

SIRS Photography Group Virtual Meeting Guidelines – Step 2

In the Meeting: Zoom Screen Sharing How-to

The Zoom meeting software allows a meeting attendee to share a window from their computer with the entire group, so that all can see something. In this case, that's our photographs.

I am assuming here that you understand how to get into a Zoom meeting using your computer's video and audio.

PREPARE TO SHARE your photos by opening your folder and selecting the first photo. (You may need to resize the photo window to see the zoom window.)

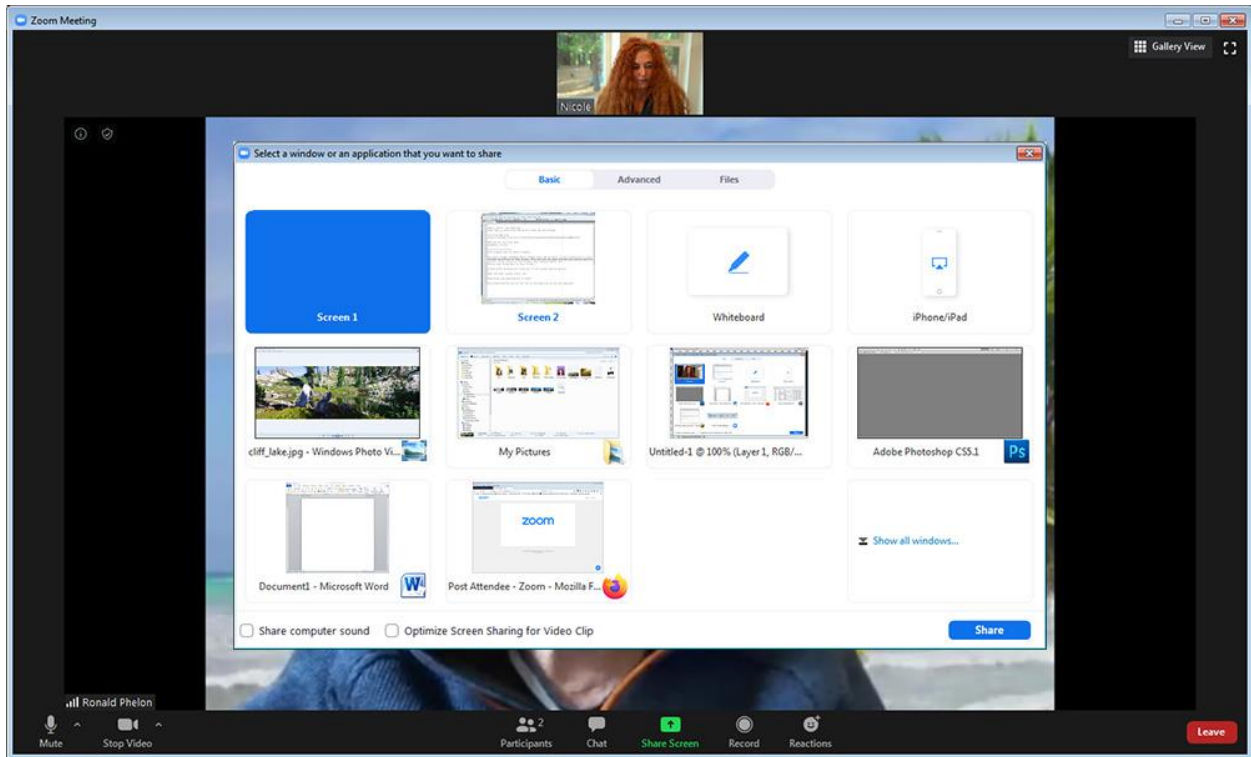
➔ When it is your turn, point your cursor to the bottom of the Zoom window, where you will see the Zoom action bar:



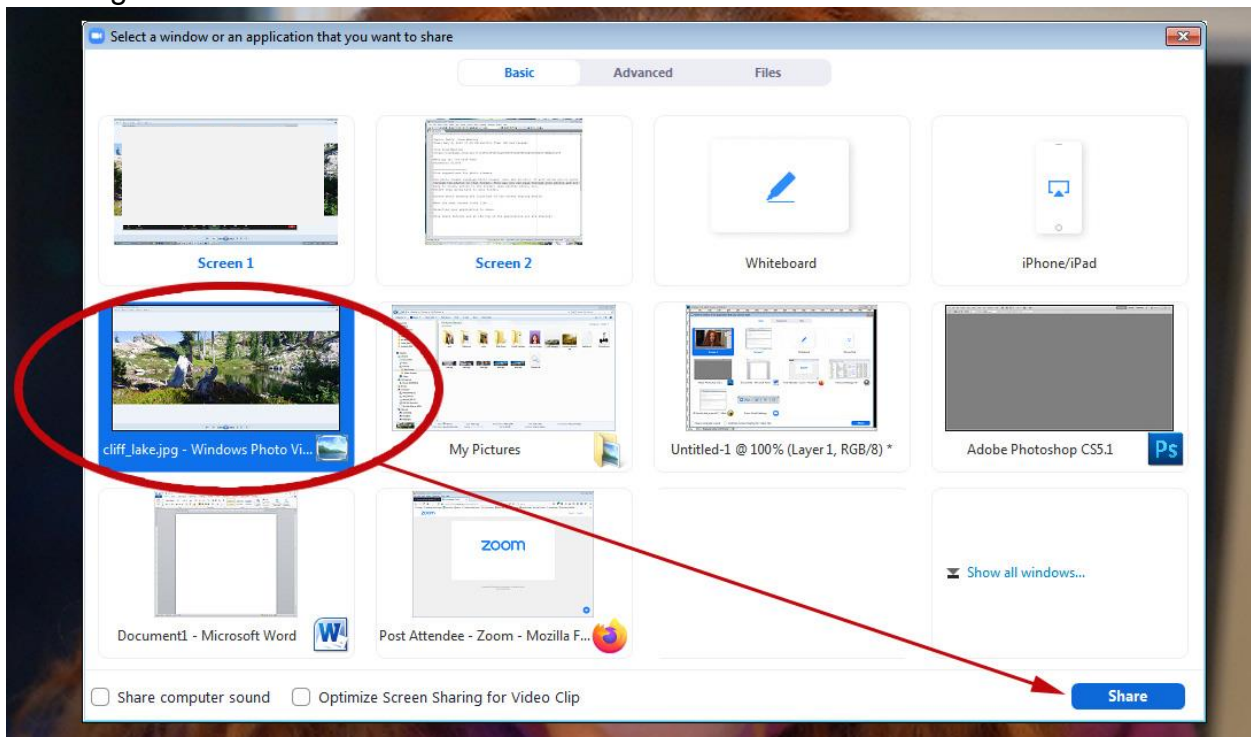
➔ In the middle of this bar is a green button labelled "Share Screen":



