

How to Present in a Meeting

Four ways to show something to everyone in the room.

A MegaMeeting room gives you four ways to show something:

- **Share Screen:** anything on your computer, live.
- **Files:** documents you upload, shown page by page, with markup.
- **Whiteboard:** a blank page to draw on together.
- **Media Player:** a video or audio file played for everyone at once.

The room needs Files and Media Player turned on in its features (see [How to Create a Meeting Room](#)).

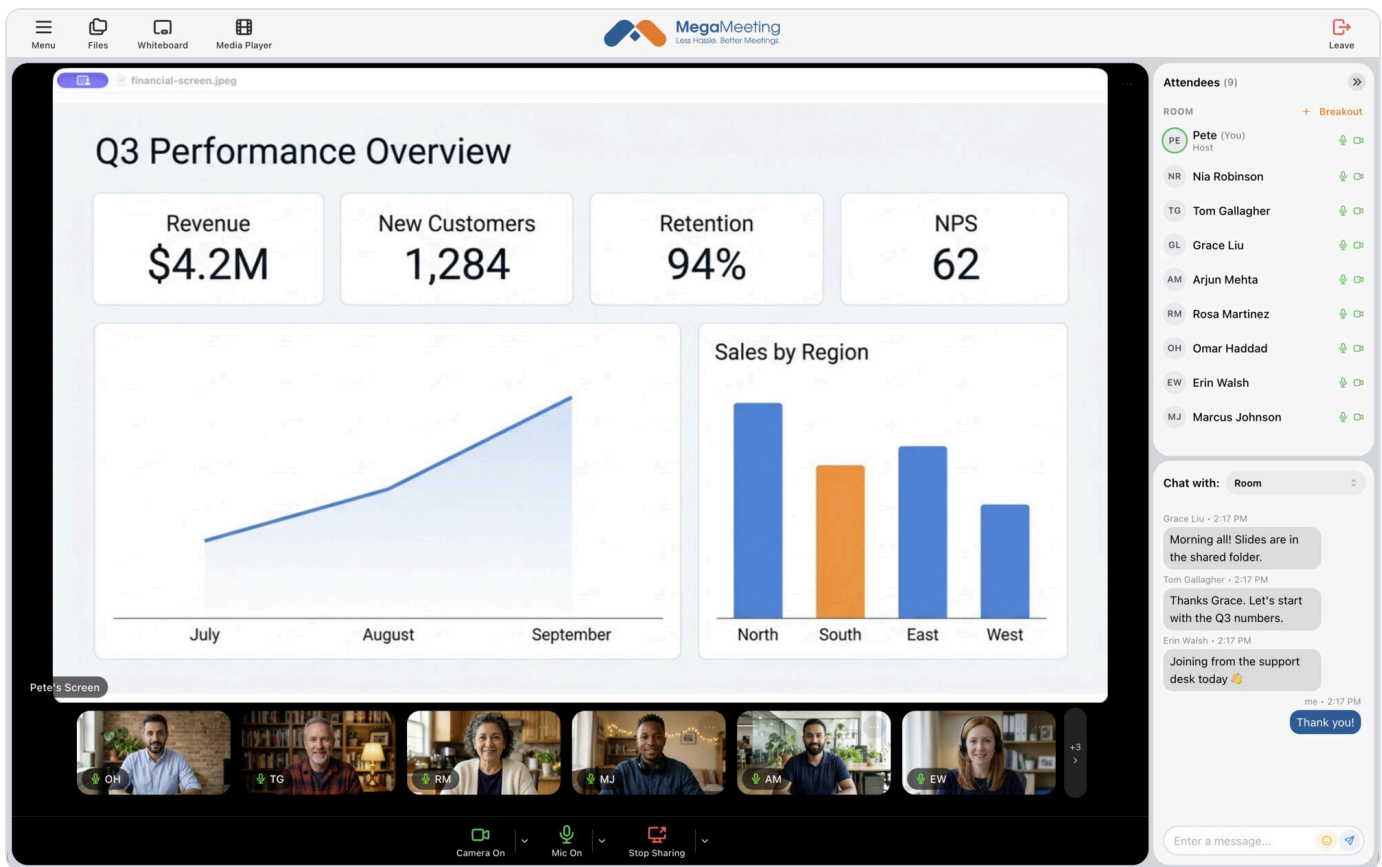
1. Share Your Screen

Click **Share Screen** and choose the screen, window or browser tab to share. Everyone sees it in the middle of the room, labeled with your name. Click **Stop Sharing** when you are done.

Hosts and people on the room's attendee list share without asking; anyone else asks a host first (see [How to Host a Meeting](#)).

