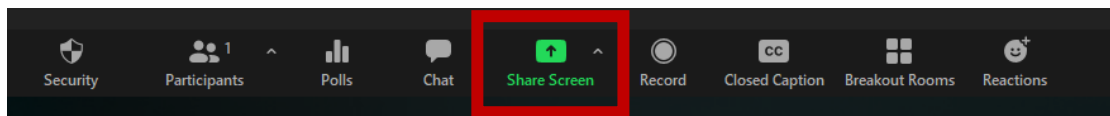


## Screen, Whiteboard and Application Sharing

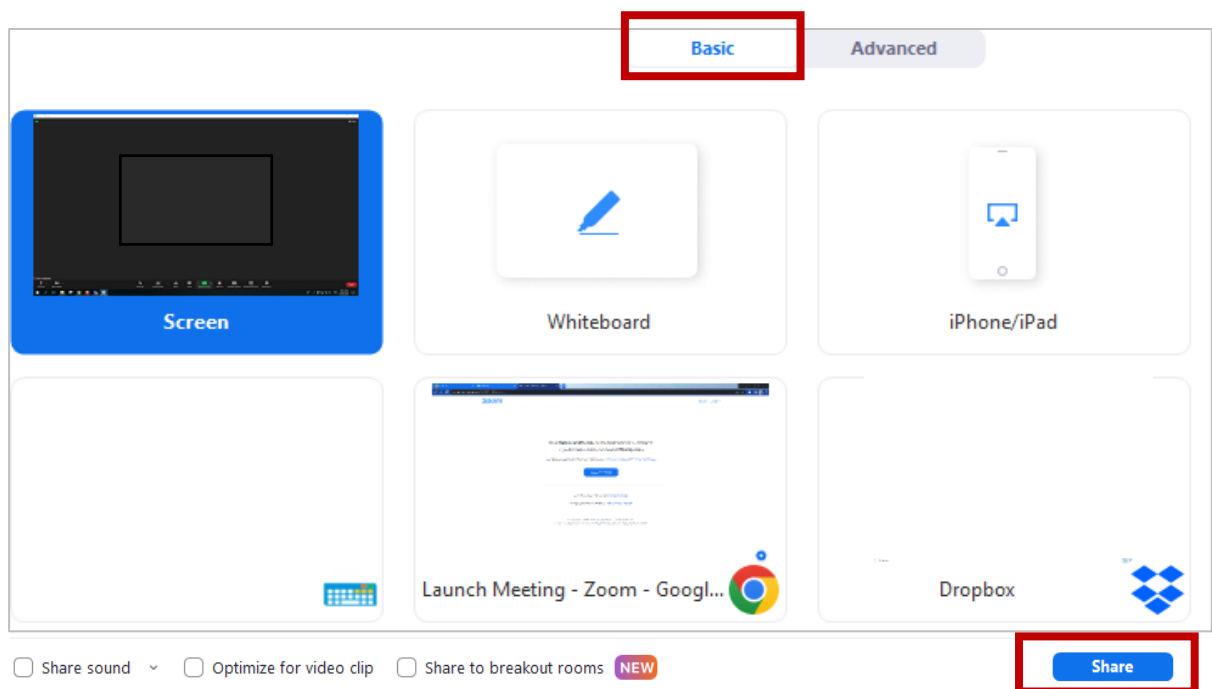
1. Click on the **Share Screen** option in your session toolbar at the bottom of the screen.



