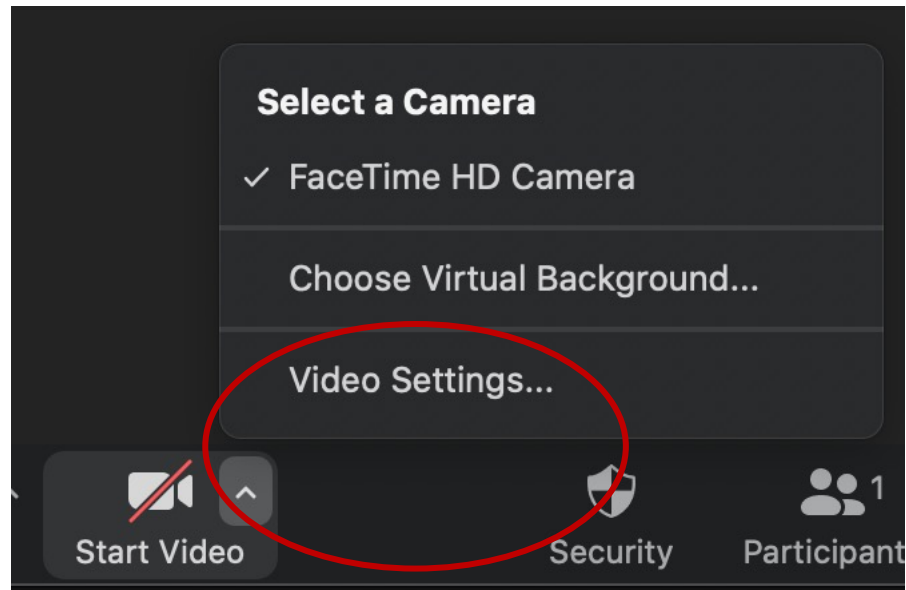


Screen Sharing

Always Show Meeting Controls



Meeting Controls

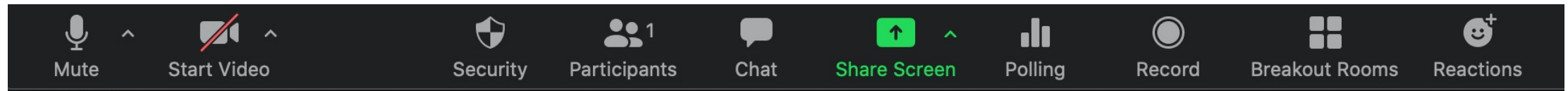
Always show meeting controls ?

Where to find “Always how meeting Controls”