BEST PRACTICE: Share a window, not your whole screen

Sharing just the window you are presenting keeps your email, messages and other tabs out of view, and the picture fills more of everyone's screen.



2. Open Files

Click **Files** in the room header to open **Manage Files**. In this room lists the room's files and folders; you can search them, make a **New folder**, or use **Download all** to take everything as one zip file. Each file shows who uploaded it and whether it is shared, and its actions let you open, download, move or delete it.

My files holds the files you have uploaded before, in any room, so a document you use often only needs uploading once.

Hosts can always use Files. Attendees can when their entry on the attendee list allows them to upload and download files.

Manage Files

In this room

My files

Search...

New folder

Download all

Upload

Name	Size	Uploaded▼	Uploaded By	Sharing	Actions
Proposals					...
Saved Files					
Plant Walkthrough.mp4	46.0 MB	Oct 6, 2026, 9:11 AM	Marcus Feld	Public	
Budget Model.xlsx	59.6 KB	Oct 6, 2026, 9:08 AM	Olivia Brennan	Private	
Harlow Org Chart.pptx	2.1 MB	Oct 6, 2026, 9:05 AM	Marcus Feld	Public	
Q3 Results.pdf Saved	1.3 MB	Oct 6, 2026, 9:00 AM	Olivia Brennan	Public	

Drag files anywhere to upload

3. Upload Files

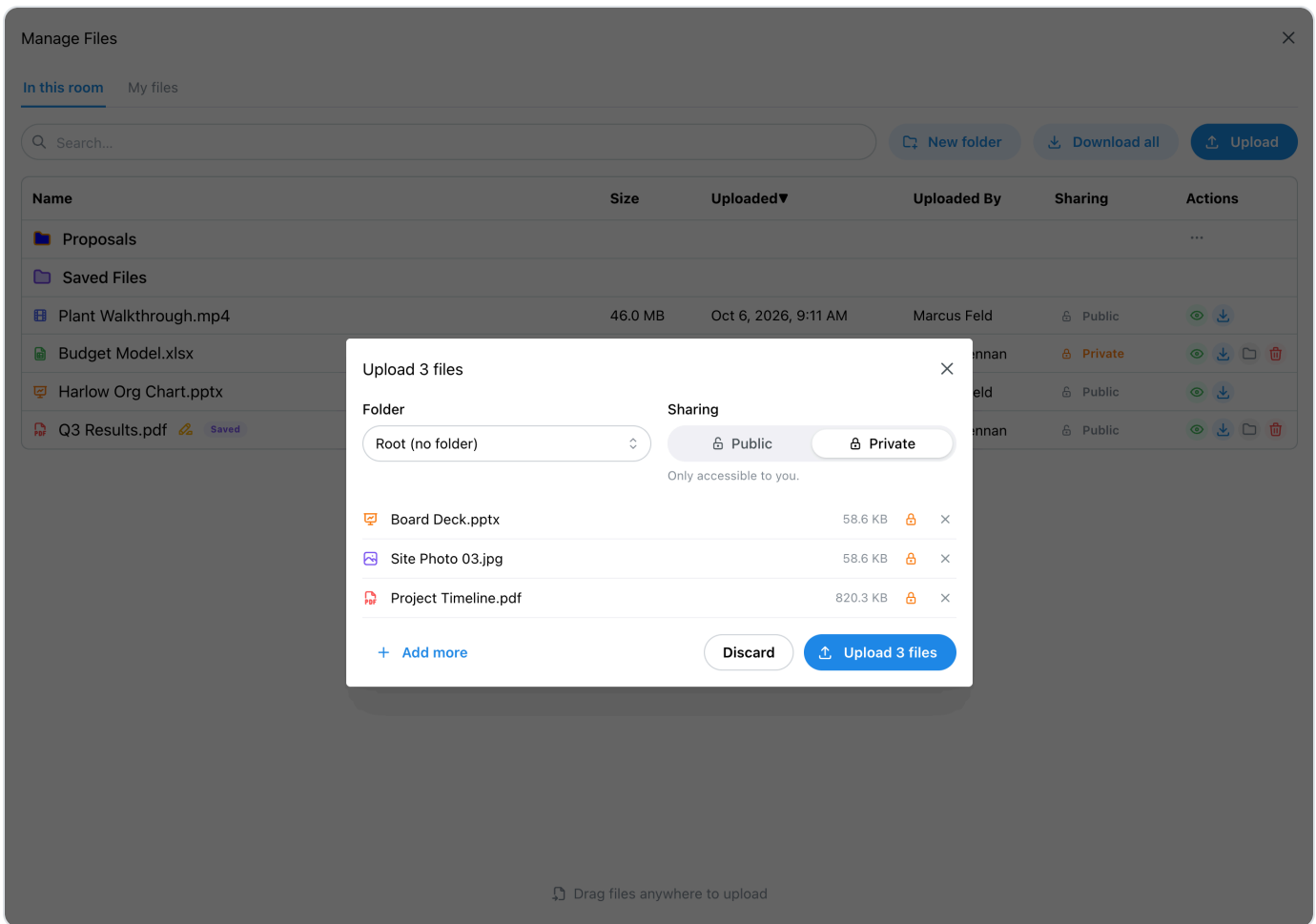
Click **Upload**, or drag files anywhere onto the window. In the upload window, choose a **Folder** and the **Sharing**, remove a file with its X or use **Add more**, then click **Upload**.

