

# Zoom Share Screen

Sharing your screen while using Zoom



## Overview

- ▶ Share Screen allows you to show your computer or portable device screen to the participants of a Zoom meeting that you are Charing.
- ▶ The best use of this feature is to help participants with their Seventh Tradition contributions.
- ▶ It can also be used to show participants how to find documents or other media on the Facebook Hope Group page.



# 1. Prepare for Share Screen

- ▶ You **MUST** be Signed In to Zoom with the [HopeGroupOnline@gmail.com](mailto:HopeGroupOnline@gmail.com) credentials for the Share Screen feature to work!
- ▶ Preparing the document you want to share **before** the meeting will save time while you're in the meeting.
- ▶ **Always open the application or document to share BEFORE you click the Share Screen button (next page).**
- ▶ You can find the Seventh Tradition instructions for Venmo here: <https://www.facebook.com/groups/3868705396504056/permalink/3965032650204663/>
- ▶ A quick link to the QR Code is Here: <https://www.facebook.com/groups/3868705396504056/files/>

The Share Screen button is on the Zoom toolbar

2. Select to Share

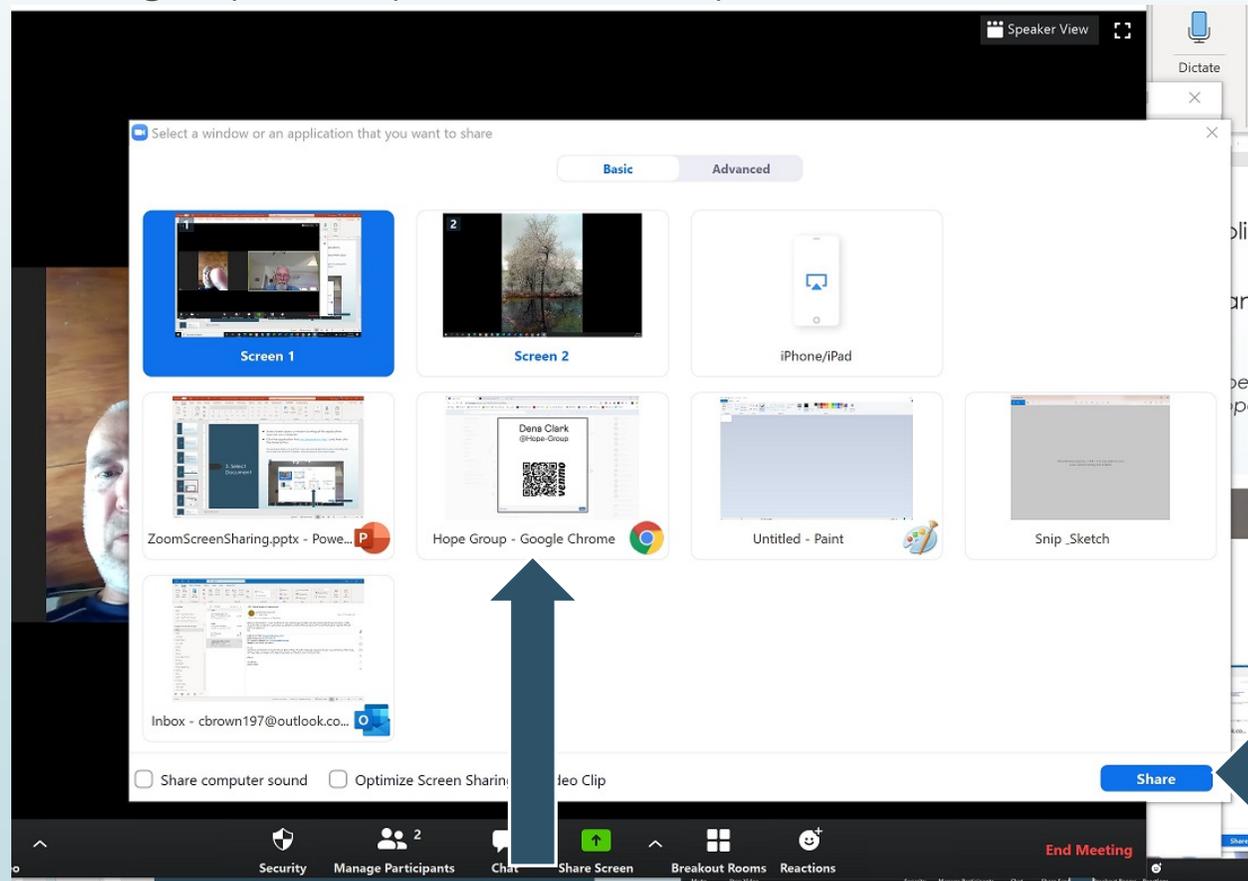
Click when ready to share your screen



- ▶ Share Screen opens a window showing all the applications open on your computer.
- ▶ Click the application that [you prepared in step 1](#) and then click the Share button.

