

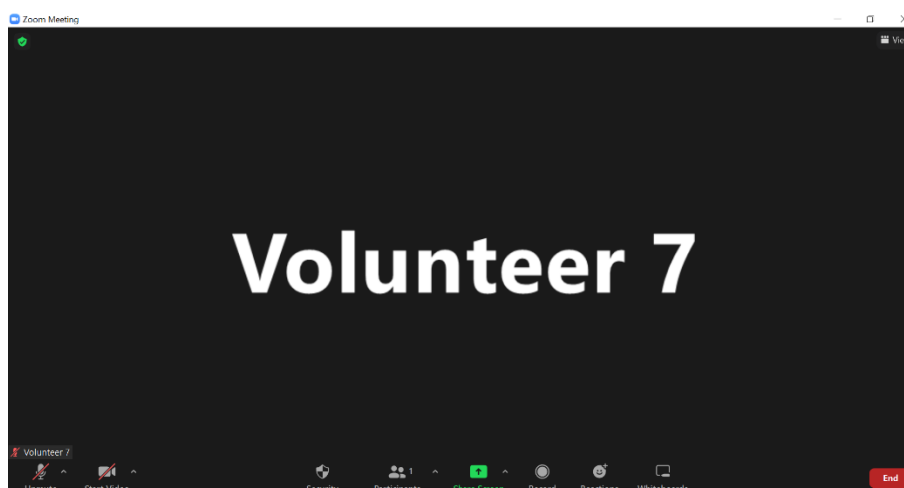


Getting started with Screen Sharing

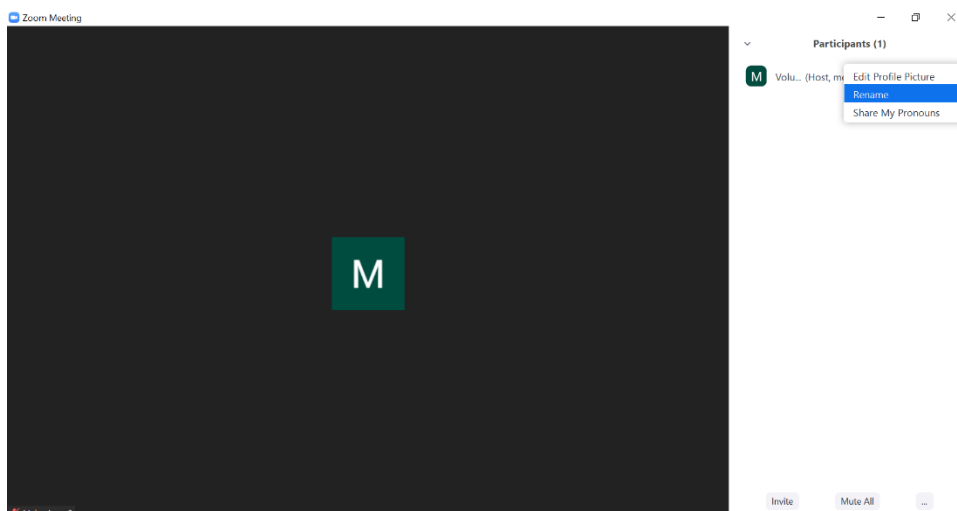
Although you will log in to your Doorstep dashboard for the online reading sessions, the video calls themselves are hosted using Zoom. Here are some tips on getting started with Zoom, including screen sharing, changing your name, and finding the meeting ID.

Changing Participant Name

- When you first join a Zoom call, you will be taken into a window that looks like this:



- To change your name – click on ‘**Participants**’ in the bottom of the screen, which will open a window like this:



- You can then click ‘rename’ and change to your name. **It’s handy to keep this tab open, as it will also show when the family arrive in the waiting room to start the session, so you can admit them.** *Note: you will need to rename yourself on each family’s call.*