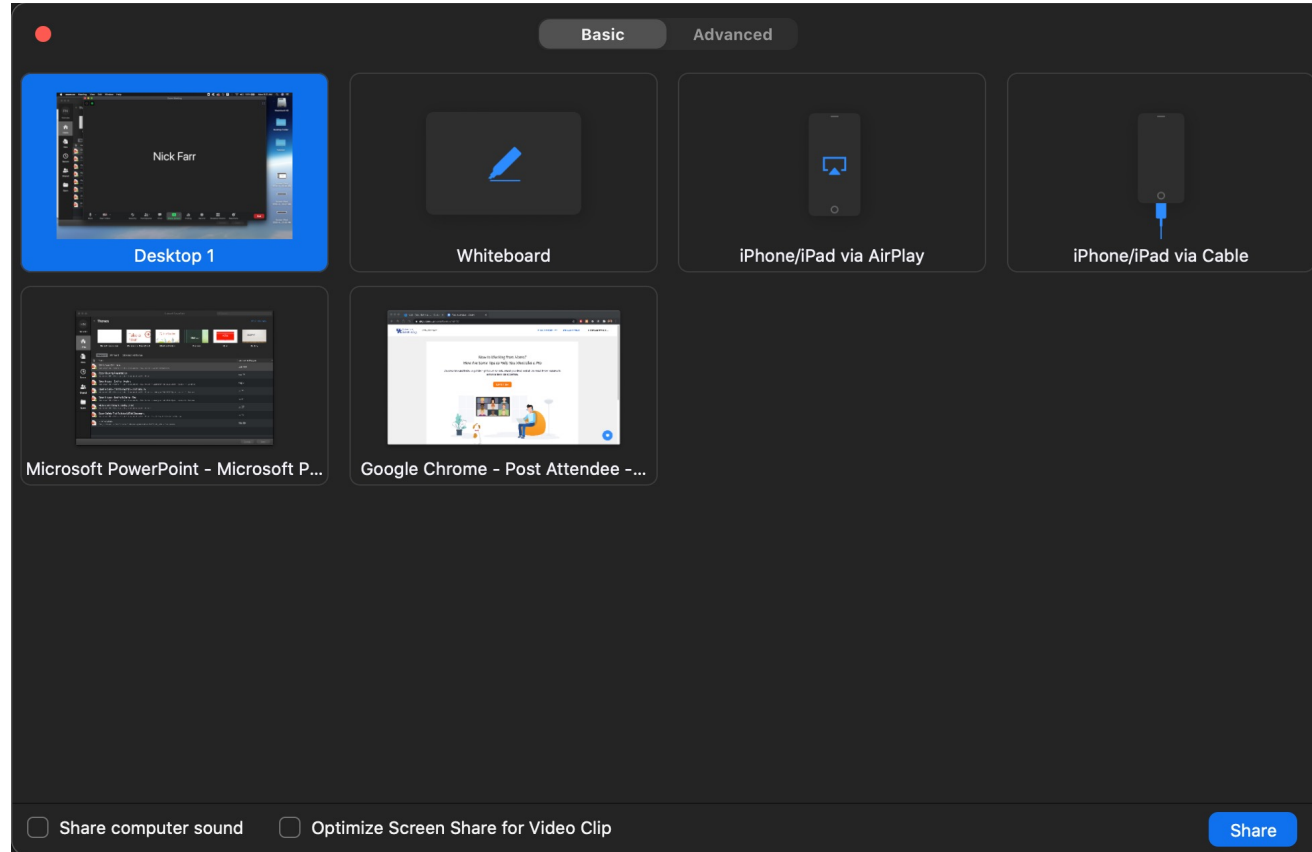
- Click the arrow next to Start Video, then “Video Settings”
- Click on “General” on the left

How to Share Screen

Step 1: Click on “Share Screen” button



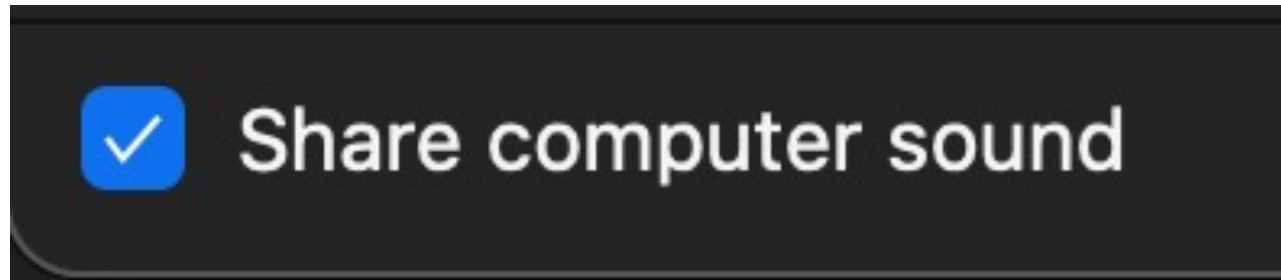
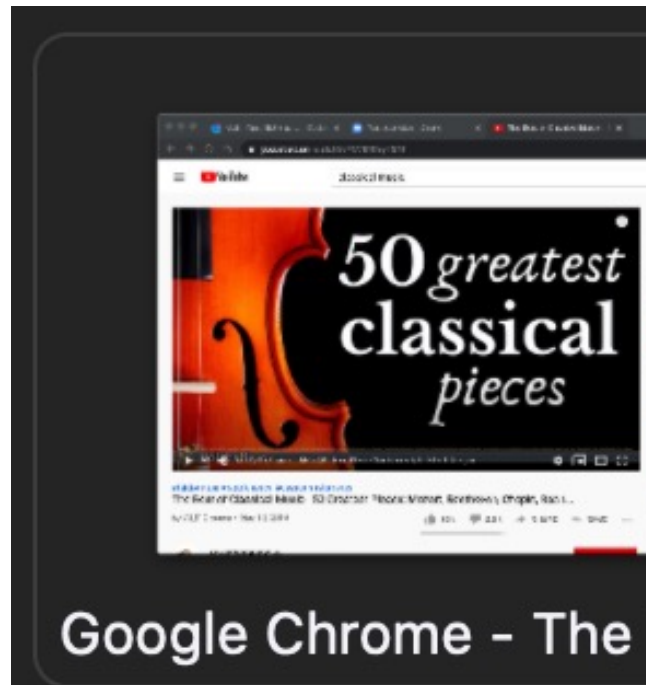
Step 2: Choose what you want to share



