Nextiva App Screen Sharing Guide - Mac and Windows

My Room
1. Log in to the Nextiva App using your login credentials.
2. Click on the My Room icon.
3. Click the Additional Options icon.
4. Check Allow Participant Share.
5. Any desktop app user may click the share icon.

Adding other Nextiva users as Contacts
1. Log in to the Nextiva App using your login credentials.
2. Click the Contacts icon on the left side of the Nextiva App window.
3. Click the plus sign in the upper-right, and then select Add Contact from the menu that appears.
4. Enter the required information, including the user’s IM address formatted as username@nextiva.im

Sharing your screen with external users*
1. Log in to the Nextiva App using your login credentials.
2. Click on the My Room icon.
3. Right-click your name in the left-hand Participants window.
4. Select Copy Guest Join Link from the pop-up menu.
5. Email the link to anyone you wish to share your screen with.

*External users cannot present using Participant Share