

Co-Hosting

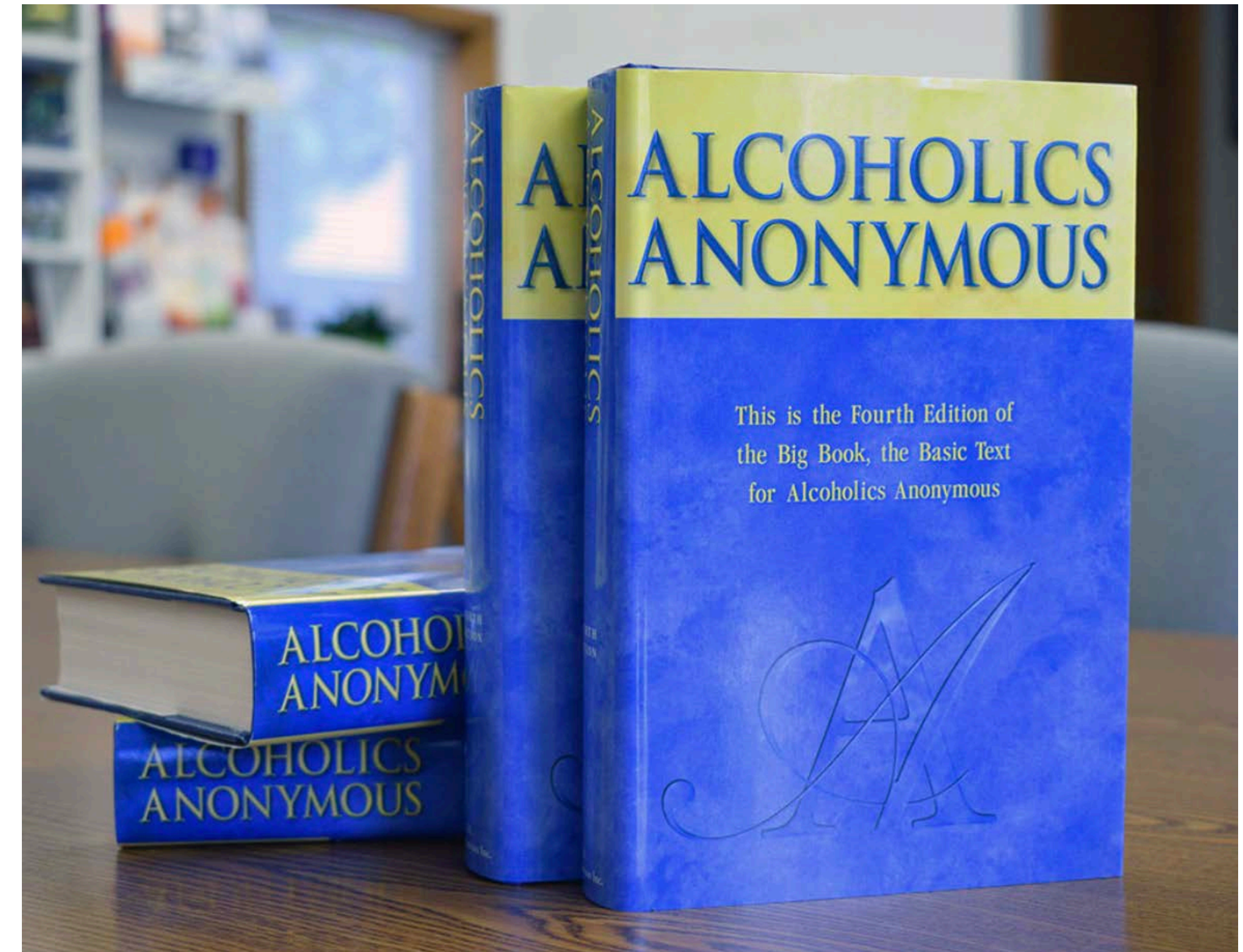
(for larger meetings)

1. Focus on Chat box
2. Post readings in Chat box
3. Post announcements in Chat box
4. Post order of speaking in Chat box (if requested)
5. Communicate with Secretary & Tech through private chats
6. Screen-share readings (if requested)

Screen-Sharing AA Literature and Readings

Unless the meeting is small (e.g. <10 participants), it is difficult for the secretary to both run the meeting and share readings on their screen, so you may be asked to do this. Be sure to discuss this with the secretary before the meeting.