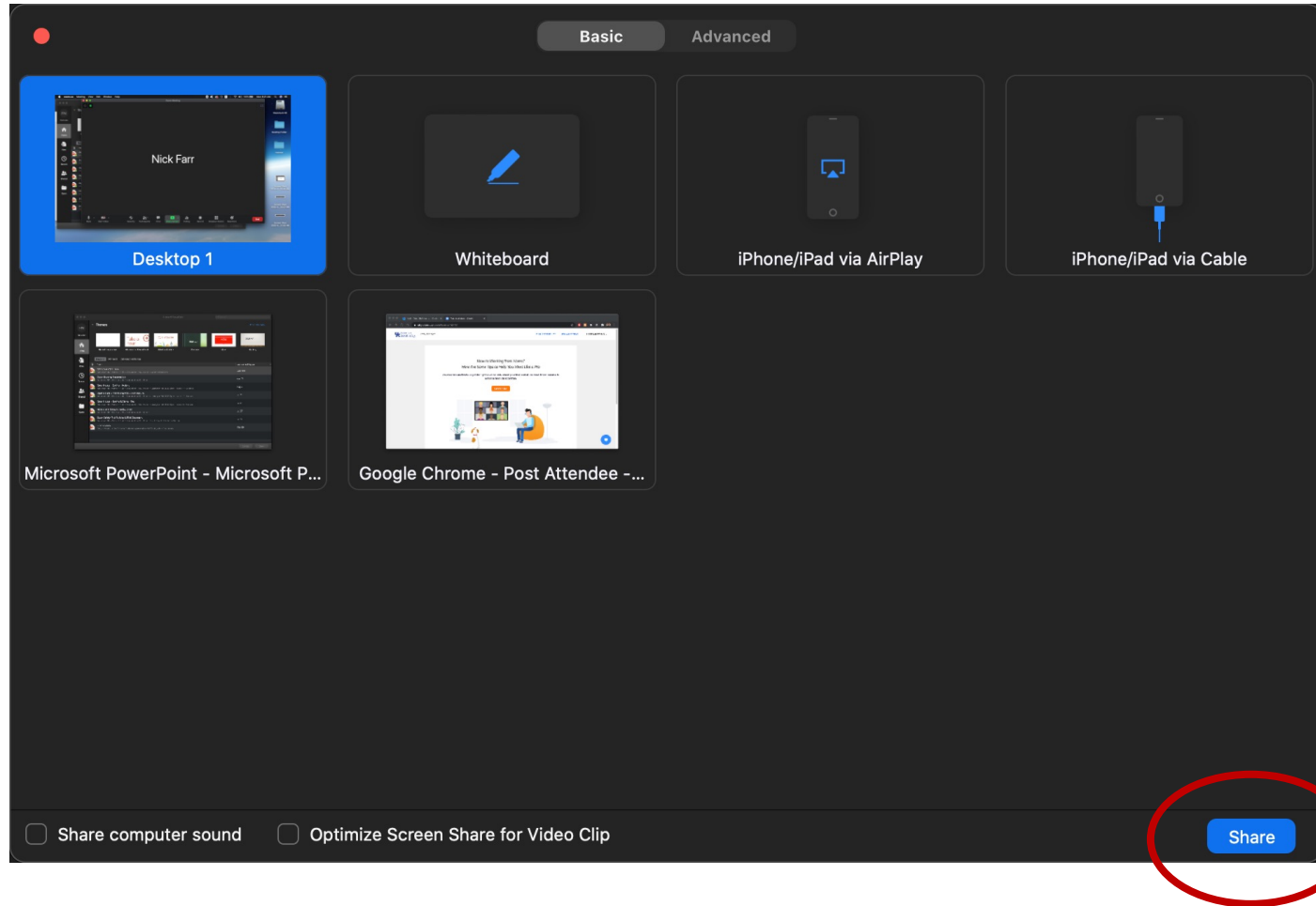
Click on what you want to share, whether Powerpoint, Internet Browser Choice (ex. Google Chrome for YouTube clips), Word Document, etc.

