

VIRTUAL bits & tips

#12



WZOOM Screen Share & Chat

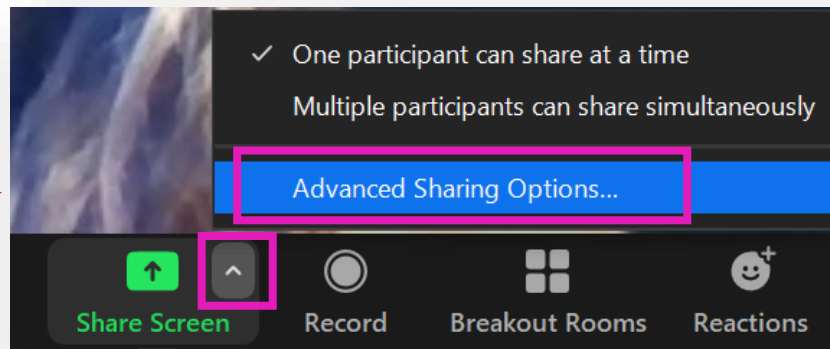
Hosts can allow participants to screen share and can enable the chat from within the meeting once it has started.

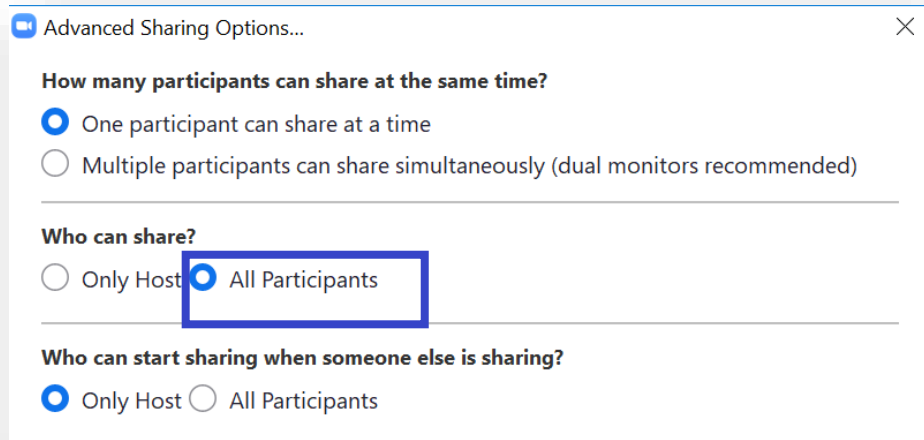
From your zoom settings you can enable screen share and chat before scheduling a meeting. However, once the meeting has been scheduled, you cannot edit these settings. If you want to enable these settings you will have to do it once the meeting has been started. Read below for instructions for how to allow participants to screen share and to open the chat to all participants when in the meeting.

1

SCREEN SHARE

Click on the arrow next to Share Screen. Click on **Advanced Sharing Options...**



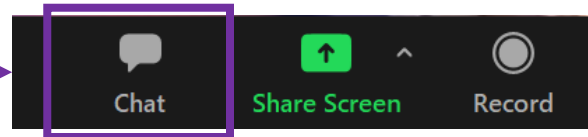


2

This window will open. Under the section titled **'Who can share?'** click the aerial button next to **All Participants**. Close the window.

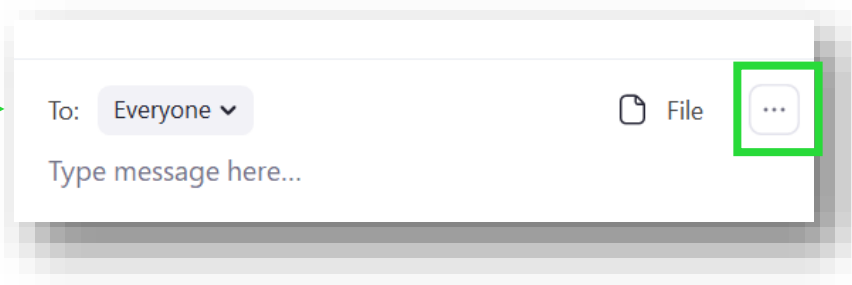
3

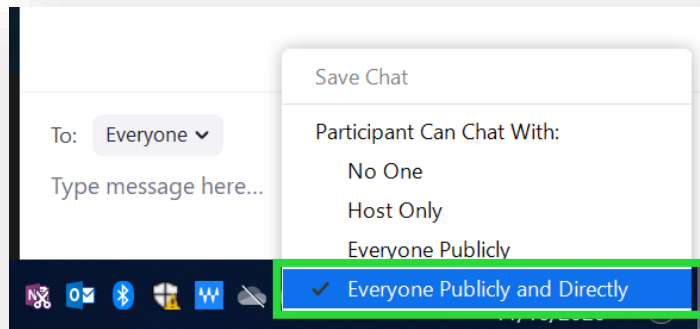
CHAT
Click on **Chat** to open the chat window



4

At the bottom of the chat window, click on the **three dots** next to file to see **More Options**





5

Under Participant Can Chat With:
select **Everyone Publicly and Directly**. Settings are saved automatically.