1. Along with your Record and Chat options, you can also Screen Share during a meeting. Screen Share will allow you to use your screen to give examples or presentations, or even allow you to see one of your attendees’ screens. Click “Share Screen” on the toolbar at the bottom of your meeting screen to get started.

2. In the next window select which screen you would like to share.
   a. Desktop – this will share all the windows and apps currently open on your computer. This can be helpful if you need to have multiple things open, like a document and Google, or your Calendar and a PDF.
   b. Whiteboard – this will allow you to draw diagrams with your mouse. It does not have a text option, so if you need to chat, it will be better to use the Chat feature instead.
   c. iPhone/iPad – if you have something mobile based to demonstrate, such as a mobile app, you can cast your iPhone/iPad screen.
   d. The rest of the options are windows that were open on my computer during the meeting. Selecting one of these will only show the one application and nothing else. For example, selecting iTunes will only allow participants to see my iTunes screen.
3. You will know when you are Screen Sharing based on the icon in the top middle of your screen.

4. When you are ready to stop sharing screens, click the red “Stop Share” button in the top middle of your screen.

5. Another helpful feature of the Screen Sharing setting is to allow other participants to use your mouse, and take control of your screen, or you of theirs. This can be helpful for filling out forms, or showing someone around a website.

6. Once you select “Remote Control” you can choose which of the participants you would like to give screen control to. At the clinics, this will allow a client to fill out a form the attorney pulled up, allowing a client to leave with a properly completed legal form.