**CONSERVATION
COMMISSION**

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Town of Walpole
Commonwealth of Massachusetts

The following instructions are provide as a curtesy to help Applicants with the Zoom "share" function that allows an applicant to upload content on screen for everyone at the Zoom meeting to view when presenting an application.

Sharing of content at the Conservation Commission meeting should only occur after the Chair has approved the sharing of content. Content should only be that which has been submitted to the Conservation Commission for a particular action or application.

If you have new information to share on screen it should be approved by the Chair first.

Please review the attached instruction for sharing your screen on the Zoom platform. This information is also available directly from Zoom's website (https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-). The Conservation Commission asks that you be prepared to present your proposed project plans during your hearing/meeting via the share screen function.

Thank you,

Landis Hershey
Walpole Conservation Agent

Zoom Prerequisites

- Zoom desktop client for Windows, macOS and Linux, version **5.0.0** or higher
- Zoom mobile client for Android and iOS, version **5.0.0** or higher

Note: Linux sessions utilizing Wayland can only share an entire desktop or whiteboard. In order to share just a specific application, you will need to launch your Linux session with Xorg instead.

Windows | macOS

Sharing your screen or content

1. Click the **Share Screen** button located in your meeting controls.
2. Select one of these screen share options:
   - **Basic**: Share your entire desktop, specific application window(s), whiteboard, or iPhone/iPad screen.
   Note: Users can select multiple desktop programs at once, instead of sharing their entire desktop. Only the user employing this feature will need to be on version **5.4.3** or higher, while viewers can be connected with older versions. Hold the **Shift** key on macOS or the **Ctrl** key on Windows to select more than one application.
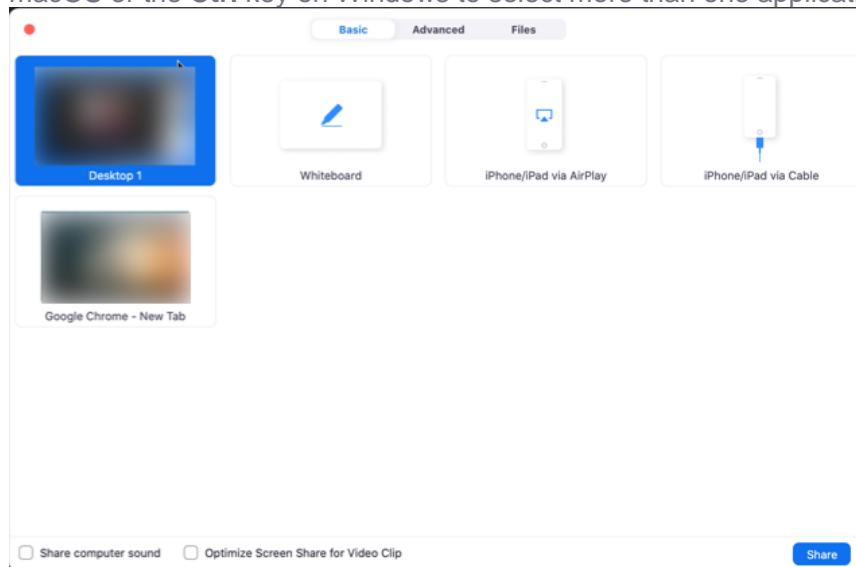
   - **Advanced**
     - **Slides / Powerpoint as Virtual Background**: Allows you to utilize a slideshow presentation as your virtual background, providing a more immersive presentation.

- **Portion of Screen**: Share a portion of your screen represented by a green border. The border can be adjusted as needed during the share by clicking and dragging any side or corner.

- **Computer Audio**: Only share your computer's audio (your selected speaker in your audio settings). Select the down arrow ⌄ just to the right of **Computer Audio** option to view audio options and switch between **Mono** and **Stereo (high fidelity)** audio options.

- **Video**: Share locally stored video content through Zoom's native video player.

- **Content from 2nd Camera**: Share a secondary camera connected to your computer; for example, a document camera or the integrated camera on your laptop.

- **Files**: Share a file from a third-party sharing service like Google Drive or Microsoft OneDrive. Follow the on-screen prompts to sign in to the third-party service and grant Zoom access.
  Notes:

  - These options may be disabled by account Admins, so available options may vary.
  - Alternatively, you can open the file in a web browser then share the browser window. For example, to share a Google Doc, open the Doc in Chrome, then share the Chrome window. The end result is the same as using the sharing options in the **Files** tab.
3. (Optional) Enable these features, located in the bottom-left corner of the share window:
   - **Share sound**: If you check this option, any sound played by your computer will be shared in the meeting. Select the down arrow ⌄ just to the right of the **Share Sound** option to switch between **Mono** and **Stereo (high fidelity)** audio options.
   - **Optimize for video clip**: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.

4. Click **Share**.

When the sharing process is started and 80% of devices acknowledge receiving the shared screen, you will see a notification banner stating **Participants can now see your shared screen**, or whatever you have chosen to share.