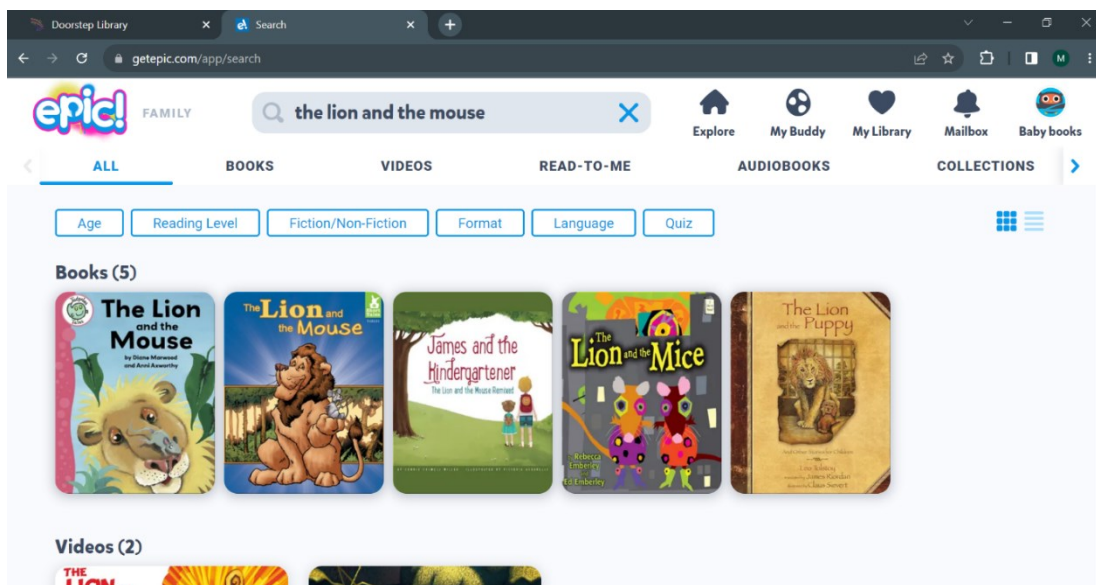
Selecting books from your browser

- To select a book/website to share – go to your internet browser (e.g **Google Chrome**, **Safari**, **Microsoft Edge** etc). You can usually find this at the bottom of your screen, and will have an icon

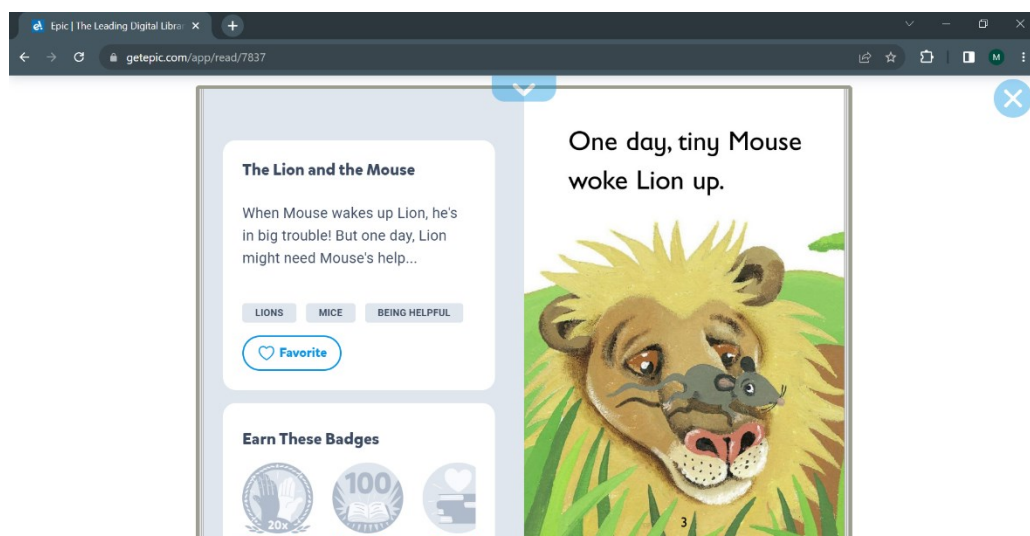
like this



- Once you've chosen your book (for example, from [Epic](#)):

