


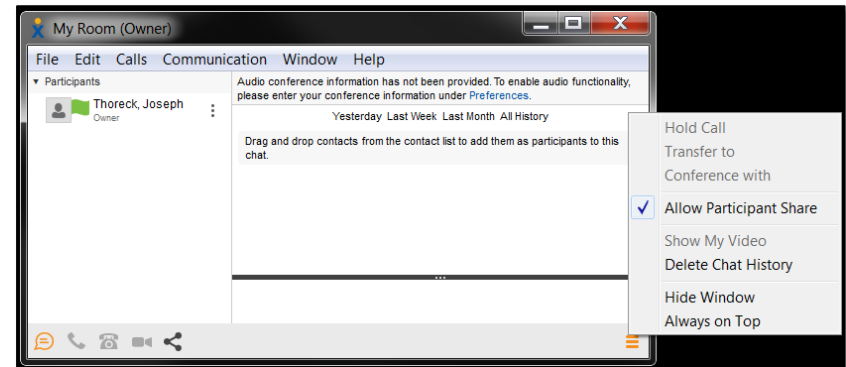


# Nextiva App Screen Sharing Guide - Mac and Windows

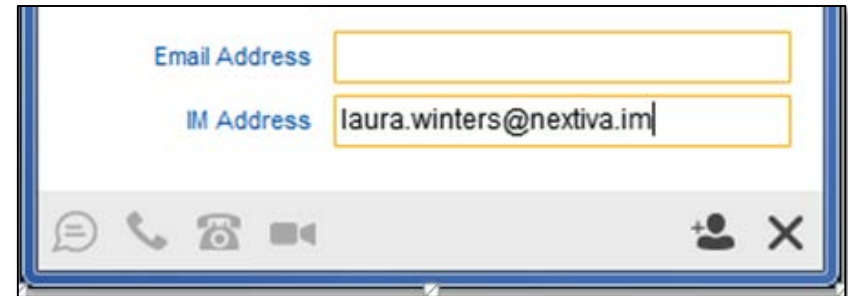
## My Room

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 .




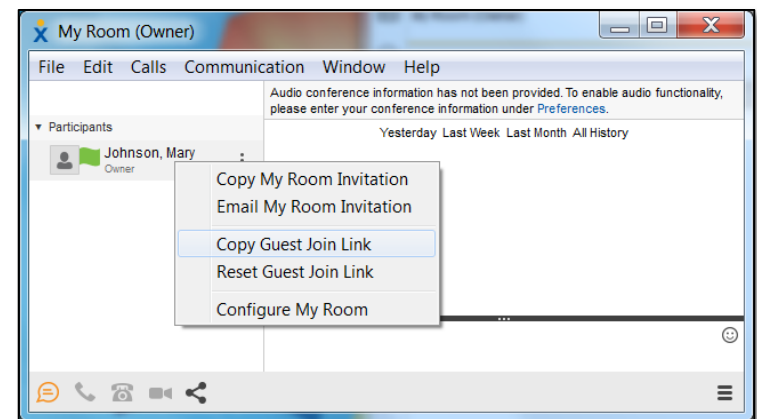
## Adding other Nextiva users as Contacts

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