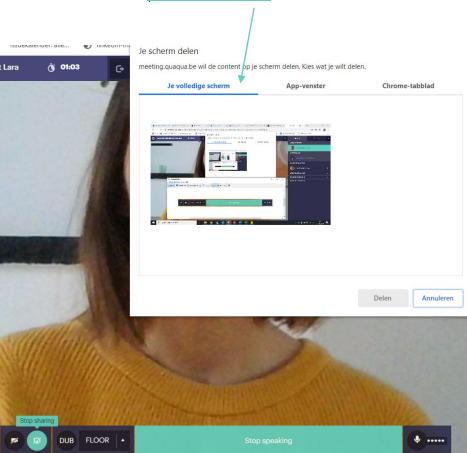


How to share your screen during a QuaQua meeting:

- 1. Make sure you are an active speaker
 - → turn on your microphone with the space bar of your keyboard
- 2. Click on the screensharing button



- 3. A pop-up window will appear where you have to choose which screen or programme you want to share
- 4. You can share your entire screen





5. Or choose <u>a specific app-window</u> (like PowerPoint, Word, ...) or a <u>Google Chrome tab</u>.

| ^{m.} Je scherm delen meeting.quaqua.be wil de conter | nt op je scherm delen. Kies wat je wi | It delen. | n <u>c</u> | |
|--|---------------------------------------|----------------|------------|---|
| Je volledige scheme | App-venster | Chrome-tabblad | | 6. <u>Select the window</u> you want to share 7. <u>Click 'Share'</u> |
| Plaknotities | QuaQua reality Circle | Delen Annuler | v en | |

- → Check your internet connection: <u>https://www.speedtest.net/</u>
- → Check if you have the latest version of Google Chrome: <u>https://www.whatismybrowser.com/detect/what-version-of-chrome-do-i-have</u>