2. Choose one of the following screen sharing options:

**a) Basic**

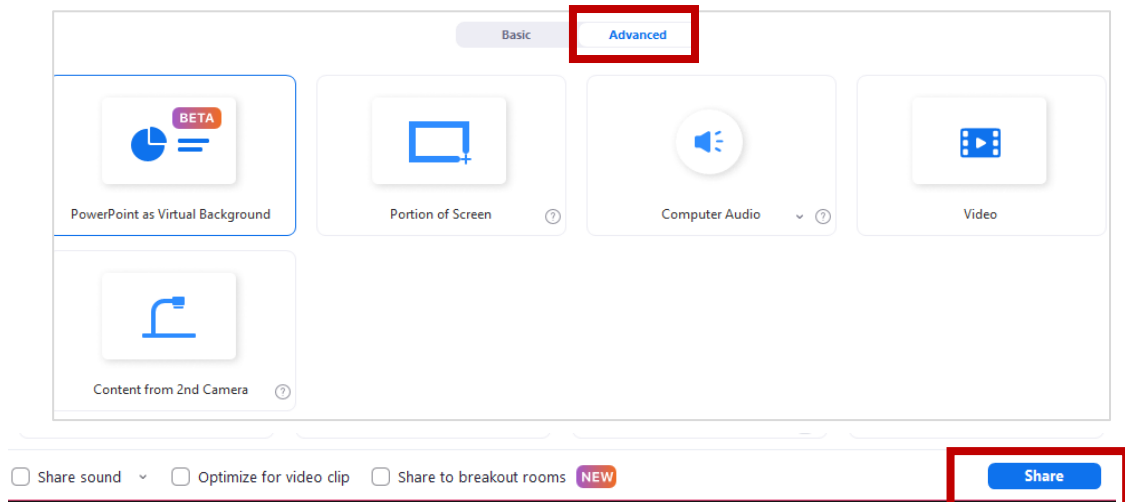
With the Basic option, you can share your entire desktop screen or open application windows on your computer. You need to click on the application you want to share and select it.








- After clicking on the **"Screen"** option, you can share your desktop screen by clicking the **"Share"** button.
- After clicking on the **"Whiteboard"** option, you can share the whiteboard by clicking the **"Share"** button.
- If you want to share one of your applications open on your computer, click on the application preview and press the **"Share"** button.

**Note:** Users can select multiple apps at once instead of sharing the entire desktop. To select multiple apps, you need to hold down the **"Shift"** key on macOS or the **"Ctrl"** key on Windows while selecting the app.

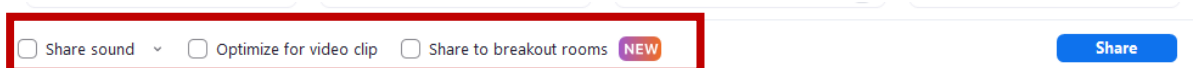
## b) Advanced



- **PowerPoint as Virtual Background:** You can share a slide show presentation (PPT) as your virtual background. However, annotation tools (Annotation) will not appear in this sharing format. 
- **Portion of Screen:** You can share certain parts of your screen. The green-framed border can be adjusted as needed by clicking and dragging any side or corner while sharing. 
- **Computer Audio:** You can share your computer's sound (selected speaker). Click the arrow ▼ to the right of **Computer Audio** to display the audio options and toggle between the audio options (Mono to Stereo). 
- **Video:** Share any video content on your computer. 
- **Content from 2nd Camera:** Share a secondary camera (for example, the integrated camera on your laptop) connected to your computer. 

**Note:** Alternatively, you can open your file in a web browser and then share the browser window. For example, to share a Google Document (Google Docs), open the relevant document in the Chrome browser and then share the Chrome window.

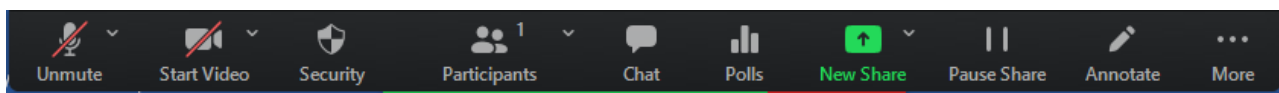
3. Optionally, you can also enable the following features located in the lower left corner of the sharing window.



