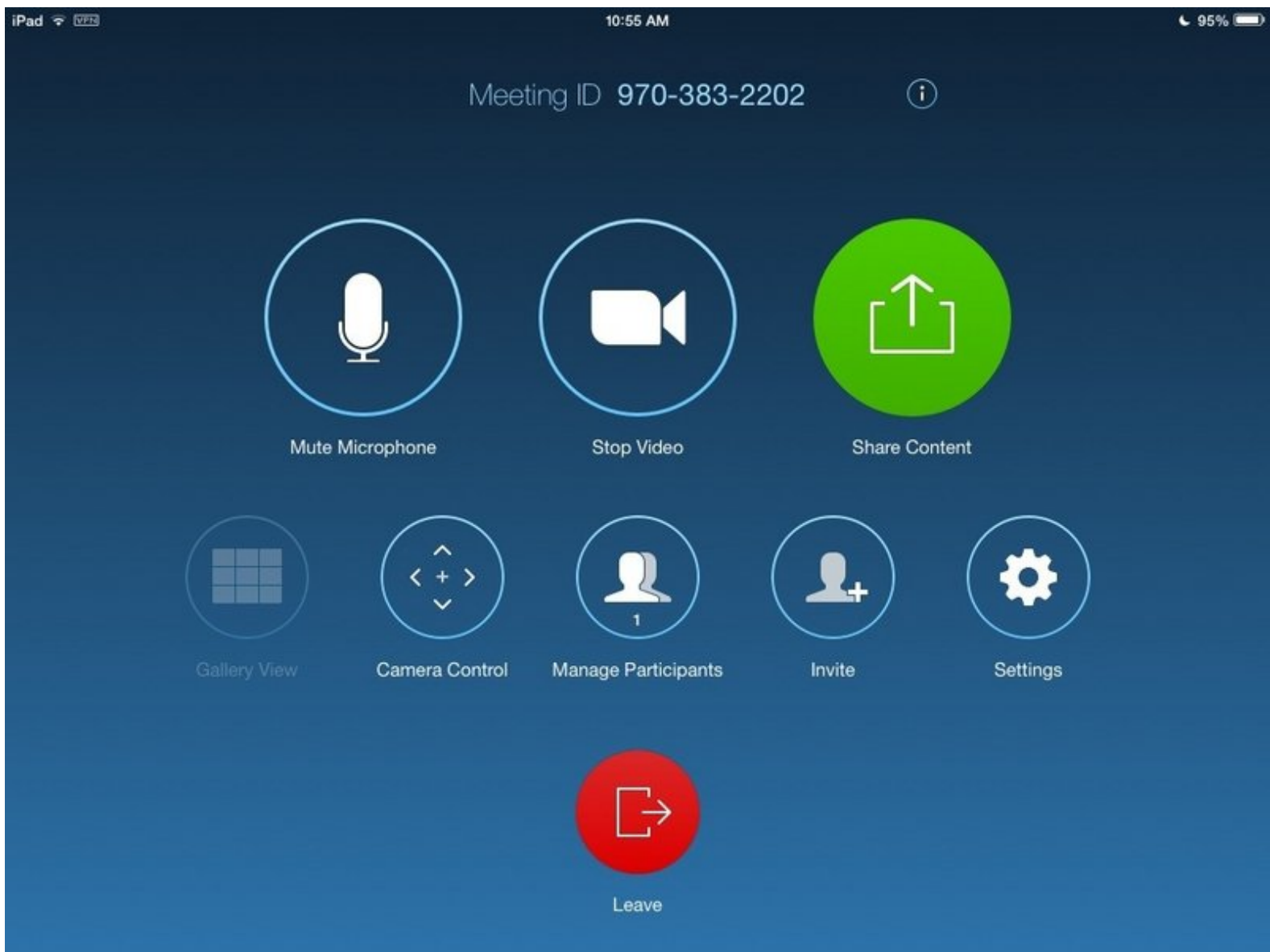




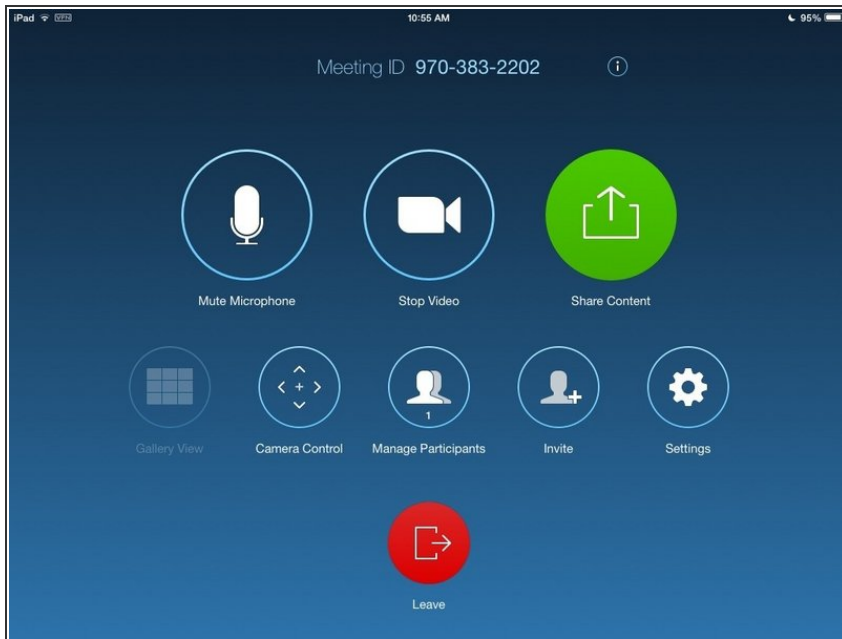
Using the Zoom Room to Present

This guide will explain how to use a Zoom Room to share a presentation from a computer or laptop.

Written By: Emma Richardson