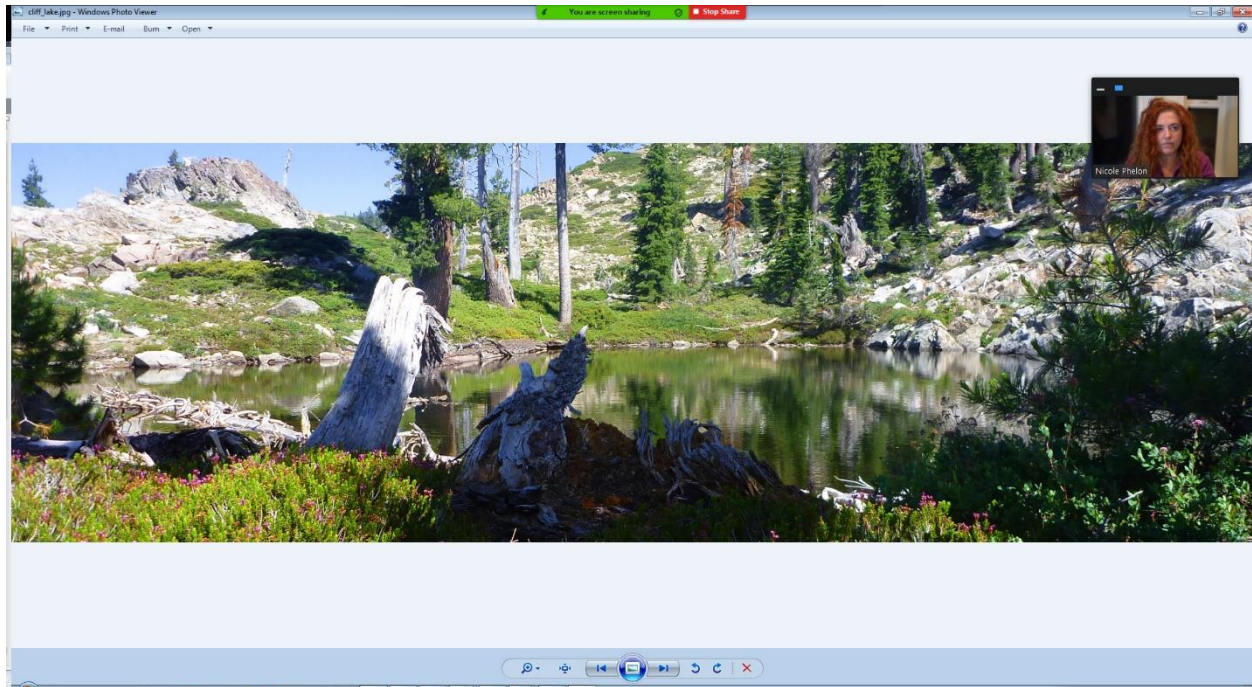
➔ When you click on “Share Screen” a window will pop up over your Zoom meeting window, giving you a selection of windows/apps to choose from. It will look something like this:



➔ Click on your photo viewer window/app, then click on the blue “Share” button in the lower right corner:



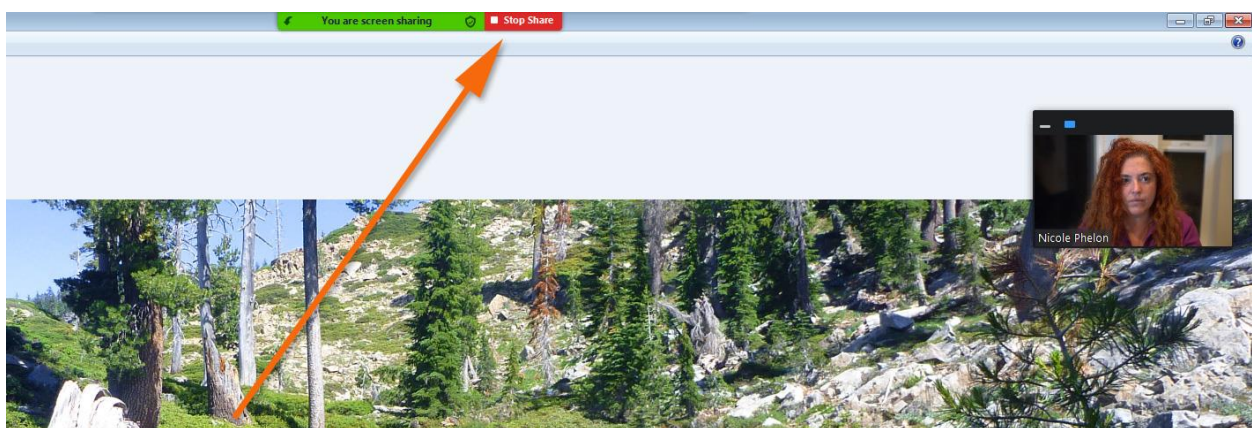
➔ Your photo viewer will pop up onto the screen for all to see:



You are now sharing your computer with all meeting attendees.

★ **Remember:** *If you click away from the photo viewer all attendees will see whatever it is you click on...your mail...your browser with your Amazon cart open...your password manager!*

➔ Once you have clicked through all of your photos and your turn is over, move your cursor to the TOP of the shared window and click on the red "Stop Share" button:



You will be returned to the main video window, with the host and all the attendees' video streams.