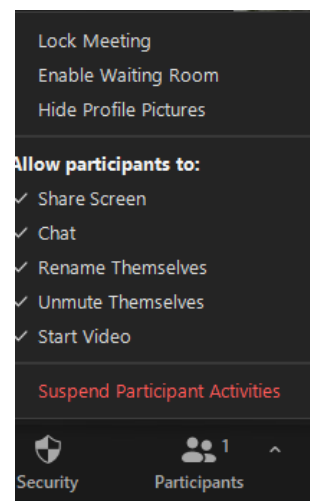
- **Share Sound:** If you check this option, all audio played by your computer will be shared in the meeting. Click on the arrow ▼ to the right of the **Share Sound** option to switch between **Mono** and **Stereo** sound options.
- **Optimize for video clip:** You can check this option when you are going to share a video in full screen mode. Otherwise, do not check this setting, as this setting may cause the shared screen to appear blurry.

- **Share to breakout rooms:** It allows the session owner (host) or co-hosts to share their screen from the main session in all breakout rooms. Breakout rooms must be created in advance for this option to appear.
4. After making all your settings, you can start sharing by clicking the **Share** button.

### Control Panel During Screen Sharing



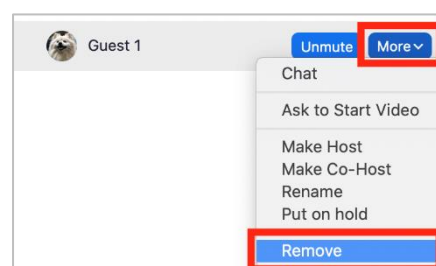
- a. **Mute / Unmute:** Mute or unmute your microphone.
  - b. **Start / Stop video:** Start or stop your in-meeting video.
  - c. **Security:** Access in-meeting security options.
- **Lock Meeting:** Locks the meeting and prevents new participants from joining the meeting.
  - **Enable Waiting Room:** Activates this room to let incoming new attendees or existing attendees into the waiting room.
  - **Hide Profile Pictures:** Hides all profile pictures including the host and names are shown instead.



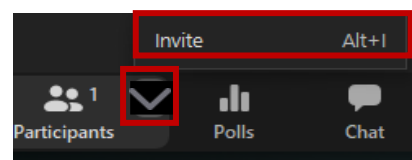
### Allow participants to:


- **Share Screen:** Allows participants to screen share.
- **Chat:** Allows participants to use the chat tool.
- **Rename Themselves:** Allows participants to rename themselves from the participants panel.
- **Unmute Themselves:** Allows participants to unmute themselves without the host's permission.
- **Start Video:** Allows participants to open their videos.
- **Suspend Participant Activities:** If there is a participant disrupting the session, with this option you can end all participant activities and lock the session so that no one else can join.

To remove the disruptive participant from the session, click "**More**" next to the participant's name in the "**Participants**" section and then click **Remove**.



- d. **Participants:** If you are the session owner, you can view or manage the participants. Click on the arrow ▼ next to the "Participants" icon to access the **Invite** option to invite others to the meeting.



- e. **Chat:** Click on the **Chat**  icon while sharing your screen during a meeting. A chat window will open that cannot be seen by other meeting participants and can be moved around. If you receive chat messages while screen sharing, a red icon will appear next to the Chat icon with the number of unread messages.

- f. Polls:** Allows you to edit and launch your surveys. When the survey is closed, you can view the results and download the full survey report. If a poll has already been created, both the host and co-host can start the poll, but only the host can edit the polls or add a new poll to the meeting.
- g. New Share:** You can start a new share. On the screen that opens, you will be prompted to select the screen or application you want to share again.
- h. Pause Share:** Pauses the screen you are currently sharing.
- i. Annotate:** Opens annotation tools for drawing, adding text, etc.
- j. More:** Click on the “**More**” to see additional options.