NOTE: Be sure you have what you want to share already open, otherwise it will not show as an option.

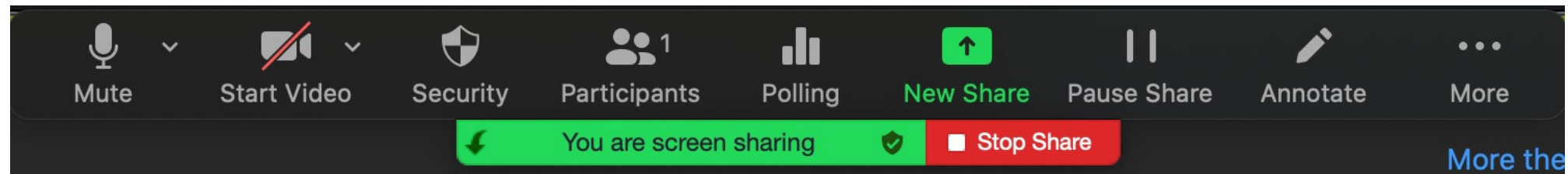
If Sharing Video or Audio while Screen Sharing



Step 3: Click share

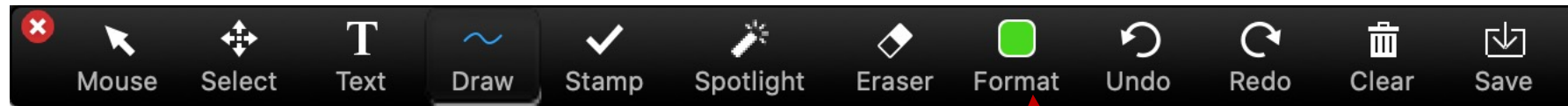


Meeting Controls in Screen Share Mode



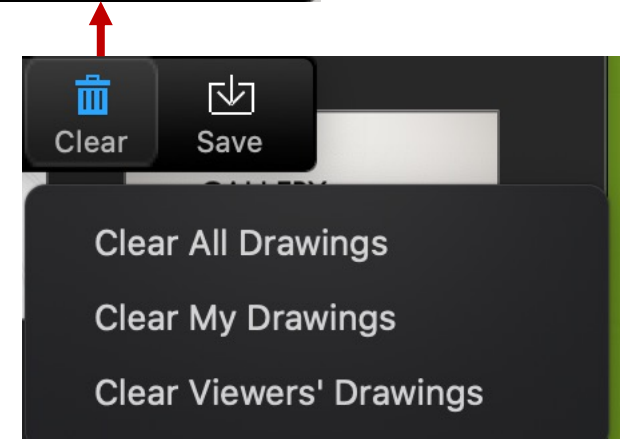
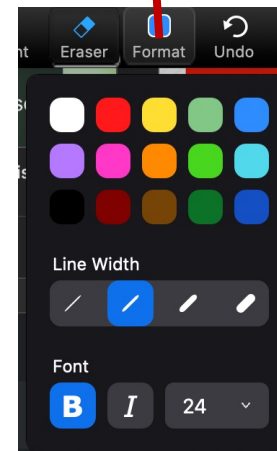
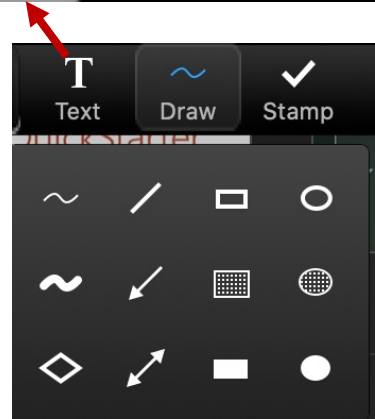
NOTE: Meeting Controls bar will move to the top of the screen. If you want to keep at bottom, click the arrow to the left of “You are screen sharing”

