Transferring and Downloading Files During a Meeting

During a meeting, you can publish files that reside on your computer. Meeting participants can then download the published files to their computers or local servers. Publishing files is useful if you want to provide participants with a document, a copy of your presentation, an application, and so on.

Files that you publish reside only on your computer—not on a server. Thus, your published files are always protected from unauthorized access during a meeting.

Publishing Files During a Meeting

During a meeting, you can publish files that reside on your computer and meeting attendees can download the files to their computers or local servers.

Procedure

Step 1 In the meeting window, select **File >Transfer**.
The File Transfer window appears.

Step 2 Select **Share File**.
The **Open** dialog box appears.

Step 3 Select the file that you want to publish.

Step 4 Select **Open**.
The file appears in the **File Transfer** window. The file is also now available in each attendee's **File Transfer** window.

Step 5 (Optional) Publish additional files that you want attendees to download.
Note   The number of attendees that have the **File Transfer** window open, including you, appears in the lower-right corner of the **File Transfer** window.

Step 6 To stop publishing files during a meeting, select the **Close** button in the title bar of the **File Transfer** window.

WebEx closes the **File Transfer** window in each attendee's meeting window.

Downloading Files During a Meeting

If a presenter publishes files during a meeting, the **File Transfer** dialog box automatically appears in your meeting window. You can then download the published files to your computer or a local server.

Procedure

Step 1	In the **File Transfer** window, select the file that you want to download.
Step 2	Select **Download**.
Step 3	Choose a location at which to save the file.
Step 4	Select **Save**. The file downloads to your selected location.
Step 5	If applicable, download additional files.
Step 6	Once you finish downloading files, in the title bar of the **File Transfer** window, click the **Close** button. **Note** To reopen the **File Transfer** window at any time, select **File > Transfer**. This option is available only if the presenter is currently publishing files.