

Hearing Ambassadors

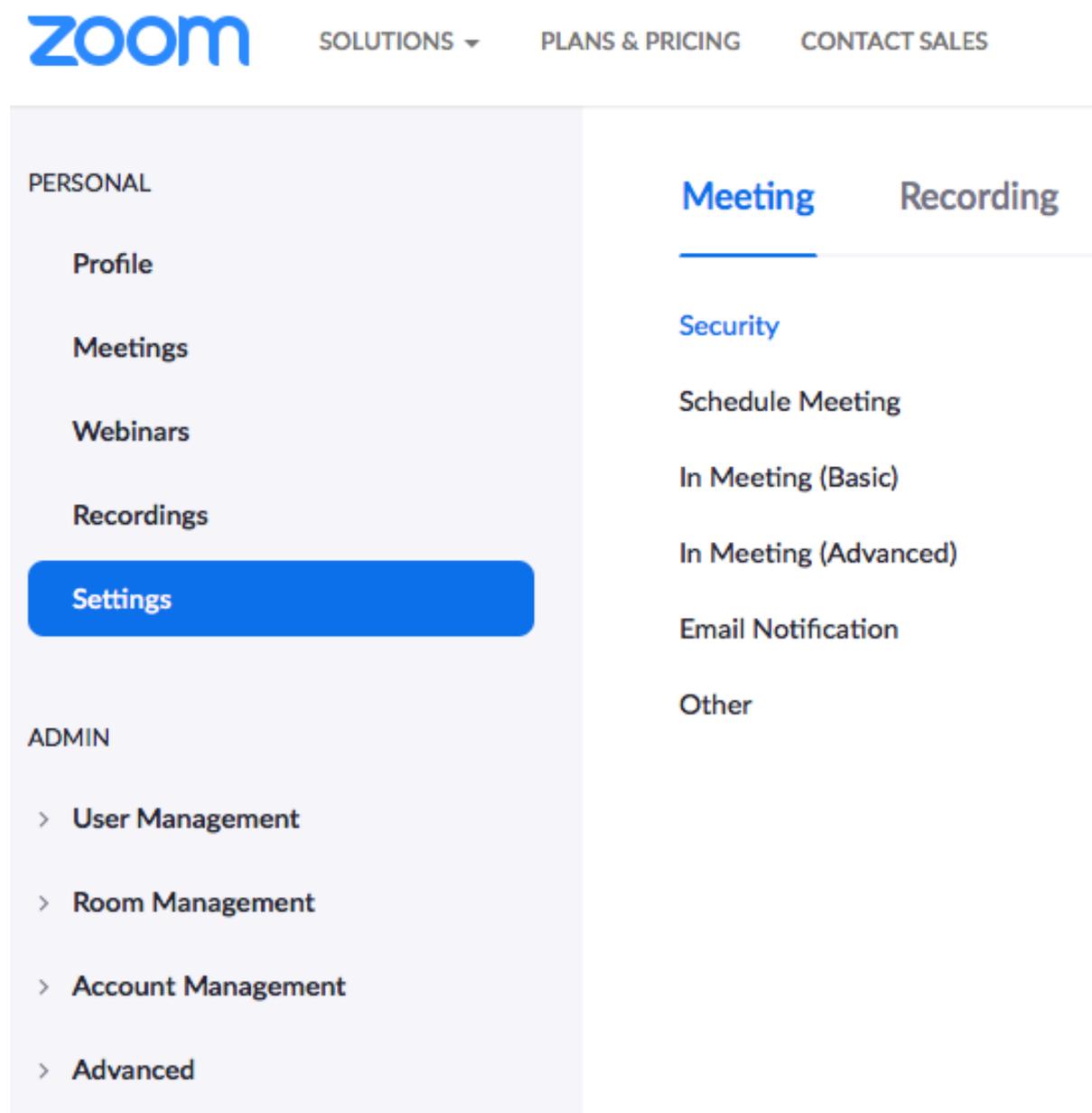
Promoting hearing awareness for you, your friends and family and your organisation



Note: this is written using Version 5.3.0 of the Zoom App on a desktop Mac computer. Earlier or later versions may behave differently, as may tablets and phones. It also assumes a Zoom Pro licence. The free version may not allow all the facilities.

Detailed Guide: Screen Sharing

Log in to your account using the Zoom web site. Within Personal/Settings/Meeting...



Scroll down and to enable Screen Sharing (within In Meeting (Basic)) with the following recommended options...



Screen sharing



Allow host and participants to share their screen or content during meetings

Who can share?

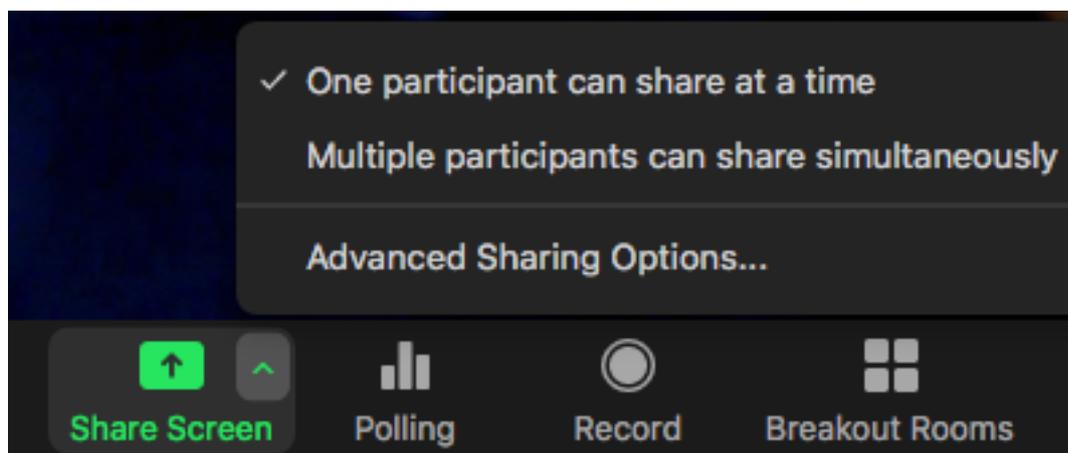
Host Only All Participants

Who can start sharing when someone else is sharing?

Host Only All Participants

This will allow participants to share their screens without giving them Host or Co-host status.

When you are ready for a participant to share their screen, the sharing options can be adjusted, if required, using the arrow just to the right of the Share Screen button...



Other options can be adjusted within Advanced Sharing Options...



Advanced Sharing Options

How many participants can share at the same time?

One participant can share at a time

Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

Only Host All Participants

Who can start sharing when someone else is sharing?

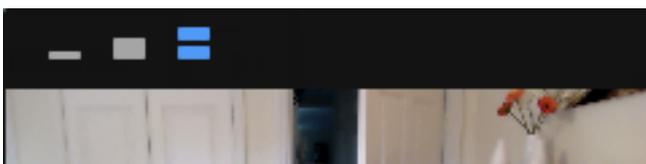
Only Host All Participants

The host will probably prefer to mute all participants then unmute the screen sharing participant.

To start sharing, ask the participant to press the Share Screen button. On a desktop/laptop, this will be at the bottom of the Zoom window but may differ for other devices.

The participant should select the window that they wish to share. If they wish to share sound (perhaps from a music clip), they should select the 'Share computer sound' option. Hit Share (bottom left).

Other participants will see the content of the window being shared with participants appearing as thumbnails alongside. Experiment with thumbnail options by selecting the various options...



Screen sharing can be stopped by the participant or the host.

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Version 1.0 November 2020