**Record on this computer:** It starts recording on the computer.

**Record to the cloud:** Starts recording to the cloud.

**Meeting Info:** Shows the guest link, your attendee ID and encryption status.

**Reactions:** Allows the session owner to give non-verbal feedback.

**Closed Caption:** This feature can only be used by the session owner and if the subtitle feature is enabled.

**Breakout Rooms:** You can start study rooms.

**Enable / Disable Annotation for Others:** You can allow or block attendees from annotating on your shared screen.

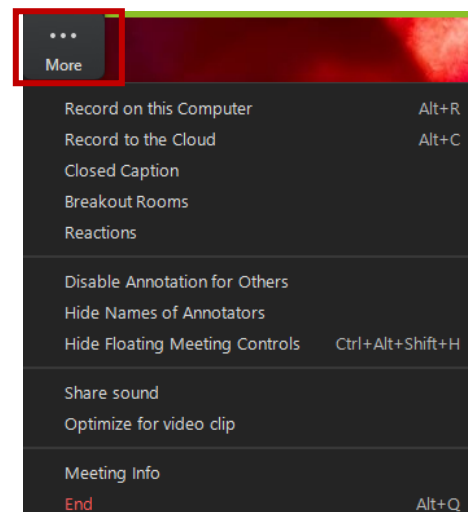
**Show / Hide Names of Annotations:** You can show or hide the names of the participants when they annotate. If set to **Show**, the participant's name appears briefly next to their annotation.

**Hide/Show Floating Meeting Control:** Allows hiding or showing the meeting dashboard.


**Share Sound:** Allows you to share computer audio while **screen** sharing.

**Optimize for video clip:** You can check this option when you are going to share a video in full screen mode. Otherwise, do not check this setting, as this setting may cause the shared screen to appear blurry.

**End:** Exits the meeting or ends the meeting for all attendees.



## Annotation

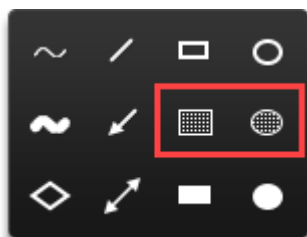
- 1. Annotation** tools will appear automatically. If you cannot see the annotation tools on your screen, click the **Add Annotation**  icon.

**Annotation tools will open as shown below:**



- a) Mouse:** Allows you to use your mouse cursor by disabling annotation tools. If annotation tools are disabled, this icon will be blue. This icon becomes active in screen sharing.
- b) Select:** Selects, moves or resizes your annotations. To select multiple annotations at once, drag your mouse to display a selection area.
- c) Text:** Adds text.

d) **Draw:** Adds lines, arrows and shapes.



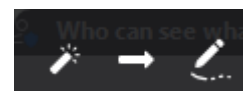
**Note:** You can use the adjacent square or circle icon to highlight part of the shared screen or whiteboard.

e) **Stamp:** Adds icons such as checkmarks or stars.



f) **Spotlight:** Turns your cursor into a highlight tool or arrow.

- **Highlight:** Shows your mouse pointer to all participants when your mouse is in the shared area. Use this to show certain parts of the screen to other participants.
- **Arrow:** Shows a small arrow instead of a mouse. Click on the arrow icon to add an arrow showing your name. Each click removes the previous arrow placed. You can use this feature to show your annotations to other participants.
- **Vanishing Pen:** This pen allows the presenter to annotate on the whiteboard or shared screen without having to delete or undo the last addition, as the annotation will disappear in a few seconds.



g) **Eraser:** Deletes your annotation.

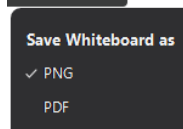
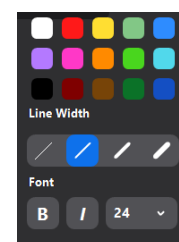
h) **Format:** Changes the annotation tools' formatting options such as colour, line width, and font.

i) **Undo:** Undoes your last annotation.

j) **Redo:** Redoes the last annotation you undo.

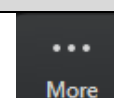
k) **Clear:** Deletes all annotations.

l) **Save:** Saves shared screen/whiteboard and annotations as PNG or PDF.

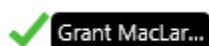


## Annotation Settings

1. Click on the screen sharing controls to see the annotation settings:



- **Enable / Disable Annotation for Others:** Allows or blocks attendees from annotating on your shared screen.
- **Show / Hide Annotated Names:** Shows or hides attendees' names when they annotate. If set to Show, the name of the attendee is briefly displayed next to their annotation.