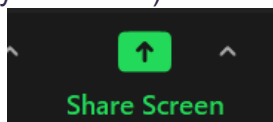


- You can click on the book, so the first page is open:

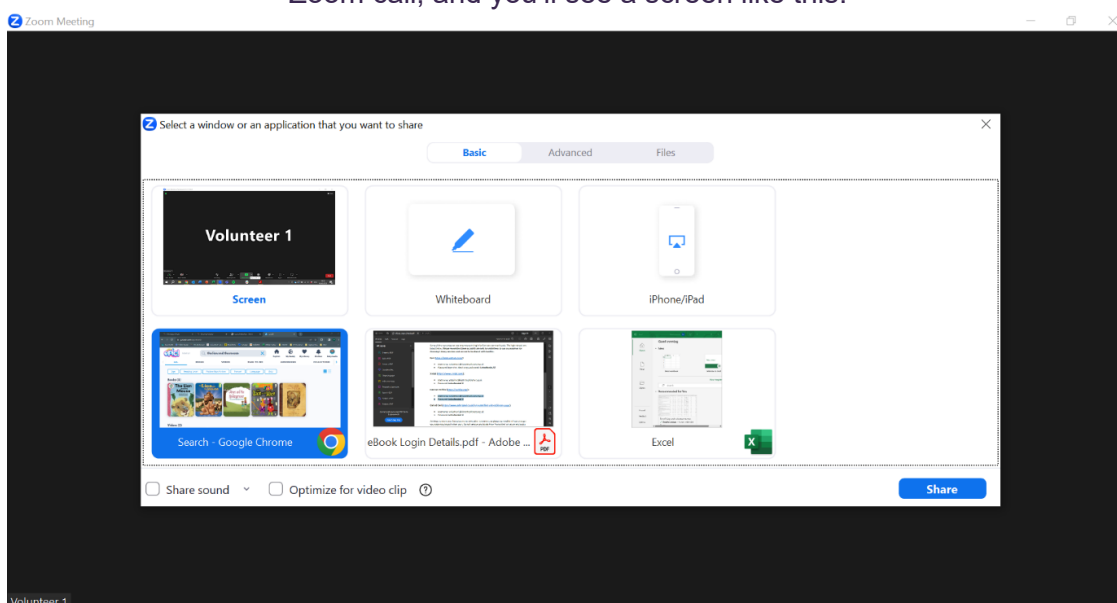


Screen Sharing

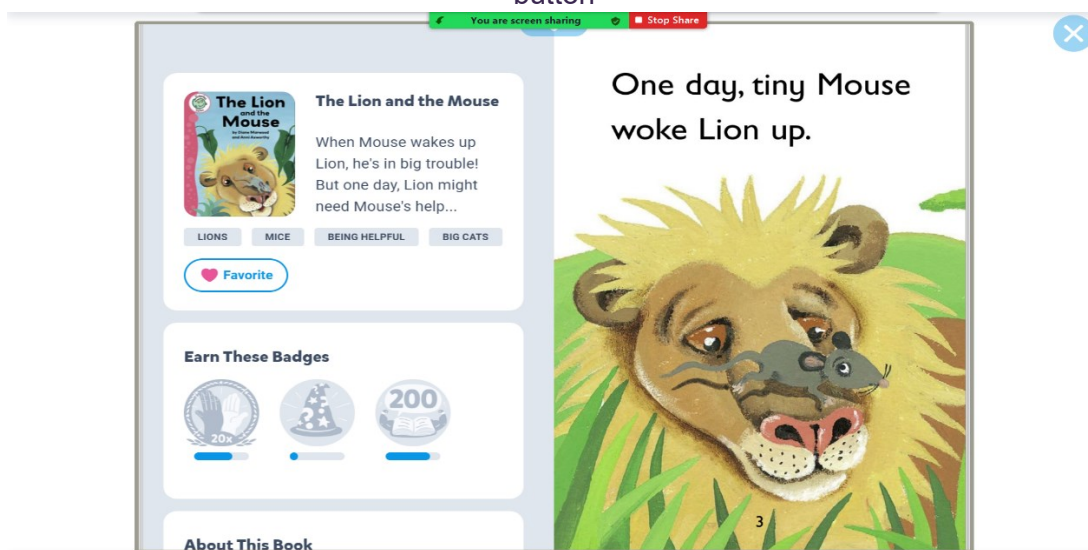
- To screen share, you'll go back to Zoom (this can be found by clicking on the  icon at the bottom of your screen).



