

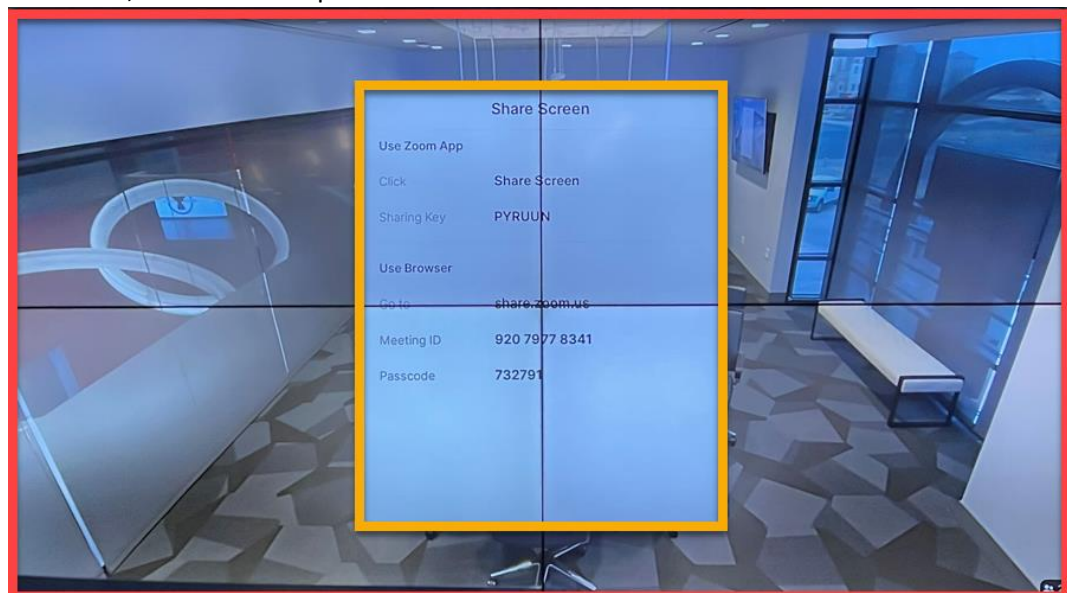
*** Instructions are assumed a zoom meeting has already been created***

1. Using Tablet:

- a. Use this method if you are physically in the board room and haven't joined the zoom meeting on your computer.
- b. Just need to click the "Share Content" on the tablet



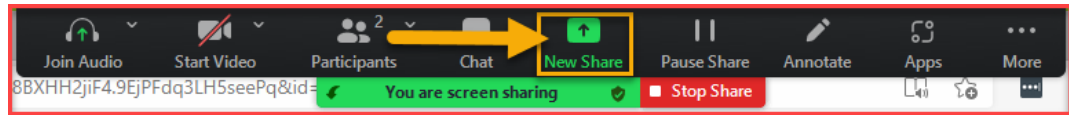
- i.
- c. On the screen you will see how to share your screen when using the zoom app or through the browser.
 - i. You will just type the information provided to share your screen out in the meeting to all attendees, remote and in person.



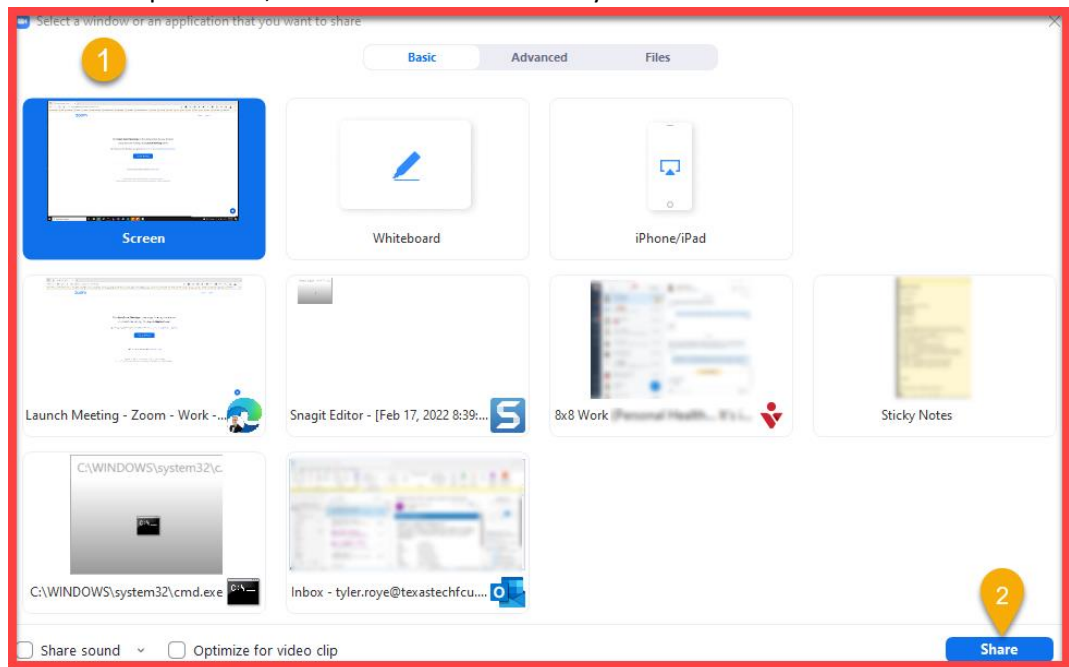
- ii.

2. Using zoom meeting URL link in the email invite:

- a. Once you have joined the meeting at the top you should see a zoom task bar with lots of options
- b. You will need to click “New Share”



- i.
- c. Once clicked, you will have another screen pop up asking you to select which screen or application you would like to share out.
- d. Once you have selected a screen or application you want to share, click “Share”
- i. In the example below, I have selected to share my entire screen.



ii.

3. Using Zoom application:

- a. Within the zoom application window, on the bottom task bar click “Share Screen”
- b. Once clicked, you will have another screen pop up asking you to select which screen or application you would like to share out.
 - i. In the example below, I have selected to share my entire screen.