Annotations Bar

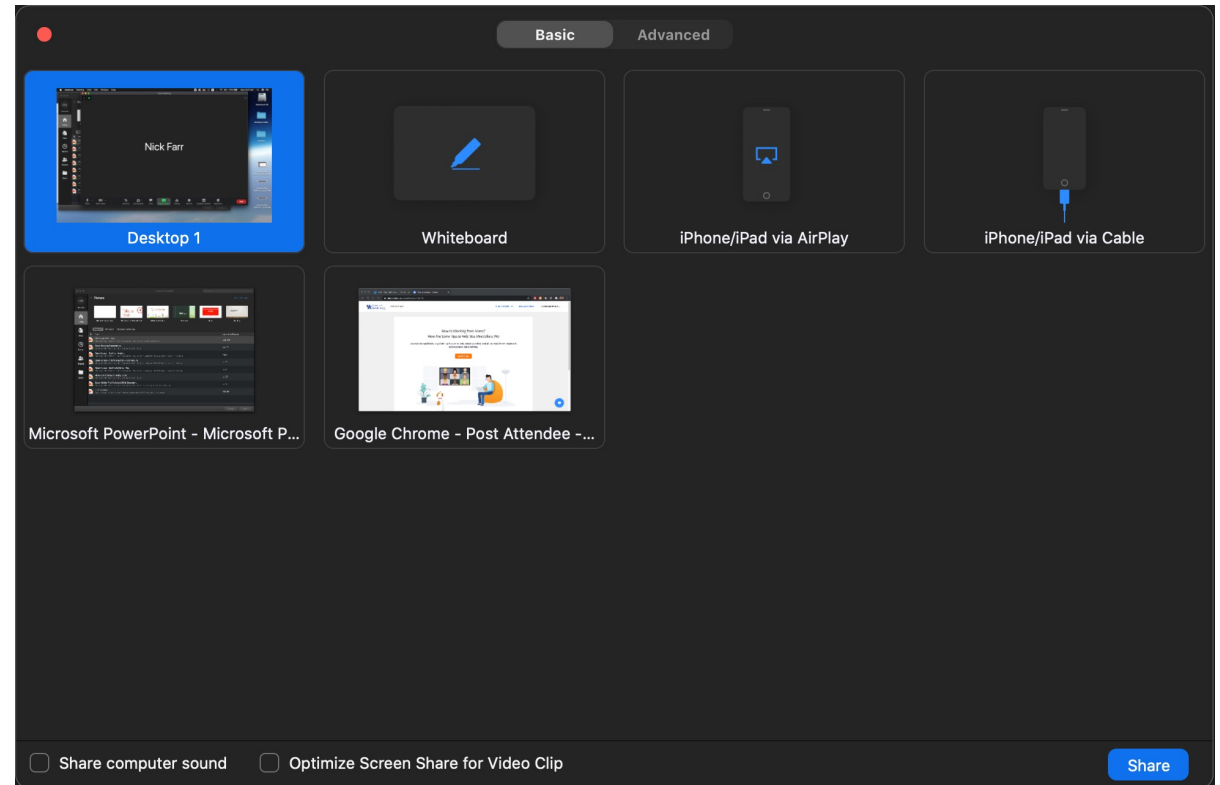
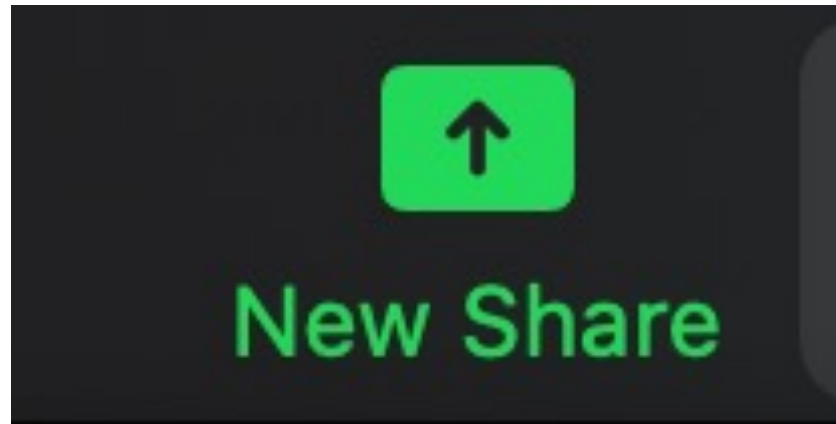


Only if you want to draw on the screen during your Screen Share.

