If you would like to share your laptop screen onto either the display or projector screen (depending on the room), follow the instructions below:

**PREPARATION**

1) Set up an AV test with Fran Hom and her team (fhom@uci.edu), to troubleshoot any issues **48-hours** prior to your event.

2) Make sure your computer and zoom application are updated to prevent connectivity issues or interruptions during the presentation.

3) Schedule the Zoom meeting in advance and share the credentials with participants.

4) The day of your event (before it starts):
   a) If you are planning to share content during your meeting, have your content already opened in a new tab or window.
   b) A PowerPoint presentation should be loaded in advance.
   c) Videos should be embedded into the PowerPoint presentation or opened in a new tab or window.

**IN THE ROOM**

5) If the zoom room you are utilizing has a projector and the screen is not already down, lower the screen.

6) Sign into the Zoom application on your laptop.

7) Once signed in, a new window should appear that looks like the following image:

   ![Zoom Window](image)

   **NOTE:** Make sure you have wireless connectivity. Do not use the UCI-Guest Network. It is reserved only for UCI visitors. Faculty and Staff should use UCInet Mobile Access.

8) As the host, you should be the first person to login to the Zoom meeting on your laptop.

9) On the touch screen zoom room controller (located either on the wall or on a table in the room), click the ‘**+Join**’ button as shown in the following image:

   ![Touch Screen Zoom Room Controller](image)

10) Type in the **meeting ID** (and **passcode** if required):
    a. Please note that by signing in on the touch screen panel, you are signing into the meeting via the room Zoom account.

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CONTINUED ON NEXT PAGE ->
11) Give it a minute for the devices to sync to your zoom meeting.

12) Make sure the **microphone** and **video** controls are enabled on the touch screen panel (as seen in the following image).

![Microphone and Video Controls](image)

**FOR VIDEO & SOUND SHARING:**

13) To protect your event, the only individuals utilizing sharing capabilities should be the **host** or **co-host**. **Co-host(s)** can be designated in advance of the meeting.

14) From your laptop, click the green ‘**Share Screen**’ button on the meeting control bar, located at the bottom of your screen.

![Share Screen Button](image)

15) A new window will appear; select the appropriate screen that you wish to share (see the following image).

![Select Screen to Share](image)

16) If you are sharing a video or a sound file, remember to check the ‘**Share sound**’ and the ‘**Optimize for video clip**’ boxes at the bottom of the screen as shown on the previous image before clicking the blue ‘**share**’ button.

**SOUND OUTPUT**

17) Check your sound settings to ensure that the sound output is linked to the zoom audio device.

18) The main controller for the volume is on the touch screen; there is a slider.

19) **FOR PC USERS:** If you are sharing a video, the sound will automatically be shared from your device to the room speakers.

20) **FOR MAC USERS:** If you are sharing video or sound, you might need to edit permissions in your settings to hear the sound played through the room speakers (see the following images).

![Sound Output Settings](image)

**NOTE:** Make sure the output volume is not muted.
**HOW TO VIEW MEETING PARTICIPANTS**

21) Click ‘View’ on the touch screen panel - your options are ‘speaker’, ‘thumbnail’ or ‘gallery’. If you opt for ‘gallery view’ and you want to see all participants, including those with their camera off, then click ‘Participants’, then more... and in the bottom right corner, select ‘enable non-video participants’ to display everyone.

**TO STOP SHARING**

22) When you are done sharing your video, PowerPoint, audio file, etc., click ‘Stop Share’ on your laptop or mobile device.

23) Click ‘Stop Sharing’ on the zoom room touch screen panel.

**TO LEAVE OR END THE MEETING**

24) If you are not the host, you can leave the meeting by pressing the ‘Leave Meeting’ button to the right of the zoom navigation bar.

25) If you are the host, click the ‘End Meeting for All’ button to end the zoom meeting for everyone.

**FINAL STEPS**

26) Make sure the room is clean and all trash has been taken out before leaving.

27) Turn off the lights.

28) Shut the doors and ensure doors are locked.

**FOR TECHNICAL ASSISTANCE FOR SOCIAL SCIENCES ONLY,**
please call (949) 824-2766. A student worker will assist, if available, during the times below:
M-F 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m.