- Once there, click on the green 'Share Screen' button at the bottom of the Zoom call, and you'll see a screen like this:



- Select the window which has the book you've selected ready to share and click the blue 'share' button





- You'll now be sharing that screen with the participants on the call – and your screen should look like this above (with a green button at the top of the page that says '**you are now screen sharing**')

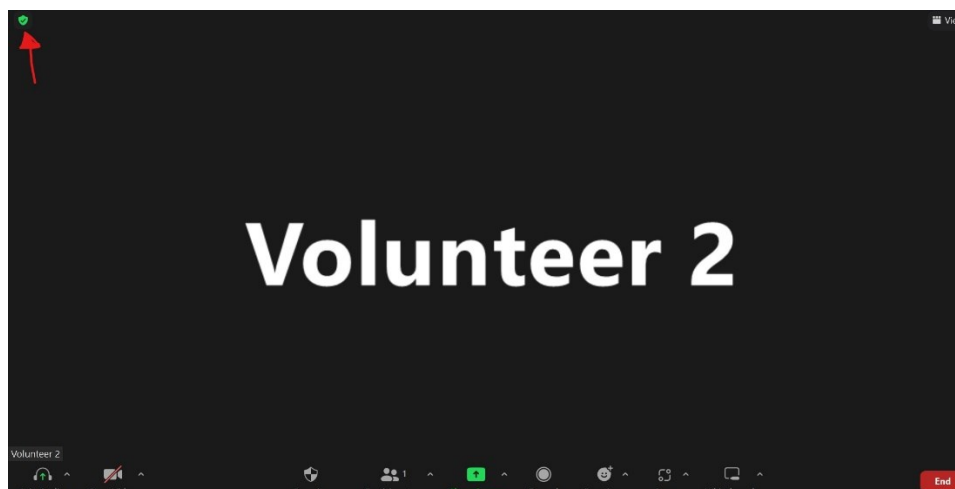


- You can then go back to the Zoom call by pressing the blue  icon at the bottom of your screen (this won't stop sharing the screen that you are already doing).
 - To stop screensharing, click on the red 'stop share' button at the top of your screen

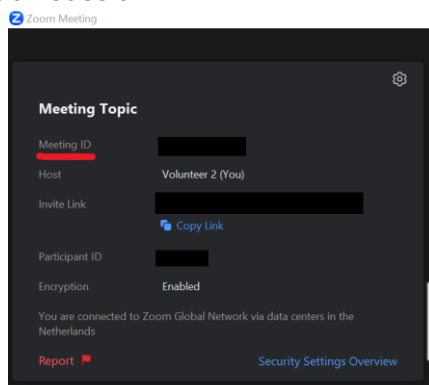


Find the Meeting ID

- Sometimes families may ask for the Zoom Meeting ID, if they're joining from a different device, or the link they've received isn't working.
- To find this, once on the Zoom call, look for the green badge that should show up in the top left corner of the window:



- Click on the badge, and you'll be able to see the meeting ID at the top, which you can text to families via the 'conversation' box on the family's page. **Note: this changes weekly, so a new meeting ID will be generated each session.**



Some helpful tips:

- **Please make sure you have Zoom downloaded on your computer/laptop**, as this makes the screensharing process much smoother. It is also helpful to ensure it's consistently updated to the latest version. You can download it this link: <https://zoom.us/download>

