**How a visiting vendor can present in a Zoom Room**

Author: Tim Bastian – Penn State ENCS – January 19, 2023

Graphical user interface

Description automatically generated

1. Left-click on the “Up arrow” icon in the lower right-hand corner of the computer screen. Hover over the Globe icon and see there are connections available. Left-click on the Globe.

A screenshot of a computer

Description automatically generated with medium confidence

1. In the list of networks, left-click on “psu-guest”

Graphical user interface, application, Word

Description automatically generated

1. Left-click on the “Accept and Connect” icon in the lower-middle of the browser welcome page.

Graphical user interface, text, application

Description automatically generated

1. Open a new tab in the web browser and type in “zoom.us.share”, then hit “Enter” on the laptop.

Graphical user interface, text, application

Description automatically generated

1. Land on the Zoom website where they will ask for a meeting ID.

Graphical user interface, text, application

Description automatically generated

1. Press the share icon on the Zoom Room Control Pod on the conference room table.

Graphical user interface, website

Description automatically generated

1. Note the meeting ID displayed on the Control Pod.

Graphical user interface, application

Description automatically generated

1. Enter the 11-digit meeting ID on the laptop screen and left-click “Share Screen” icon. (The meeting ID is displayed on the TV screen and on the Control Pod).

Graphical user interface, application

Description automatically generated

1. Left-click on the “Open Link” icon that appears on the grayed out web browser screen.

Graphical user interface, application

Description automatically generated

1. Enter the 6-digit meeting passcode on the laptop. (The meeting passcode is displayed on the TV screen and on the Control Pod). Left-click the “Join Meeting” icon.

Graphical user interface, application

Description automatically generated

1. Left-click on the laptop screen to be shared, then left-click on the “Share” icon in the lower righthand corner of the screen.

Graphical user interface, text, application

Description automatically generated

1. The laptop screen is now outlined by a light green band to indicate that the screen is being displayed to the TV screens in the Zoom room. The green band can be “grabbed” and adjusted for size by using the laptop mouse to isolate content to be displayed. Just hover over the green band, then left-click on the band and hold as the mouse is moved to make the displayed area smaller or larger.