2. You can use the page control tool in the lower right corner of the whiteboard to create new pages and switch between pages.



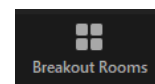
**Note:** Only the participant or host who starts sharing a whiteboard has access to create and modify pages.

3. Click on **Stop Share** to stop whiteboard sharing.



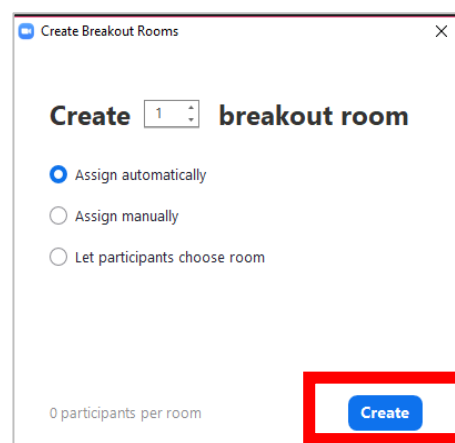
## Breakout Room

1. Click on the **"Breakout Room"** icon from the menu at the bottom of the screen.
2. Choose the number of rooms you want to create and how you want to assign your attendees to those rooms:

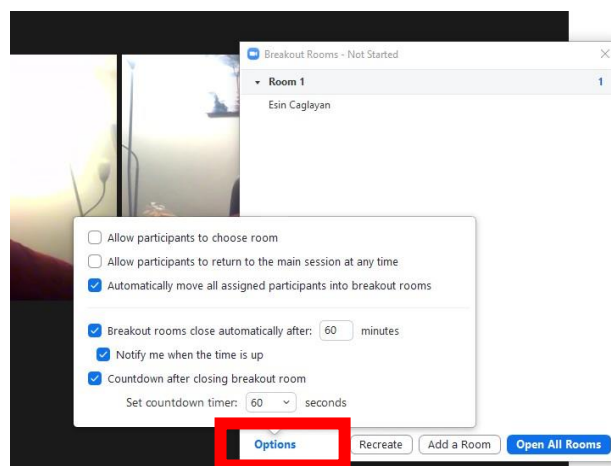


- **Assign Automatically:** Lets your participants be randomly distributed evenly across each of the rooms.
- **Assign Manually:** Choose the participants you want to be in the rooms yourself.
- **Let Participants Choose Room:** Participants can choose and enter rooms themselves.

3. Click on the **Create** button.



- Your breakout rooms are created but not started automatically. You can manage rooms by following the instructions below before starting them.
- When you click on the "Create" option, you can change the "Breakout Rooms" settings from the **"Options"** section as shown on the left.



4. You can choose the options you want to use for your breakout rooms.
  - **Allow participants to choose room:** After the rooms are opened, the participants can choose and join the rooms themselves.
  - **Allow participants to return to the main session at any time:** If this option is checked, attendees can return to the main session. If this function is disabled, attendees must wait for the host (host) or co-host to end their study room.
  - **Automatically move all assigned participants into breakout rooms:** Checking this option will automatically move all participants to their study room. If this option is cleared, attendees must click **Join** to enter the breakout room.

- **Auto close breakout rooms after minutes:** If this option is checked, the study rooms will automatically close after the specified time.
- **Notify me when the time is up:** If this option is checked, the session owner (host) and co-hosts will be notified when the study room expires.
- **Set Countdown timer:** If this option is checked, a countdown will be performed to show participants how much time they have left before returning to the main room.

