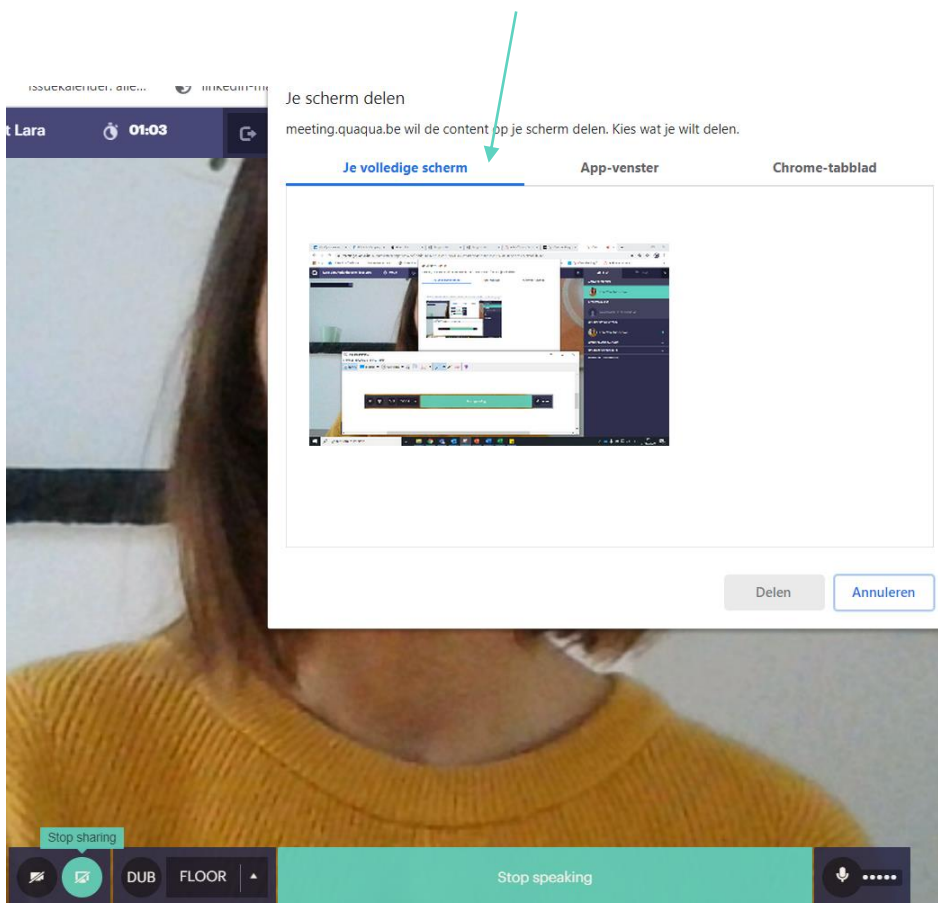


## How to share your screen during a QuaQua meeting:

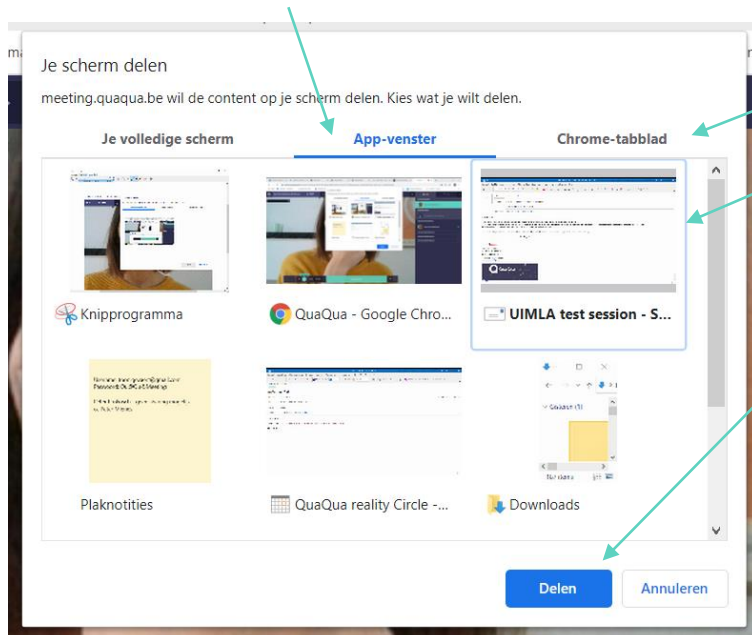
1. Make sure you are an active speaker  
➔ turn on your microphone with the space bar of your keyboard
2. Click on the screen sharing button



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 a specific app-window (like PowerPoint, Word, ...) or a Google Chrome tab.



6. Select the window you want to share

7. Click 'Share'

➔ Check your internet connection: <https://www.speedtest.net/>

➔ Check if you have the latest version of Google Chrome:

<https://www.whatismybrowser.com/detect/what-version-of-chrome-do-i-have>