NOTE: If Screen Sharing a PowerPoint, the annotations exist in Zoom, not PowerPoint. Meaning the annotations will not clear when you go to the next slide. **Be sure to click “Clear” and “Clear All Drawings”**

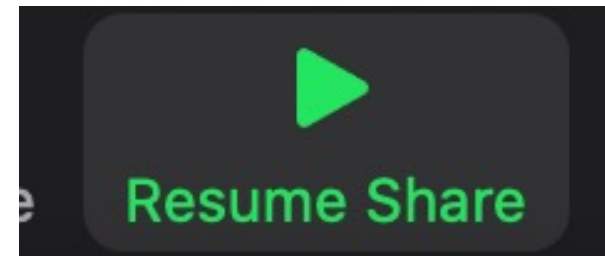
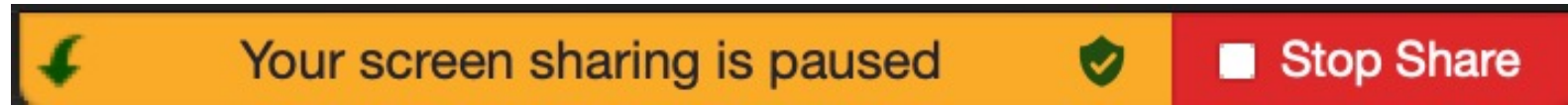


When sharing something new



Menu for what you want to Screen Share will appear once again. Proceed as you did before.

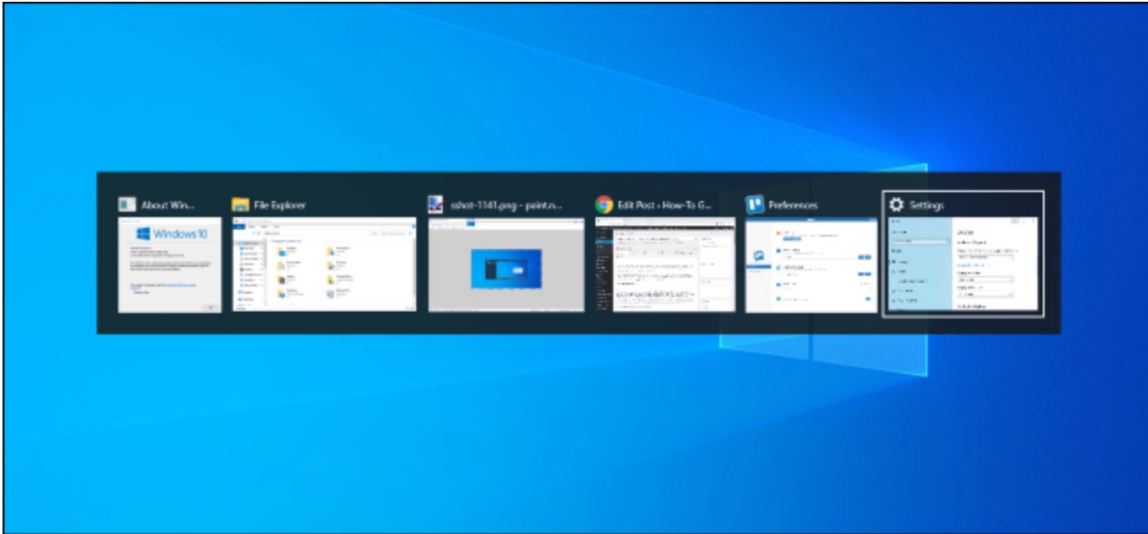
When you pause (or interrupt) a Screen Share



NOTE: If you accidentally minimize a window (ex. PowerPoint presentation), This may appear. You will have to bring the window to the front