Step 1 — Join the Class As Usual



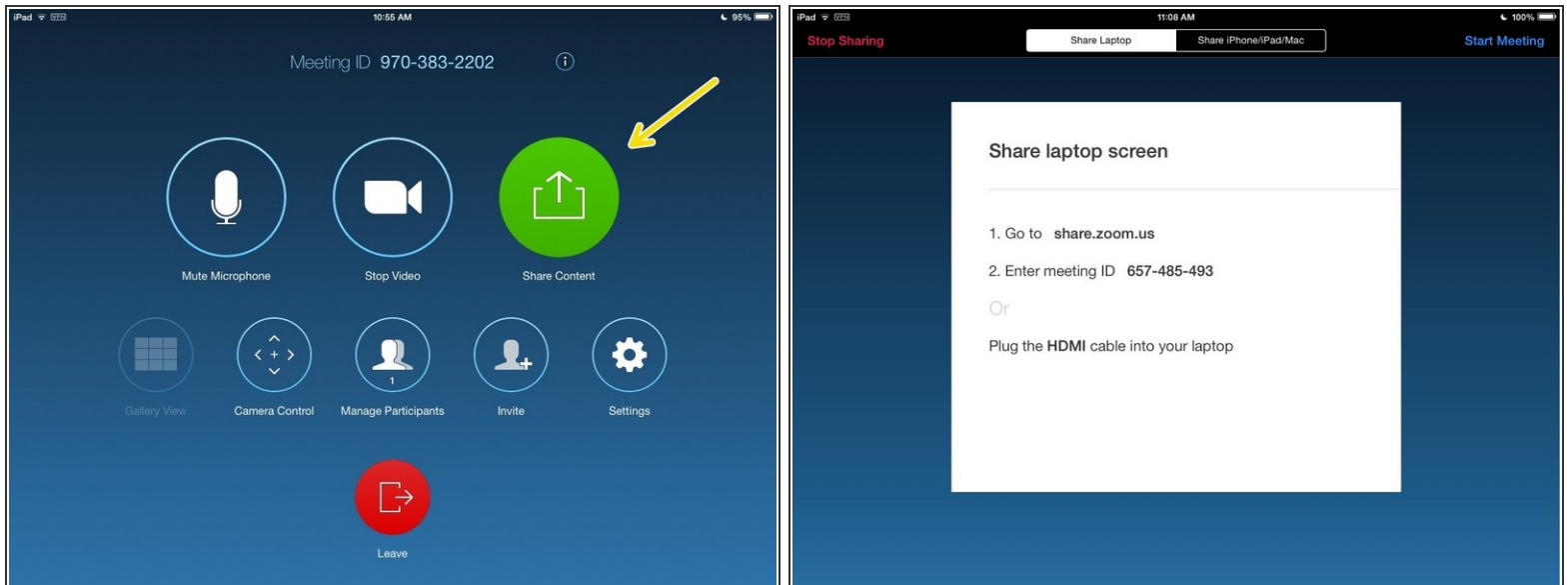
- When you are connected to your class, make sure that no-one else is presenting through the system.
- If they are, ask them to stop sharing.

