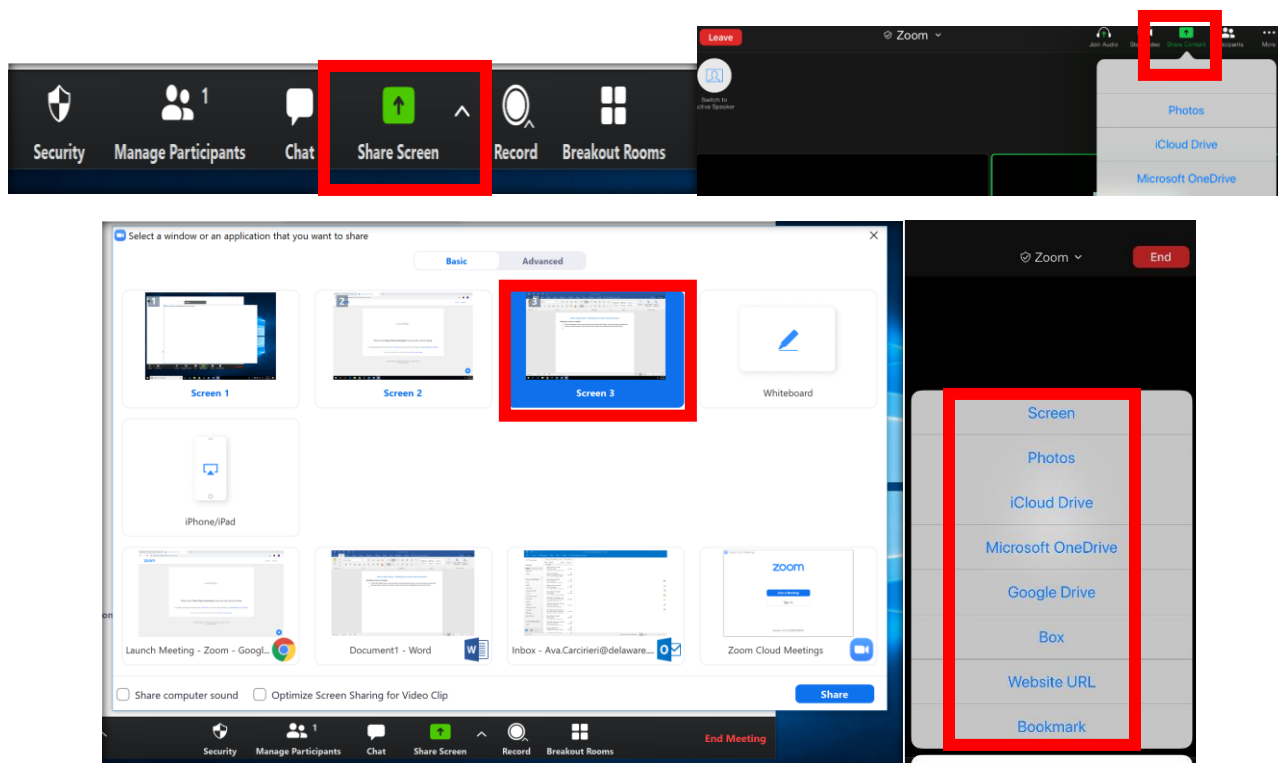


Zoom Cheat Sheet – Sharing your Screen and Annotation

Sharing your screen on a computer:

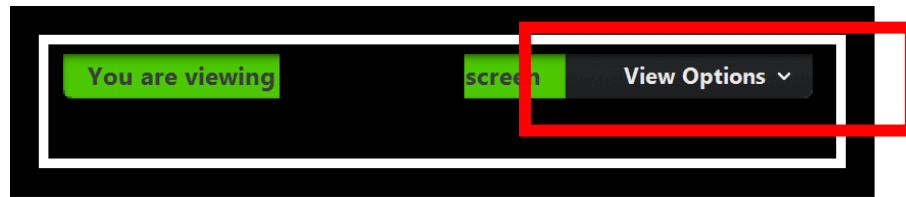
1. Scroll to the bottom or top of your screen and click on the ‘Share Screen’ button. You will see a pop-up window that shows you which screens you can share. Click on the screen you would like to share, and click ‘share’.



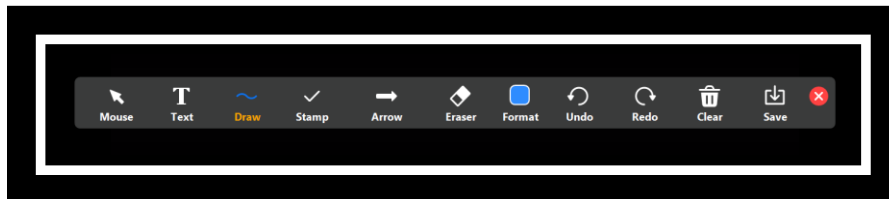
2. The screen that you share will have a green border around it, and you will be able to see the below icon at the top or bottom of your screen that indicates that you are sharing your screen. Hit “stop share” to stop sharing your screen when you are finished.



3. When an item is shared with you in the meeting, an icon will appear at the top of your screen noting that you are viewing someone else’s screen. Click on the ‘View Options’ button. A drop-down menu will appear. Click ‘Annotate’.