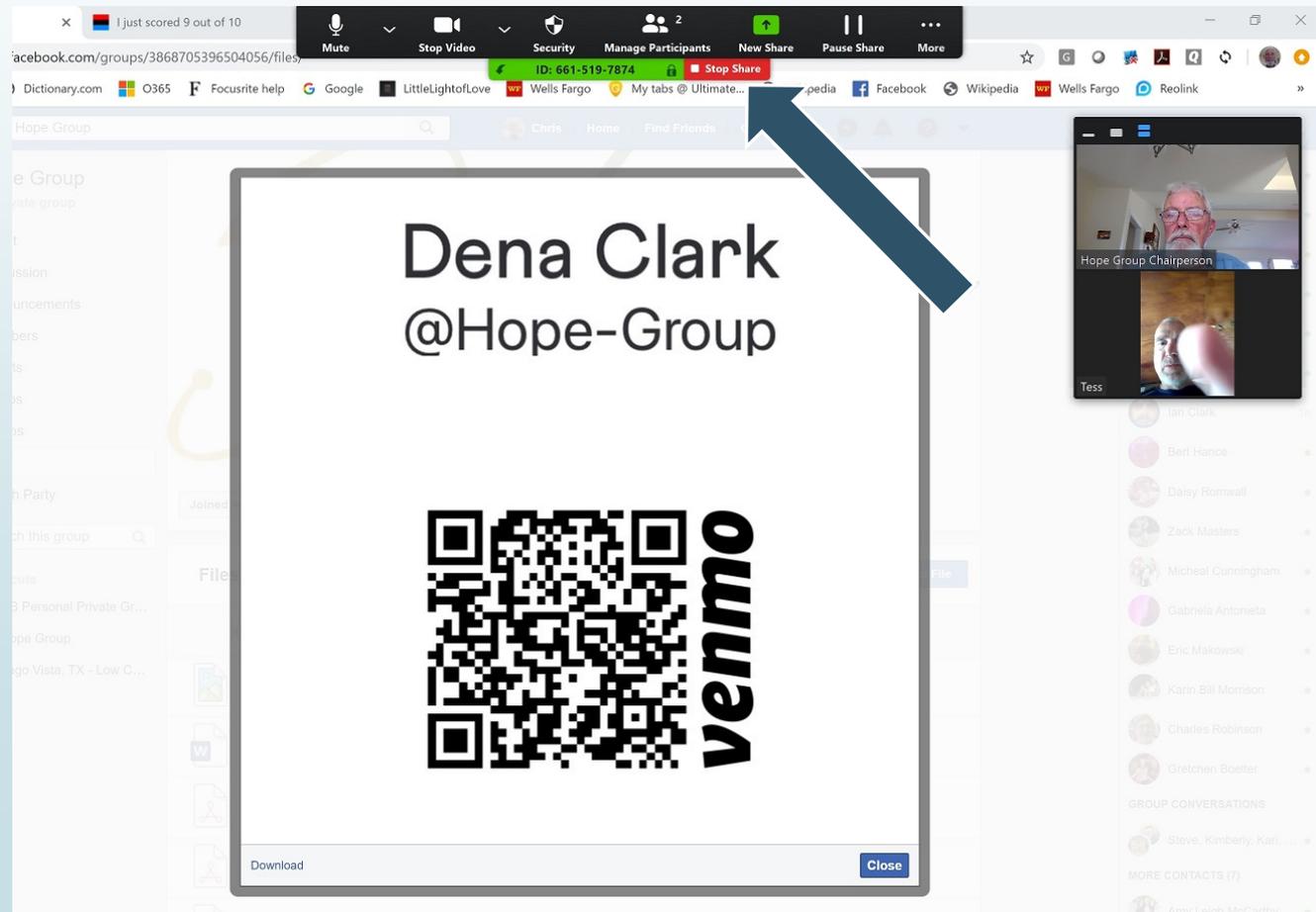
*The example below shows that I have several applications open including Hope Group QR Code file open.*

### 3. Select Document



- ▶ Your screen will change to display the document you chose
- ▶ Your Toolbar is now at the top of your screen
- ▶ The window with Participant images displays on the left
- ▶ You can continue talking and using all the Zoom features as usual
- ▶ When you are done sharing, simply click Stop Share as indicated below

## 4. Stop Screen Share





## Invitation Link and Resources

- ▶ The Meeting ID for ALL Hope group meetings is the same: 661 519 7874.

Join Zoom Meeting

<https://zoom.us/j/6615197874>

Meeting ID: 661 519 7874

- ▶ For detailed meeting information go to the [Hope Group Announcements page](#) or the [Intergroup site page](#)
- ▶ For a guide to Hosting a Hope Group Meeting go to the [Hope Group Files](#) page.
- ▶ For detailed information on the Zoom app or its support knowledgebase go to the [Zoom Support page](#).
- ▶ For additional assistance contact Chris B: 210.607.9624