Step 2 — Using the computer that is already in the room attached.



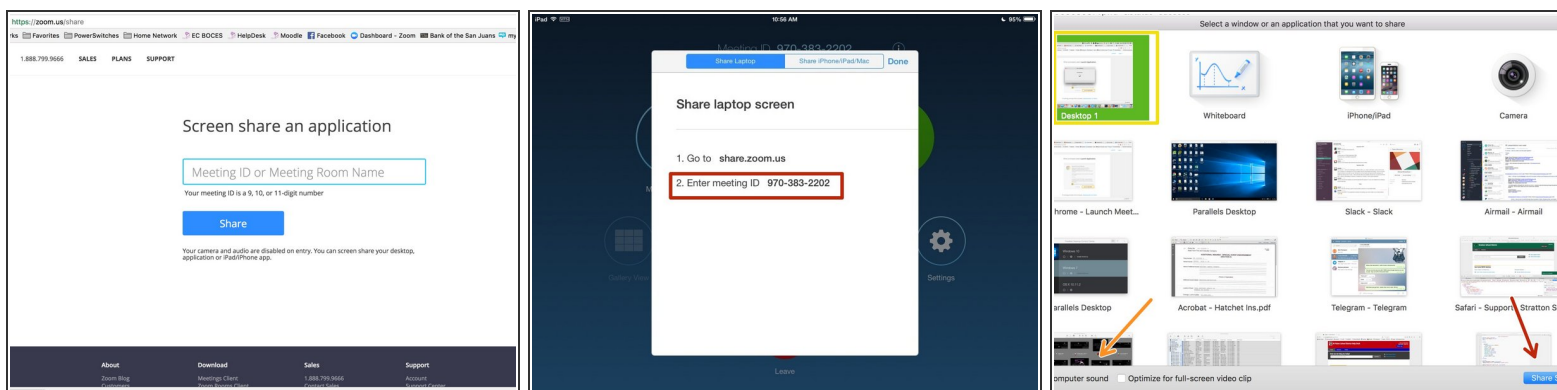
- ⚠ USE ONLY ONE OF THE FOLLOWING OPTIONS.
- 1. Power on the Hall Research black box. Press the PC button, to display the computer that is connected to the box.
- ⓘ It sometimes takes about 8 seconds for the picture to show up.

Step 3 — Wirelessly connecting a laptop



- 2. On the iPad, touch the Share Content icon.
- Once you see the Share Laptop Screen, you will have the directions on how to connect your laptop.

Step 4 — Connecting the Laptop



- On your laptop, open up a web browser and go to <https://share.zoom.us>
- Enter the Meeting ID seen on the screen into the Meeting ID box on the webpage.
- This will perform a quick download and then bring up a window asking what you want to share.
- On the next screen, select Desktop.
- If your presentation has sound, make sure to check the boxes in the bottom left hand corner for share computer and optimize for video if you are sharing video.
- Then click on Share.