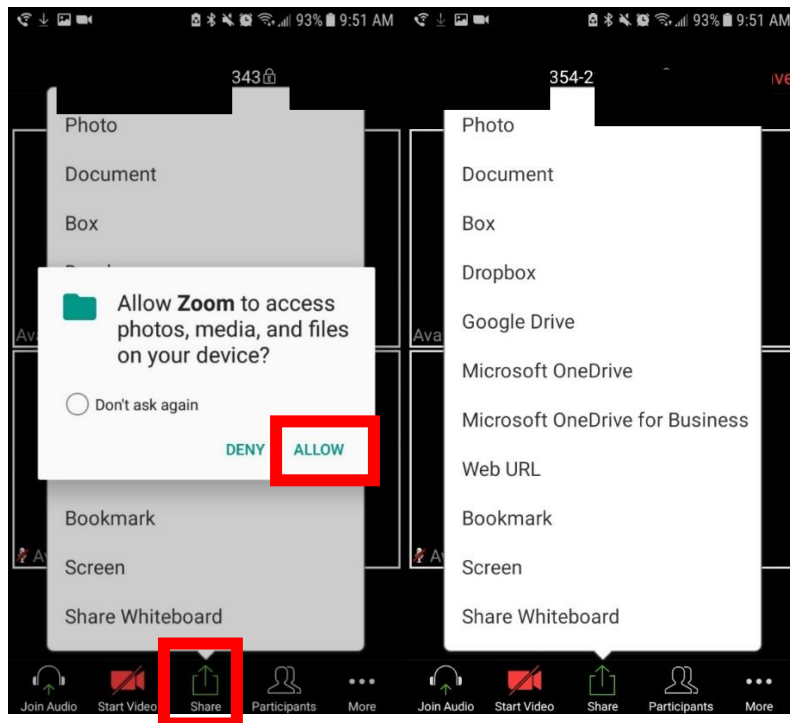


4. The annotation bar will appear at the top of your meeting screen that will allow you to annotate the document as directed by the Hearing Officer or others in the meeting.

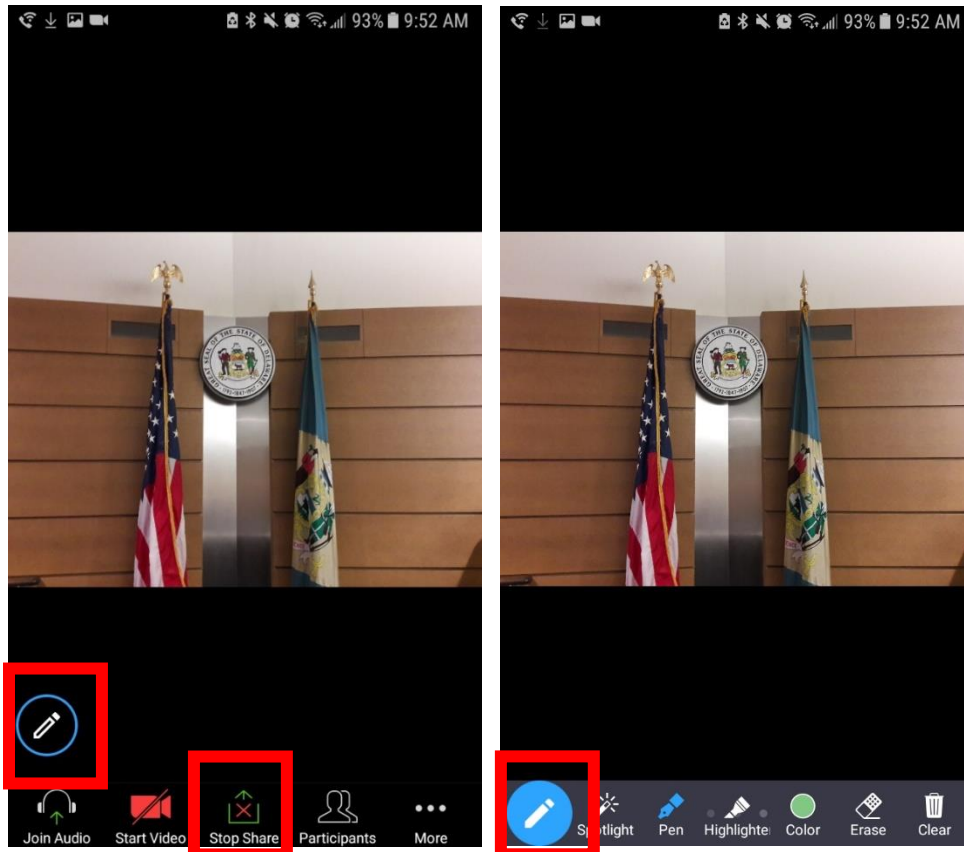


Sharing your screen and annotating shared files on a cell phone:

1. From the home screen, click Share screen at the bottom. A screen will pop up prompting you to select the type of file you want to share. You may get a prompt asking you to allow Zoom access to your files; click 'allow'.



2. Select the item you would like to share. The item will appear on your screen as below. Click on the blue pencil icon to annotate the shared item.



3. A bar will appear with options to annotate the item. Click on the blue pencil icon again to stop annotating. Click 'stop sharing' when either prompted by the Hearing Officer or when it is no longer necessary to share the item.

NOTE: When logging into a meeting from your cell phone, you must download the Zoom app first. If you do not want to download the Zoom app, you must either call the number provided in the meeting invitation, or log in from a tablet or computer. When you log in from a computer, make sure you click on the “join from browser” link at the bottom of the page to get into the hearing WITHOUT downloading the app.