COMMUNITY
COLLEGE OF
DENVER

Teaching & Learning Center
Cherry Creek Building – Room 224
1111 W. Colfax Ave. Denver, CO 80204
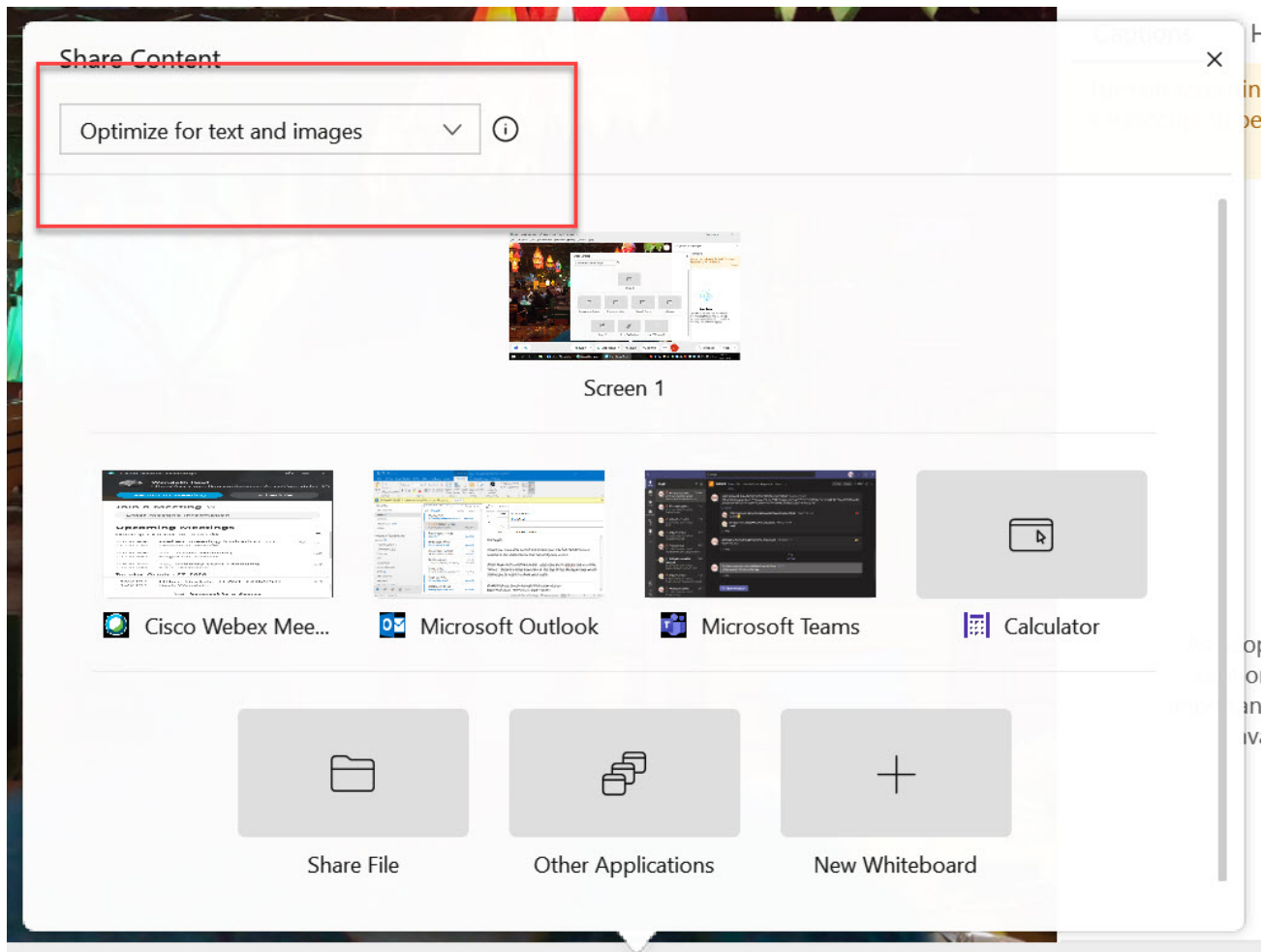303.352.3201 | tlc@ccd.edu

Sharing System Audio in WebEx

If you would like to show a video or use a presentation that has narration in your Webex meeting follow the instructions below. Please note, you cannot share system audio in a breakout group, only in the main meeting.

Make sure the webpage or document you want to share is open on your computer.
Click the "share" button on the bottom of the meeting page. When the dialogue box pops up, click the drop down box on the top/left side of the page.

Sharing System Audio in WebEx

Choose the "optimize for motion and video" in the drop down box. Once selected an option to "share your computer audio" will display on the right side. Make sure the box is selected. Then choose the document or webpage you wish to share.