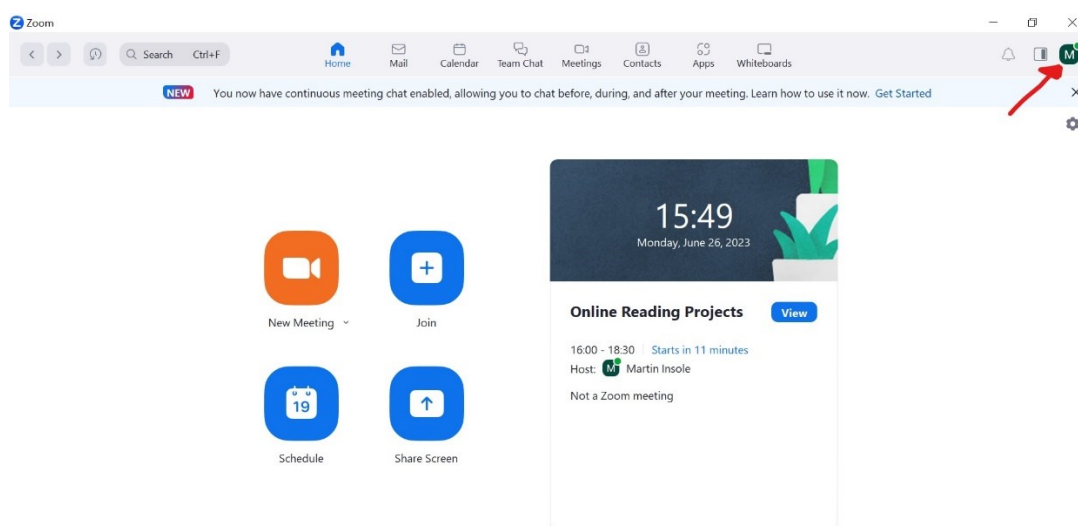
- **If you ever lose the Zoom call on screen**, you can back to the call by pressing the  icon at the bottom of the page.

- **If you ever lose the website/book that you're trying to share**, you can find them by pressing

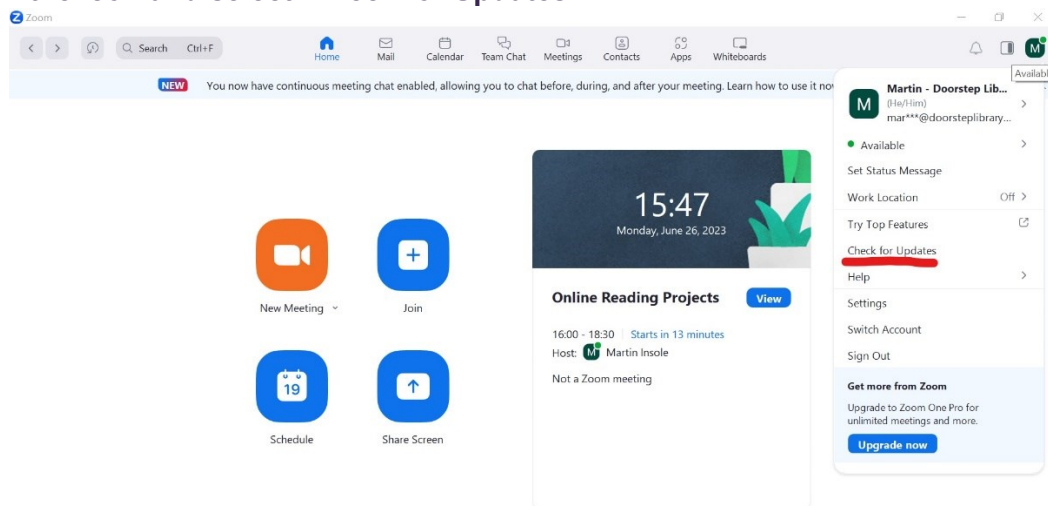
your browser button (which may look like this):



- **To update Zoom, click on the  icon, and look for your profile icon, in the top right corner:**



- **Click on the icon and select 'Check for Updates':**





Still having trouble? Contact your Team Leader

Don't worry if using Zoom takes time, especially in your first session, and you don't have much time for reading. It can take time to learn new functions, and once you become more familiar with it, the easier it will be. If you ever have any trouble sharing, or have any questions, please contact your Team Leader, and they can arrange a separate session to go through things with you outside of the session.