- **Private:** only you can see the file. New uploads start here.
- **Public:** everyone in the room can see and open it.

PDFs, images, Word, PowerPoint and Excel files, CSV and text files, and video and audio files can all be uploaded. Sharing can be changed later.

GOOD TO KNOW: Password-protected files are refused

Nobody in the room could open them. Remove the password, save a copy, and upload that instead.



4. Present a File

Open a file from the list. At first only you see it, so you can find the right page. Then click **Start Presentation**: everyone sees the file, and follows as you turn pages, rotate and mark it up. Others see **[your name] is presenting**. Click **Stop Presentation** to finish.

Hosts, and attendees allowed to upload and download files, can present.

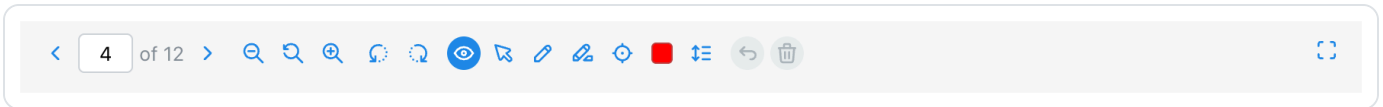
5. Mark Up as You Go

The toolbar above the file has:

- **Pages, zoom and rotate**, and full screen.
- **View only** and **Select / Move**.
- **Freehand draw** and **Highlight box**, with the **Stroke color** and **Stroke thickness**.

- **Focus on selection:** draw a box around part of the page to enlarge it. While you are presenting, everyone sees the enlarged area. (Ordinary zoom only changes your own view.)
- **Undo** and **Clear annotations on this page.**

Your markings are saved as you go; files with saved markings show **Saved** in the list. While presenting, **Permissions** lets you choose who else may mark up the file.



To keep a copy with the markings, click **Save As**. It creates a new copy with the markings flattened into it, in the **Saved Files** folder, and leaves the original untouched.

Save As

✕

This will create a new copy (flattened with all markings) in the "Saved Files" folder.

File Name

Q3 Results - notes

CancelSave

6. Use the Whiteboard

Click **Whiteboard** to open a blank white page in the same viewer as files, with the same tools, plus a background color. Start a presentation to show it to everyone, and use Permissions to let others draw too.

GOOD TO KNOW: The whiteboard is not kept

When you close it, the drawing is gone. Use **Save As** first to keep it as a file in Saved Files.

7. Play Video or Audio for Everyone

Click **Media Player** to open the **Media Manager**:

- **Upload:** drag files onto it or click to browse, then **Upload All**. MP4, WebM, MOV, MP3, WAV, AAC, OGG and M4A all work.
- **Load from URL:** paste a YouTube, Vimeo or Twitch link, or the address of a video file. **Play Now** plays it straight away; **Save Link** keeps it in the list for later.
- **The list:** play, download, rename or delete anything uploaded to the room.

Playing something opens the player for everyone at once, and keeps them in step. The person who started it controls play, pause and position; everyone else sees **Presenter controlling...** and can turn their own sound off. **Close Presentation** ends it.

BEST PRACTICE: Use the Media Player rather than sharing a video

A video played through a shared screen often stutters and its sound can be poor. The Media Player plays it on each person's own device, so it plays smoothly and at full quality.

Media Manager

Q Search Videos...

Name	Size	Date ▼	By	Actions
Plant Walkthrough.mp4	46.0 MB	10/6/2026, 9:41:00 AM	Olivia Brennan	
Customer Story -...	106.8 MB	10/4/2026, 9:41:00 AM	Olivia Brennan	
https://www.youtube.co... https://www.youtube.com/watch...	LINK	9/30/2026, 9:41:00 AM	Olivia Brennan	

Drag files anywhere
or click to browse

Accepted: MP4, WebM, MOV, MP3,
WAV, AAC, OGG, M4A

Upload All

No files in upload queue.

OR Load from URL

Video URL
Supports YouTube, Vimeo, Twitch, direct video files,
and more.

<https://youtube.com/watch?v=...> or any vid

Play Now Save Link