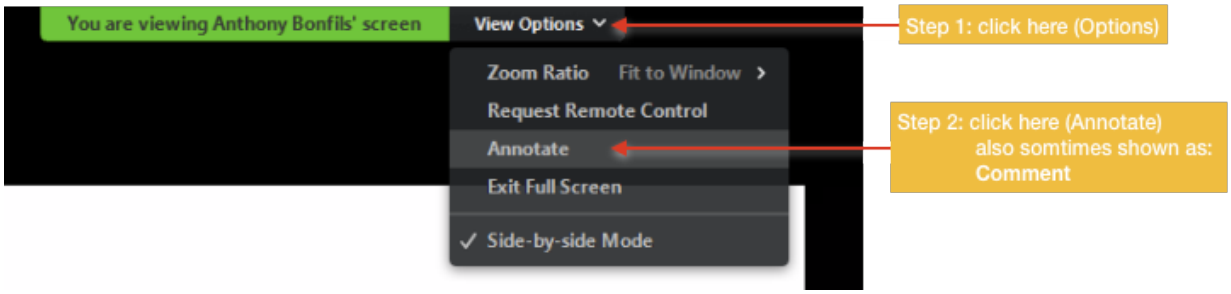
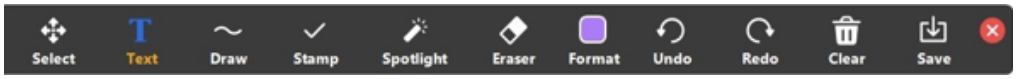
Make participants type or draw into your presentation

1. **Click** on "**Share Screen**" on the meeting toolbar.
2. Tell the participants to click on the black area called "Options", which is to the right of the long green bar.
3. Tell the participants to choose "Annotate" or "Comment", whatever is mentioned there.

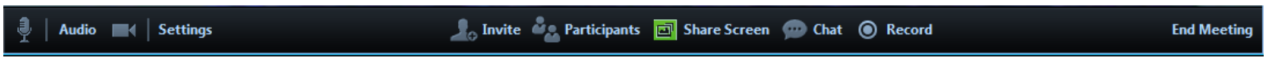


4. Once they did so, an new bar will appear.
5. From there they can choose to type "Text" or "Draw" lines and squares etc or use an "Arrow" to point at things.



Mute all participants at the same time

6. **Start** or join a **Zoom** meeting.
7. **Click** on "**Participants**" on the meeting toolbar.
8. **Select "Mute all"** at the bottom of the participants window.



Sharing audio with shared content

9. **Start** or join a **Zoom** meeting.
10. **Click** on "**Share Screen**" on the meeting toolbar.
11. **Select Share Sound** in the bottom-left corner of the share selection window.
12. **Select the program or desktop** you wish to share.
13. (Optional) Select the down arrow ˅ just to the right of the Share Sound option to view audio options and switch between Mono and Stereo (high fidelity) audio options.
14. **Click** on "**Share**" in the bottom-right corner to begin sharing with your device's audio included.

Notes: Sharing device audio can also be enabled after you have begun sharing by locating the share toolbar, clicking More, then selecting Share Sound. To switch between mono and stereo sound while sharing, locate the share toolbar, click More, then select between Mono and Stereo (high fidelity) options under Select sharing sound mode.

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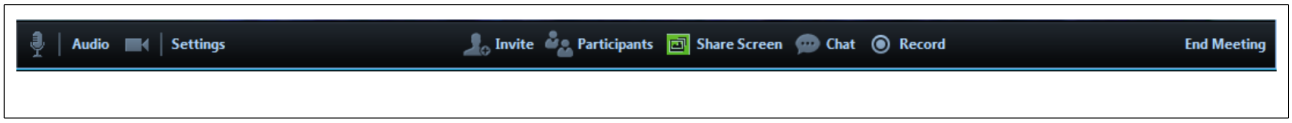

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