5. Follow the steps below to assign attendees to rooms or click **Open All Rooms** to start breakout rooms.

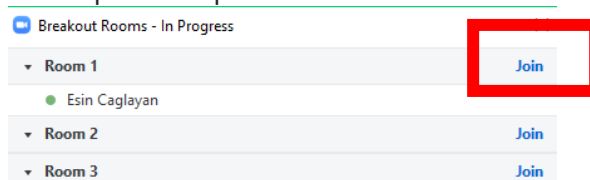


### Assigning Participants to Rooms

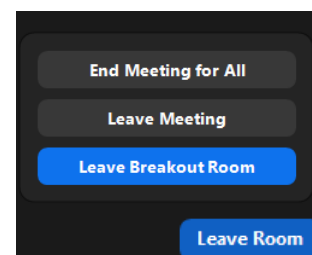
To assign participants to your rooms, click **Assign** next to the room you want to assign participants to and select the attendees you want to assign to that room. Repeat this process for each room.

After a participant has been assigned (manually or automatically), the number of participant is displayed instead of the **Assign** option.


When rooms are opened, session owners can join the relevant room by clicking the **Join** tab.



- Click on **"Leave Breakout Room"** to leave the room and return to the main room.
- Click on **"Leave Meeting"** to leave the session completely.
- Click on **"End Meeting for All"** to end the session for everyone.




Host or co-hosts can send messages to all study rooms to share information with all participants.

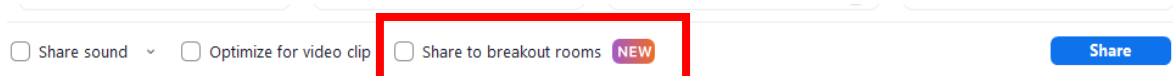
1. Click on the Breakout Rooms icon  on the meeting control panel
2. Click on **Broadcast Message to All**, write your message and click on Broadcast.
3. The message is now shown to all participants in breakout rooms.



### Screen Sharing in Breakout Rooms

After the breakout rooms are opened, **the host** or **co-host** can share their screen in the main session in all study rooms.



1. Click on the **Share Screen** icon  on the meeting control panel.
2. Click on the **Share to breakout rooms** at the bottom of the sharing window.



3. Choose what you want to share from the whole screen, one of the open programs, or others.
4. Click on **Share**. Selected content will be shared across all breakout rooms. Active shares in any breakout room can be interrupted by the host / co-host sharing the screen.


## Poll (Survey)


No polls or quizzes created

1. Start your Zoom session.
2. Click on Polls 
3. Click on the **"Create"** button on the pop-up menu. 
4. This action will launch your default web browser. After that click on the **"Poll"** option and **"Next"** button.

### Choose what you would like to create

This poll/quiz will be used for TLC DEMO COURSE

 **Poll**  
Present polls in a meeting and report real-time results

 **Advanced Polls and Quizzing**  
Add different question types and images to polls. Set answers for quizzes.

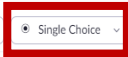
☐ Add to Polls/Quizzes library **NEW**  
Once created, you can go to ["Meetings > Polls/Quizzes"](#) to view this item.

[What's the difference?](#)

**Next**

Cancel

Untitled Poll

How do you feel today? 

☐ Happy

☐ Sad

☐ Confused

+ Add choice

+ Add Question

... **Save** Cancel

5. You can create a question for which students can only answer one by selecting the **"Single Choice"** question type on the question creation screen. By choosing the **"Multiple Choice"** question type, you can create a question that students can answer more than once. You can add a new question or questions to your survey by clicking the **"Add Question"** option at the bottom left.

Then click on the **"Save"** button.

6. You can preview the survey you created by returning to the Zoom screen. You can share the survey with students by clicking the **"Launch"** button. Participants in the course will be asked to answer the survey questions.

