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Share stimuli during a video discussion

Share prepared stimuli with participants during a video discussion, or upload new files during the session.

Prerequisites:

- You must be an Admin or Video Discussions User, or a Power User or Author with the **Can view the Video Discussion projects and moderate interviews** permission to complete this task.
- Upload stimuli.
- Join a video discussion as a moderator.

- At the bottom of the meeting room, click the **Media** icon.



Result: The **Upload/Share Media** window opens.

- In the **Available Media** area, find the stimuli you want to share.
- Next to the name of the file you want to share, click **Share**.

Note: If the file name is long, scroll to the right to find the **Share** button.

Result: The stimuli is shared with the participants.

- Optional:** To see an unobstructed view of the stimuli, close the chat panel.
- Optional:** If the stimuli has multiple pages, use the navigator at the bottom of the meeting room to progress through the pages by increasing, decreasing, or typing the page number.

Upload documents or videos during a video discussion

Upload files during the video discussion to share with participants. Images, videos, and PDF, Word, OpenDocument Text, and PowerPoint documents are supported.

- At the bottom of the meeting room, click the **Media** icon.



Result: The **Upload/Share Media** window opens.

- Click **Upload Documents or Videos**.

Result: A file selector window opens.

- On the left menu, select the location you want to upload the file from.
- Follow the prompts on screen to upload the file.

Result: Your file is shown in the **Selected Files** area.

- Click **Upload**.

Result: The file begins to upload. This may take a few minutes.

- To share the uploaded files, click the **Media** icon



Result: The **Upload/Share Media** window opens.

- In the **Available Media** area, find the stimuli you want to share.
- Next to the name of the file you want to share, click **Share**.

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Related information

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