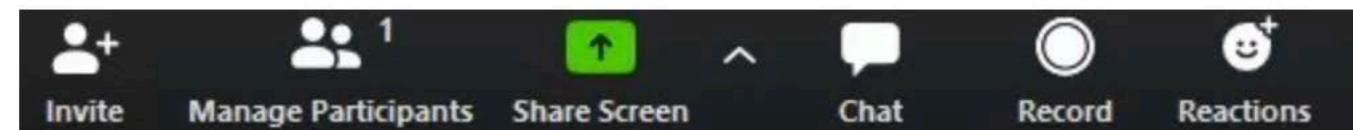
Prior to screen-sharing, be sure to have the pdf text or website text already open on your desktop. When you click on the green “Share” button, you will have a choice about what to share (next slide).



Screen-sharing continued

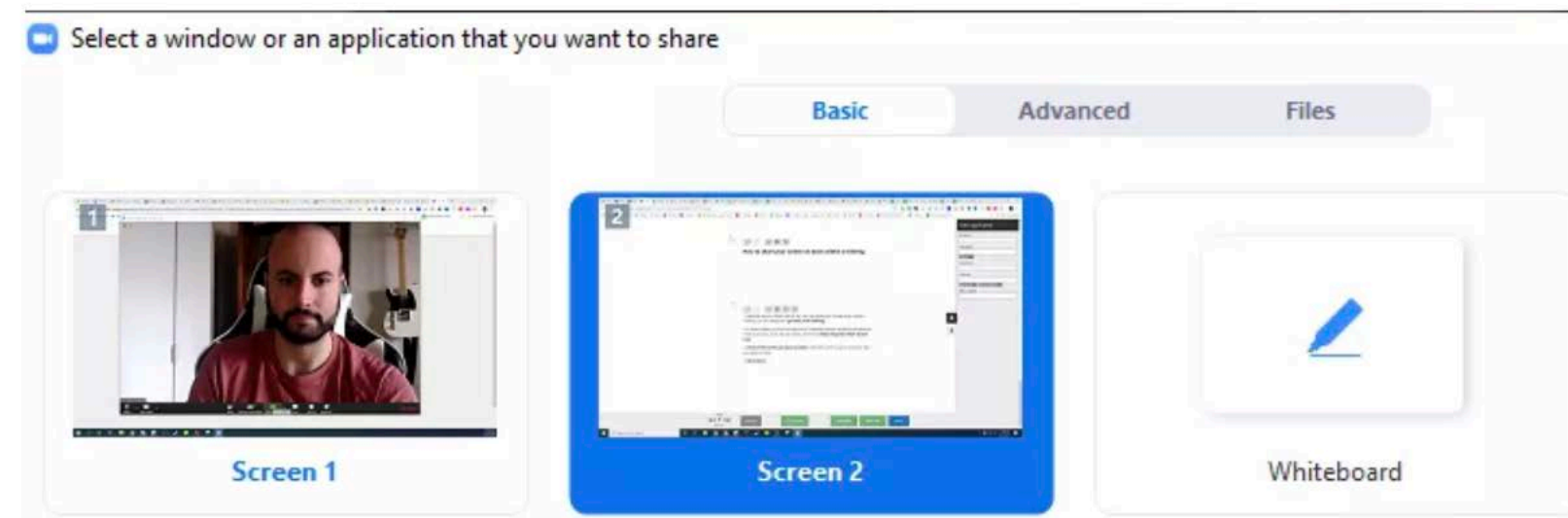
How to share your screen on Zoom within a meeting

1. Join or start a Zoom meeting.
2. In your meeting, you'll see a selection of meeting controls, including the ability to mute your voice, start and stop video, and more. Select the green Share Screen icon.



