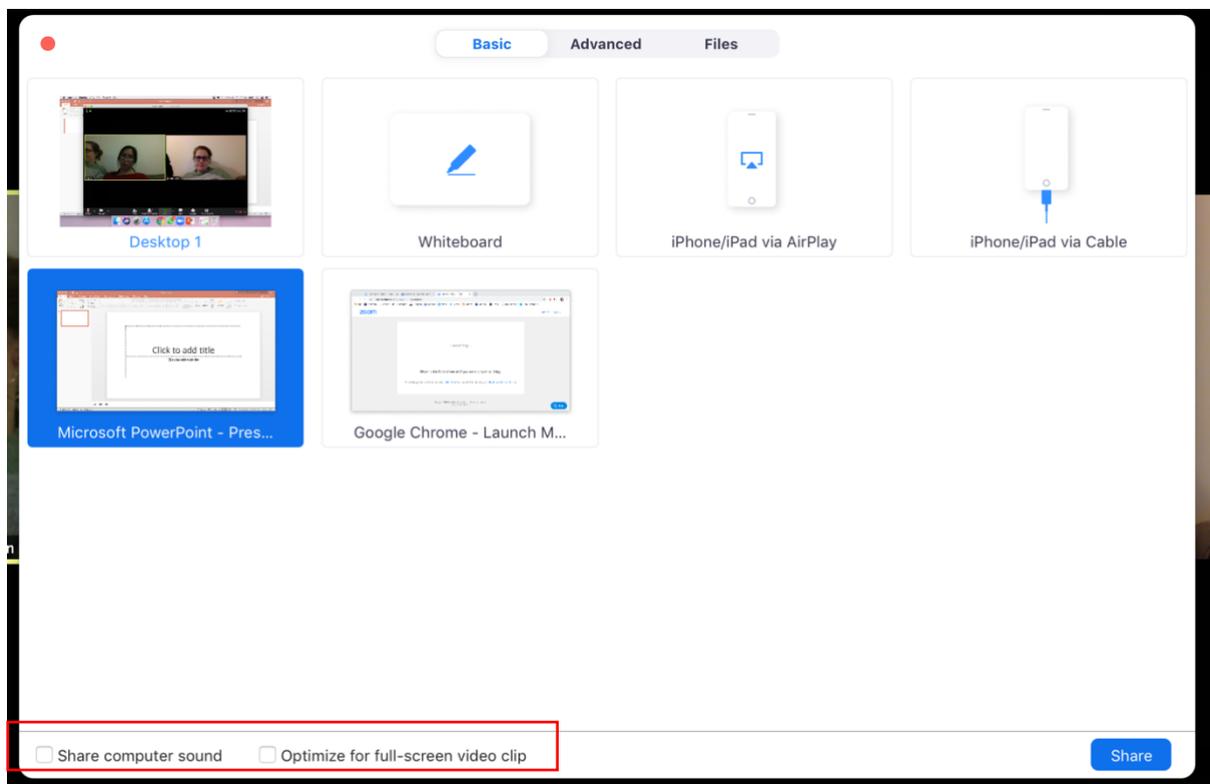## Sharing screens and video

Sometimes at church you want to play a short video as part of the service or you want to share a document with questions for a bible study. Well this is all possible to do with Zoom so you don't have to stop just because church is being done virtually.

At the bottom of your zoom screen you should be able to see this bar:

Click the 'Share' button in the middle of the bar.

This screen should then appear:

Any screens that you have up you can now share. If for example you just want to share a document or powerpoint then select the right screen and just click 'Share'.

Then everyone on the call will be able to see the document.

If you ware wanting to share a short video then it is the same process but make sure that you select the option 'Share computer sound' and 'Optimize for full-screen video clip'. In the bottom left hand corner. Then click 'Share'.
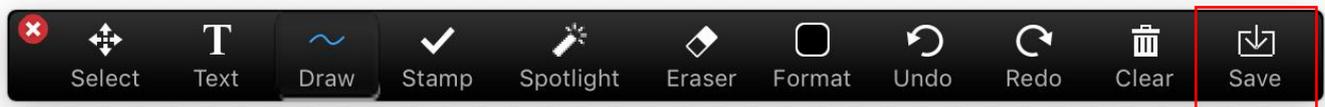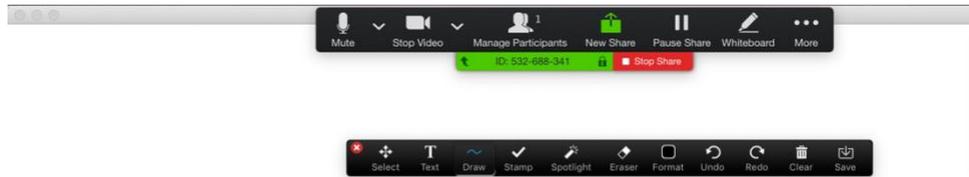
This means that instead of the sound coming out of your computer speakers and then back through your microphone which will muffle the sound. The sound instead is going straight

from your computer to everyone else's computer. This means everyone can hear the clip well.
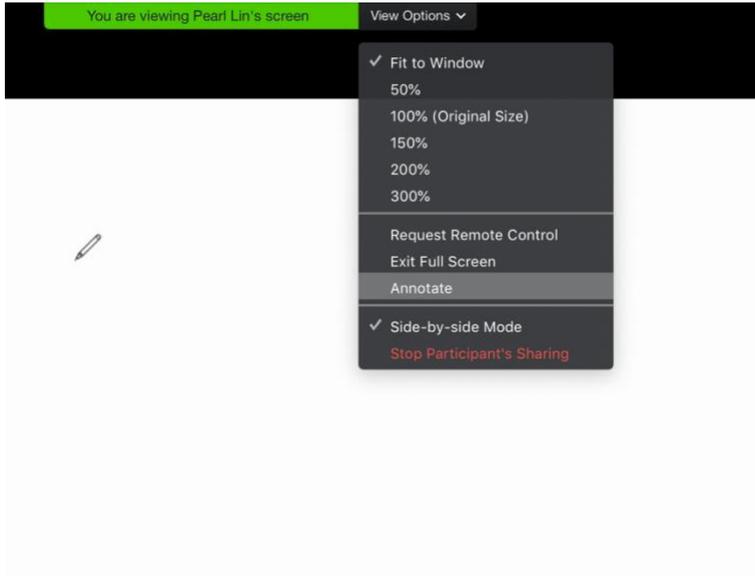Another feature that you will notice when you click on the 'Share' button is the Whiteboard.

This is another useful feature which helps with making bible studies etc. more interactive.

This is the whiteboard shared:

This allows you to write on the whiteboard. You can draw, add text (see all the features above). And the best thing is that others can join in. They can add notes to the whiteboard, draw too.

They can start drawing on the whiteboard you have shared by going to the top of their screen and clicking 'View Options', and selecting 'Annotate'. Multiple people can be writing on the whiteboard at one time.

NB: If you want to refer back to whatever you have done on the whiteboard you need to make sure you save it. Click the 'save' button in the whiteboard bar