Notes:

- Zoom will automatically switch to fullscreen to optimize the shared screen view. To exit full-screen, click **Exit Full Screen** in the top-right corner or press the **Esc** key.
- To disable automatic full screen when viewing a shared screen, adjust the **Window size when screen sharing** behaviour in your desktop client settings.
- If you selected **Content from 2nd Camera**, click **Switch Camera** in the top-left corner to switch the shared camera.

Share screen menu

When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.

Note: Some of the options detailed below may not be visible due to account admin restrictions or the feature is only visible to the meeting host or co-host.
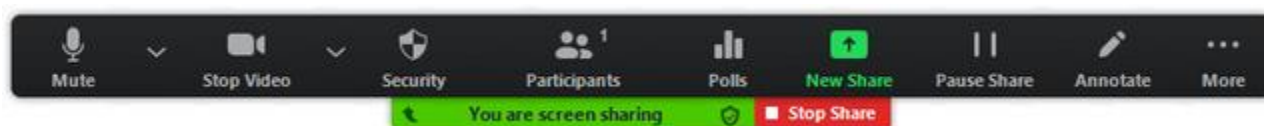
- **Mute/Unmute**: Mute or unmute your microphone.
- **Start/Stop Video**: Start or stop your in-meeting video.
- **Security**: Access in-meeting security options.
- **Participants**: View or manage the participants (if the host).
  - Click the down arrow ⌄ to access **Invite**, where you can invite others to join the meeting.
- **Polling**: Allows you to create, edit, and launch your polls. The options to create or launch polls will open up the Zoom web portal in your default browser. When the poll closes, you can view the results and can download the full poll report. If a poll has already been created, both host and co-host can launch the poll, but only the host can edit or add polls to the meeting.
- **New Share**: Start a new screen share. You will be prompted to select which screen you want to share again.
- **Pause Share**: Pause your current shared screen.
- **Annotate**: Display annotation tools for drawing, adding text, etc.

- **More**: Hover over more for additional options.

  - **Chat**: Open the chat window.
  - **Record**: Start recording locally or to the cloud.
  - **Meeting Info**: Shows the current meeting's ID, host, passcode, invite link, your participant ID, and encryption status.
  - **Closed Caption / Live Transcript**: (only available to the host): If you have enabled closed captioning and live transcription for your account, click here to access those options.
  - **Breakout Rooms**: Start breakout rooms.
  - **Enable annotation for others**: Allow or prevent the participants from annotating on your shared screen.
  - **Show/Hide Names of Annotators**: Show or hide the participants' name when they are annotating on a screen share. If set to show, the participant's name will briefly display beside their annotation.
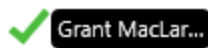
  - **Hide / Show video panel**
  - **Hide / Show Floating Meeting Control**
  - **Share Sound**
 - **Optimize for video clip**
    Note: Do not enable this setting if you are not sharing a full screen video clip, as it will blur your screen share. This should be enabled/disabled before and after the video you wish to play.
  - **Live on Facebook**: Broadcast your meeting live on Facebook.
  - **Live on Workplace by Facebook**: Broadcast your meeting live on Workplace by Facebook.
  - **Live on Youtube**: Broadcast your meeting live on Youtube.
  - **Live on Custom Live Streaming Service**: Broadcast your meeting live on a custom streaming platform.
  - **End Meeting:** Leave the meeting or end the meeting for all participants.

Showing Zoom windows during screen share

By default, the Zoom window is not shared while sharing your screen. Showing the Zoom window during screen share can be useful if a participant is helping you use Zoom.

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Settings**.

3. In the **In Meeting (Basic)** section, make sure **Show Zoom windows during screen share** is enabled. This setting will allow the setting to appear in the desktop client.
4. Sign out of the Zoom desktop client and sign back in. Alternatively, you can exit the client and re-open it.
5. Click your profile picture then click **Settings**.
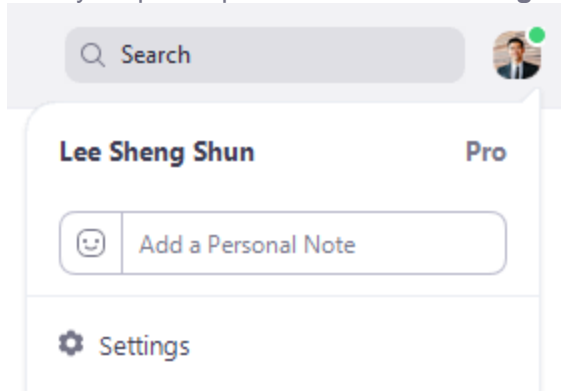
6. Click the **Share Screen** tab and make sure **Show Zoom windows during screen share** is enabled.

Using dual monitors

If you are using a dual-monitor setup, you can turn on the dual monitors feature to see the screen sharing on one monitor and participants on the second.

Note: On Mac OS 10.15 Catalina, you need to allow Zoom access to screen recording to share your screen. You can do this in your **System Preferences**. Select the **Security & Privacy** option, click

the **Privacy** tab, scroll down to **Screen Recording**, and finally check the option for **zoom.us**.