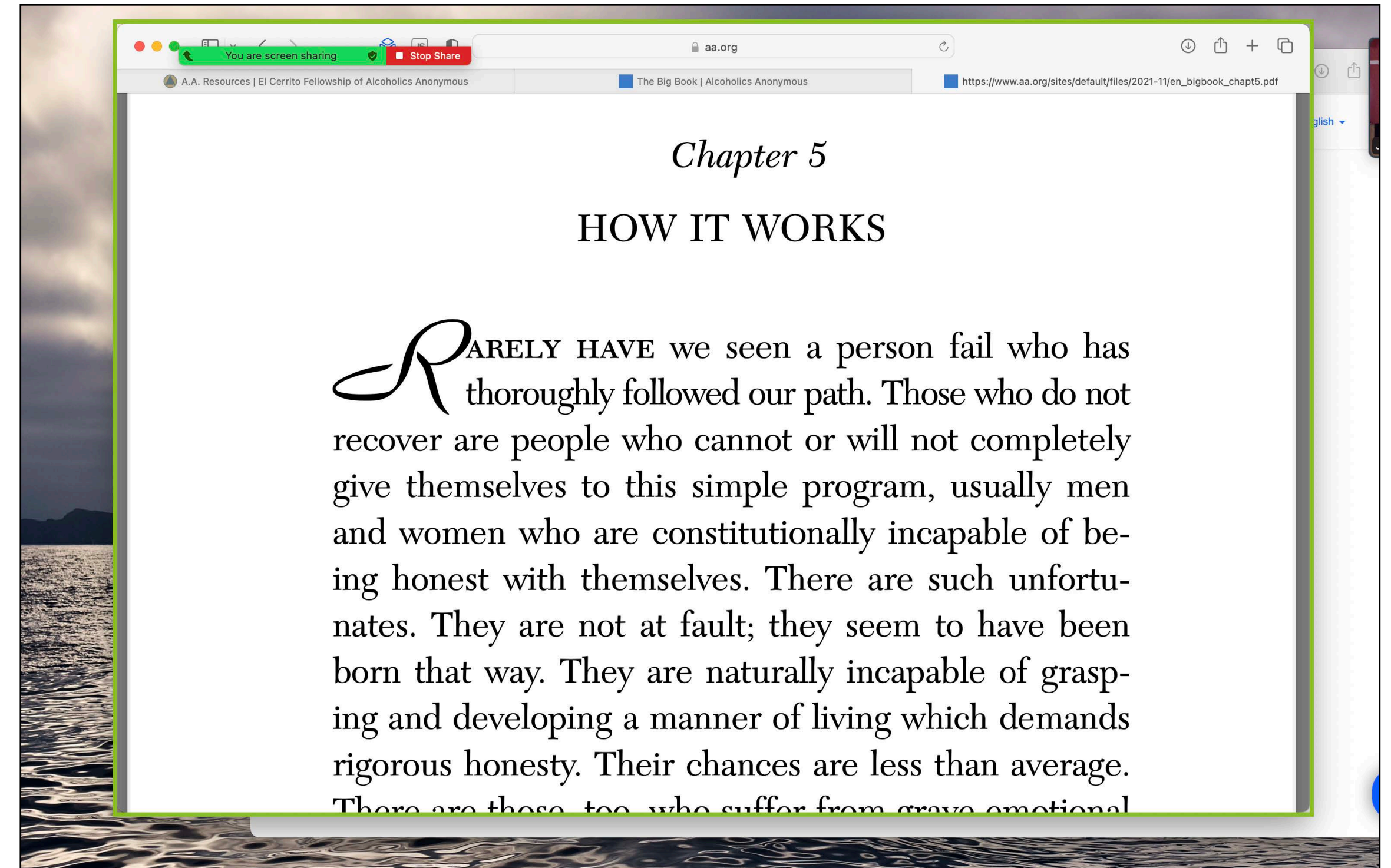
(Image credit: Zoom)

3. Choose the screen you want to share. Click the screen on your computer that you want to share.



(Image credit: Zoom)

4. Click share.



Screen-sharing continued

What you are sharing will be outlined (only on your screen) in green. Others in the meeting will only see what is outlined in green.

Hovering your cursor at the top of the screen will make a short control bar appear. You can use this to mute and unmute yourself, select another item from your desktop for sharing, etc.

When you are finished with the sharing, click on the red “Stop Share” button - screen will return to its previous appearance.

(acknowledging tomsguide.com for screenshot on previous page)

