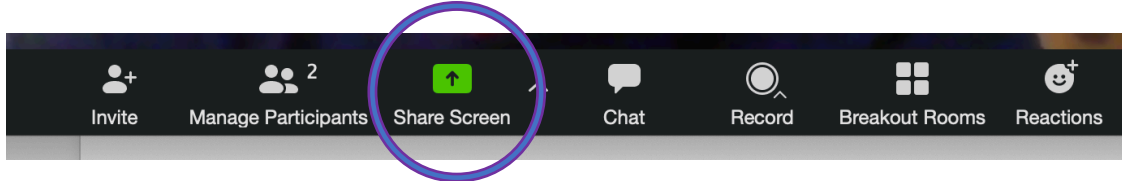


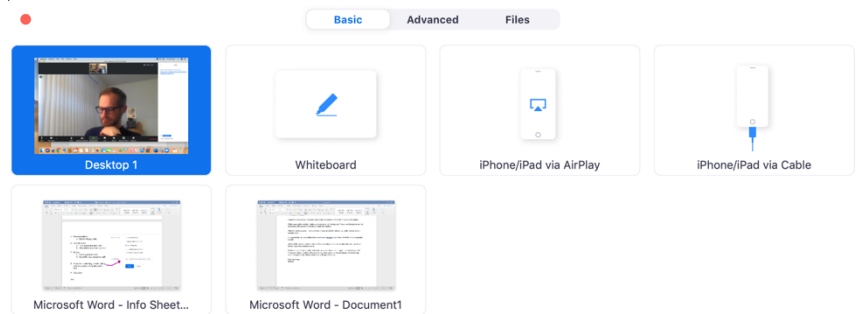
How to Share Your Screen in Zoom

1. Once you're logged in, you'll see a tool bar at the bottom of your Zoom screen. If one isn't there, hover your mouse over the bottom of your Zoom screen. You should see something like this:



2. Be sure to have the documents that you want to share already open. Click on "Share Screen."

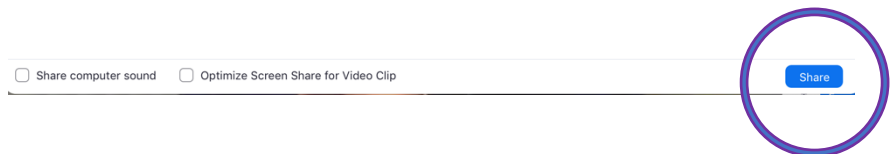
3. You'll see that there are options to share documents you already have open.



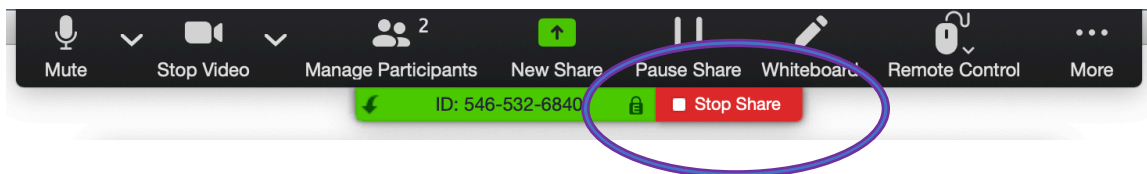
Or, you can use Zoom's Whiteboard function.

Select whichever option you prefer, and then click the "Share" button located on the bottom right hand corner of your screen.

The content on your screen will then be shared with the other participants in the Zoom call.

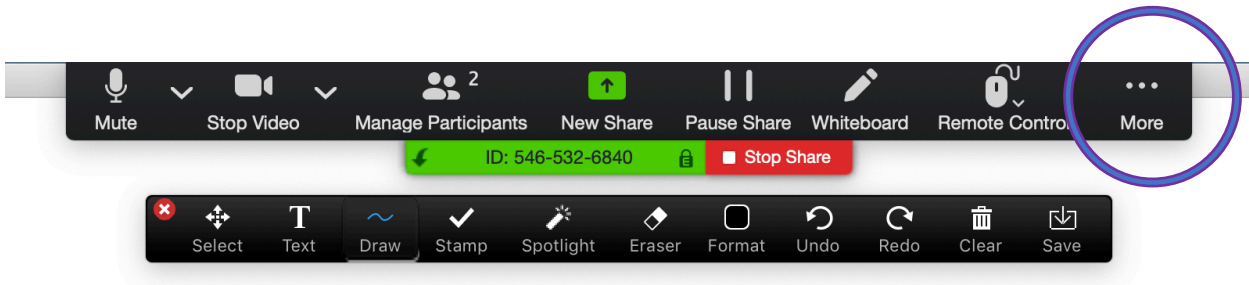


4. To stop sharing content, simply click "Stop Share." If the toolbar isn't there, hover your mouse over the bottom or top of your Zoom screen.

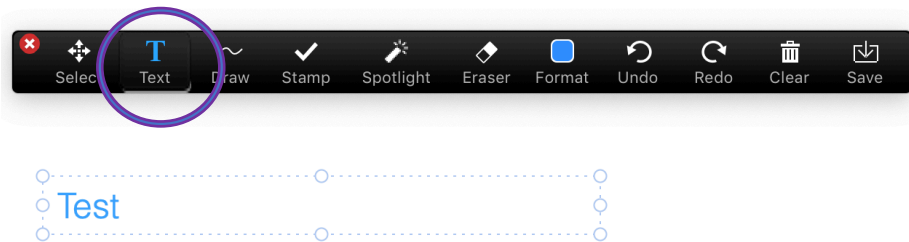


How to Share Your Screen & Use the Whiteboard

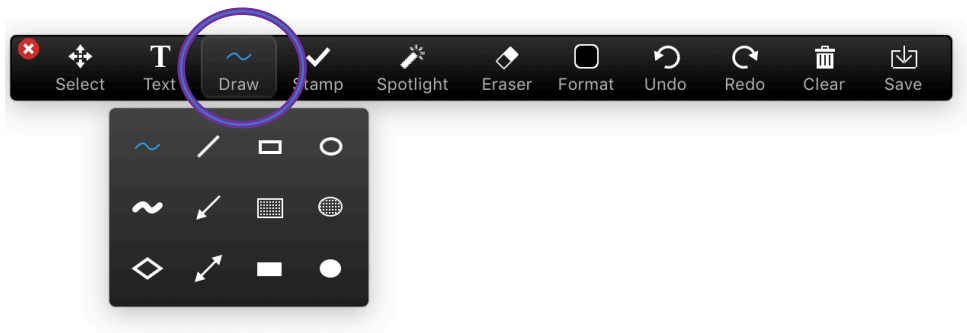
5. After you clicked “Share Screen,” choose the Whiteboard function [steps 1- 3 above].
6. You’ll see a shared whiteboard appear on your screen. You and the other participants will be able to both see and annotate it.
7. This taskbar will show up at the top of your screen. Click the “More” icon with three dots, and an option to annotate will appear.



8. To type with text on the Whiteboard, select the “Text” icon.



9. To draw with your cursor on the Whiteboard, select the “Draw” icon.



Test

10. To select the color, font size, and other tools select the “Format” icon.