Polls

Untitled Poll

Poll | 1 question [Edit Poll](#)

1. How do you feel today? (Single Choice) \*

☐ Happy

☐ Sad

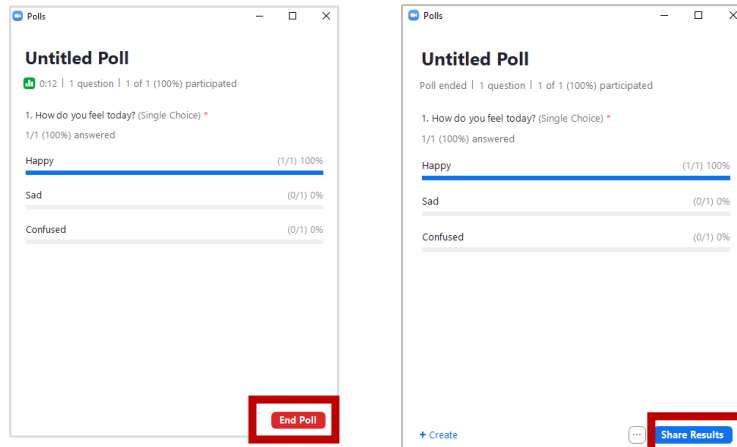
☐ Confused

+ Create

**Launch**



7. The session owner will be able to see the results live. You can end the survey by clicking on the **“End Pool”** option. You can share the results with the students by clicking on the **“Share Results”** option.




8. Click the icon **...** to access the following options:



- **Re-Launch Poll:** Restarts the poll.  
**Note:** If the poll is restarted in the meeting, the poll report only displays the last poll done. If you know you will need to start the same survey twice and you want to import both datasets, you should create a second survey with the same questions as the original survey to avoid restarting the survey.
- **Download results:** This action will launch your default web browser. This way, you can download the entire survey report, which shows what each participant chose.
- **View Results in My Browser:** Starts your default web browser and displays the same survey results on the web page.


## Chat Panel


### Chat with all participants

1. Click on the **Chat** icon  on the meeting control panel.
2. Select **Everyone** from the **“To”** drop-down menu.
3. Write your message in the chat window.
4. Press the **“Enter”** key on your keyboard to send your message.


### Send a private message

If the host has enabled private chat, participants can communicate privately with each other in the meeting. Hosts cannot see private chats between participants.



1. During the meeting,  click **Chat** in the meeting controls.
2. Select the participant you want to chat with directly from the **"To"** drop-down menu.
3. Enter your message in the chat window.
4. Press the **"Enter"** key on your keyboard to send your private message. Your message will be displayed in the chat window with a **Direct Message** notification.

**Note:** While entering your message in the chat window, click the **Emoji** icon  to open the emoji panel.

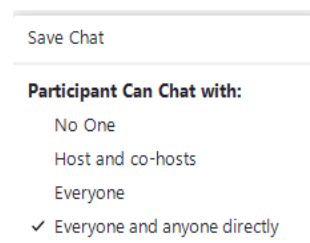
### Sharing Files in Chat Panel

While entering your message in the chat window, click the **Folder**  icon to select the file source and send the file.

If you are the host, you can change the chat settings during the session.

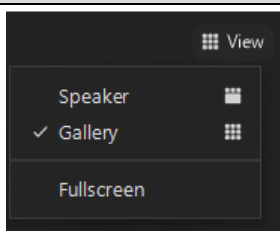
1. While in the meeting, click  **Chat** in the meeting controls.
2. Click on the three dots icon  to view the in-meeting chat settings.
3. You can access the following options:
4. **Save Chat:** It saves all chat messages to your computer in a TXT (text) file format.

**Participant can chat with:** You can specify who attendees can chat with.



- **No one:** Disables in-meeting chat.
- **Host and co-host:** Only the host and co-host can send messages to anyone. Attendees can still send private messages to the host.
- **Everyone:** Participants can only post public messages. Public messages are visible to all participants. Attendees can still send private messages to the host.
- **Everyone and anyone directly:** Participants can send public or private messages. Public messages are visible to all participants. Private messages are sent to a specific participant and cannot be viewed by the host.

### Gallery View



Gallery View allows you to view thumbnails of attendees in a grid layout. 25 participants can be viewed on a single screen within the gallery view.

### Speaker View

Speaker View will switch the large video window between who is speaking with 3 or more participants in the meeting. If it is just you and one other participant, your video will be smaller at the top and their video will appear below.

Pinning a participant will keep them as the largest video for your view of the meeting, while spotlighting will do the same but for everyone in the meeting.

