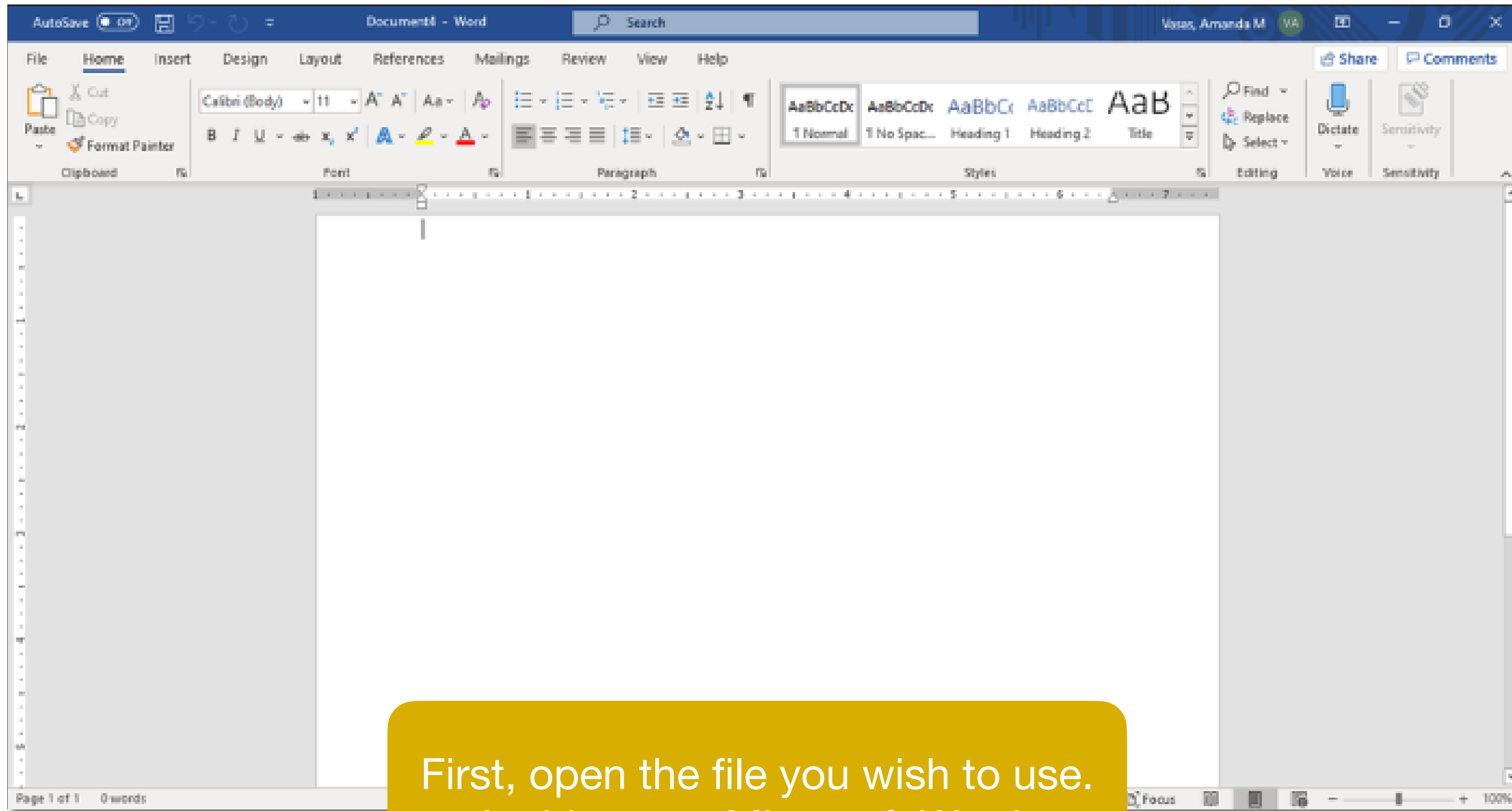




Coimisiún na Scrúduithe Stáit
State Examinations Commission

Sharing a file on your screen with a Zoom audience

1



First, open the file you wish to use.
In this case, Microsoft Word.

2



A screenshot of a Zoom meeting interface. The main content area displays a logo featuring a green harp and blue books, with a yellow rounded rectangle overlaid containing the text "Zoom Meeting Interface". Below this, the text "Coimisiún na Scrúduithe Stáit" and "State Examinations Commission" is shown in blue and green. The interface includes a top bar with a green checkmark, a timer at 09:57, and a "View" button. The bottom toolbar contains icons for "Unmute", "Start Video", "Participants" (1), "Chat", "Share Screen", and an "End" button.

09:57 View


Zoom Meeting
Interface

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Unmute Start Video Participants 1 Chat Share Screen End

3

09:57 View



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Click 'Share Screen' checkbox

Unmute Start Video Participants 1 Chat Share Screen End

4

The screenshot displays a screen sharing interface with a dark background. At the top right, there is a green checkmark icon, a clock showing 09:57, and a 'View' button. The main content area is a white panel with three tabs: 'Basic' (selected), 'Advanced', and 'Files'. Below the tabs are four application thumbnails: 'Whiteboard' (with a blue pen icon), 'Microsoft Word' (with a document icon, circled in yellow), 'Google Chrome - cPanel - FTP Acc...' (with a browser window icon), and 'WhatsApp - WhatsApp' (with a chat bubble icon). A yellow callout box with white text is overlaid on the 'Microsoft Word' thumbnail, stating: 'Choose the Application you would like to share on screen. (Microsoft Word in this example)'. At the bottom of the white panel, there are two checkboxes: 'Share sound' and 'Optimize for video clip', both unchecked. A blue 'Share' button is located at the bottom right of the white panel. Below the white panel is a dark control bar with icons for 'Unmute', 'Start Video', 'Participants' (showing 1 person), 'Chat', 'Share Screen' (with a green up arrow icon), and 'End'.

5

09:57 View

Basic Advanced Files

Whiteboard Microsoft Word Google Chrome - cPanel - FTP Acc... WhatsApp - WhatsApp

Share sound Optimize for video clip

Share

Unmute Start Video Participants Chat Share Screen End

Microsoft Word has been selected.
Now Click the 'Share' button.

6

The screenshot shows a Zoom meeting interface with a Microsoft Word document shared in the center. The Zoom top bar includes controls for Unmute, Start Video, Security, Participants, New Share, Pause Share, Annotate, and More. A green status bar indicates 'You are screen sharing' with a timer at 00:49 and a red 'Stop Share' button. The Word ribbon is visible with tabs for File, Home, Insert, Design, Layout, References, Mailings, Review, View, and Help. The Home tab is active, showing options for Clipboard, Font, Paragraph, Styles, Editing, Voice, and Sensitivity. The document content is blank. At the bottom of the Zoom window, there are Unmute and Start Video buttons, and a red 'End' button.

Word is now being shared. To stop the share, click 'Stop share' at the top of the screen.