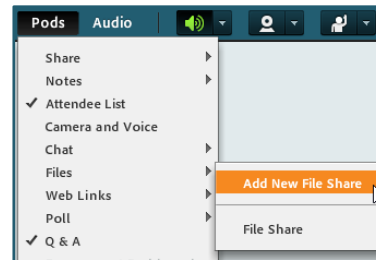
Web Links/File Share Pod

File Share Pod: Files can be shared with meeting attendees either from their computers or from the Content library by Hosts or Presenters.

Adding a File Share Pod
Click the Pods menu, Click **Files**, Click **Add New File Share**.

Add a file, click the menu icon
- Select **Upload File…**
- Select File from list or computer.
- Then click **OK**.

The full list of files appears for both hosts and participants.

Rename a file - This only changes the label that appears in the File Share pod; not the actual filename.
- Select the file that you want to rename.
- Click the menu icon and click **Rename Selected**.
- Type the new name, and click **OK**.

Remove a file
- Select the file that you want to remove.
- Click the menu icon.
- From the pop up menu, click **Remove Selected**.
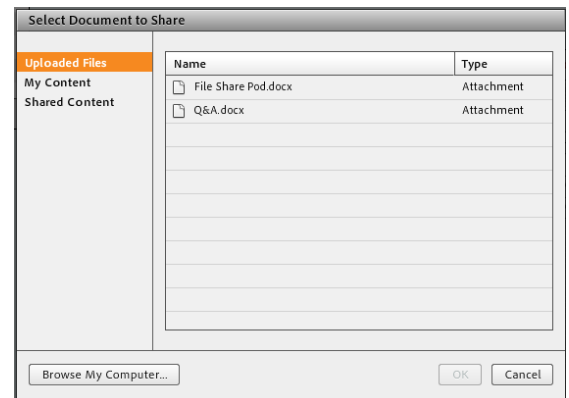
Downloading a file - Participants can download files from the File Share pod to their computers.
- In the File Share pod, select the files to download.
- Click **Download File**.
- A browser window opens with the **Save to My Computer** dialog box. *(If this window does not appear, check your browser's pop-up blocker settings.)*
- To simultaneously download from the File Share pod, instead of downloading one by one, use the **Download All** files option.