Sharing a Video
(Meeting Center)

Before you Begin

- Ensure the video file is saved to your desktop

- Open up the video on your desktop prior to meeting and play through to ensure it runs properly. DO NOT CLOSE

- TEST TEST TEST in advance

- Send the video file to your audience in your email/invitation in case you have technology issues

- Before playing video, advise the customer that if you can't hear the audio, that they can go to the email/invite you sent with the video.

- Go to Share **content e,g**

- Play your video file, make sure to mute any other devices to ensure sound does go through

MetLife