Trick to switch between windows/apps



Windows

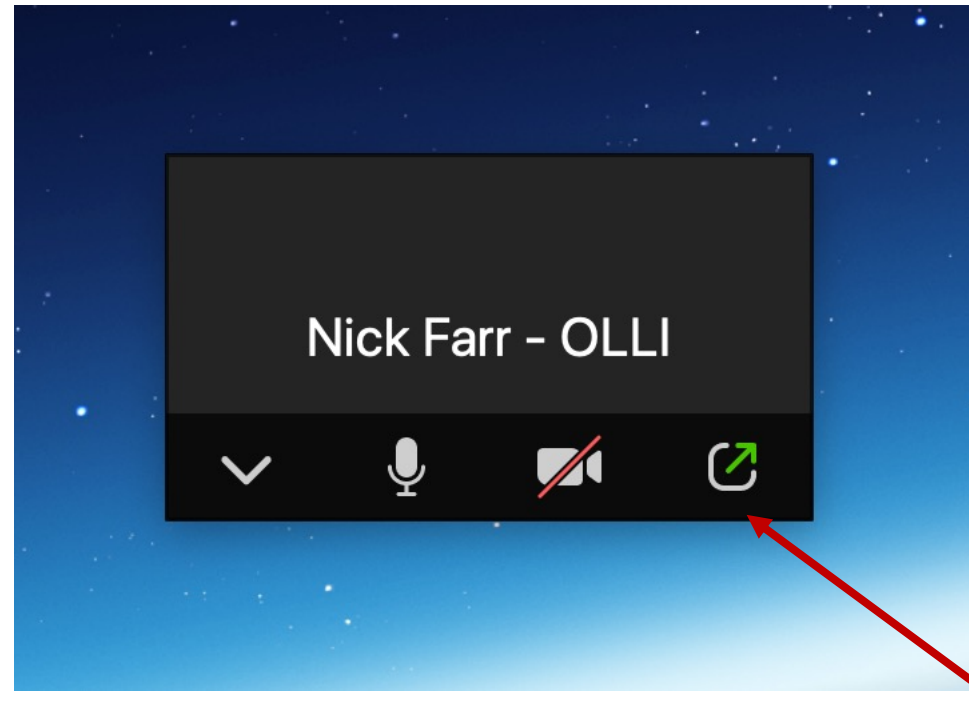
Alt & Tab, **then keep holding Alt**. Click Tab to select which window you want to bring to front, then release Alt



Mac

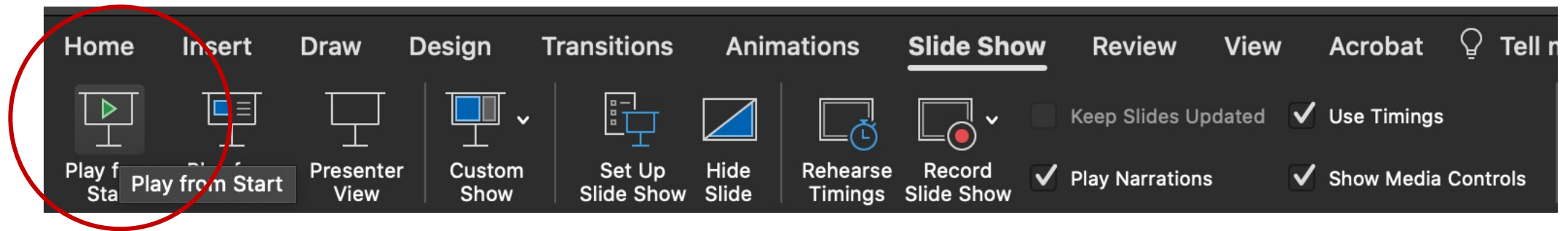
Command & Tab, **then keep holding Command**. Click Tab to select which window you want to bring to front, then release Command

Minimized Zoom Window



Click this button to return to regular Zoom view

How to enter PowerPoint fullscreen (after doing Screen Share)



OR



Participants (8)

Search

- NF Nick Farr - OLLI (Host, me)
- Doug Hahn (Co-host, Guest)
- ER Ed Reeves (Guest)
- DV Diane Vance (Guest)
- jd janice derrickson (Guest)
- LD Laura Day DelCotto (Guest)
- PM Phil Maxson (Guest)
- Susan Straley

yes no go slower go faster more clear all

Invite Mute All More

- Ask All to Unmute
- ✓ Mute Participants upon Entry
- ✓ Allow Participants to Unmute Themselves
- Play Sound When Someone Joins/Leaves
- ✓ Allow Participants to Rename Themselves
- Lock Meeting
- Clear All Feedback
- Enable Waiting Room