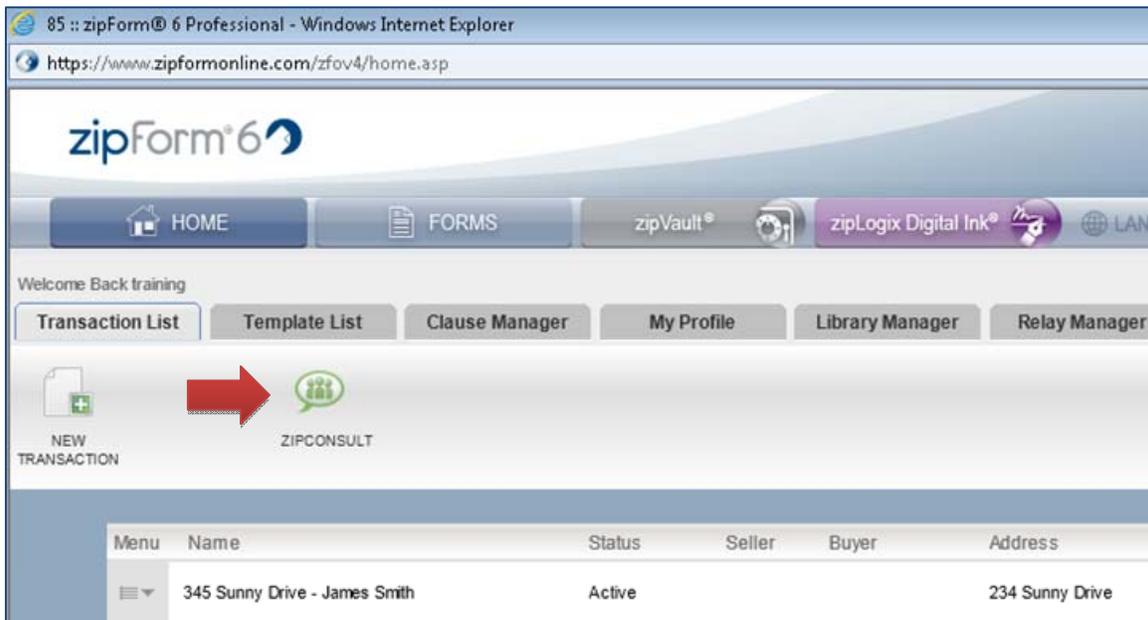


# Enable Screen Sharing in zipConsult™ (Windows Users)

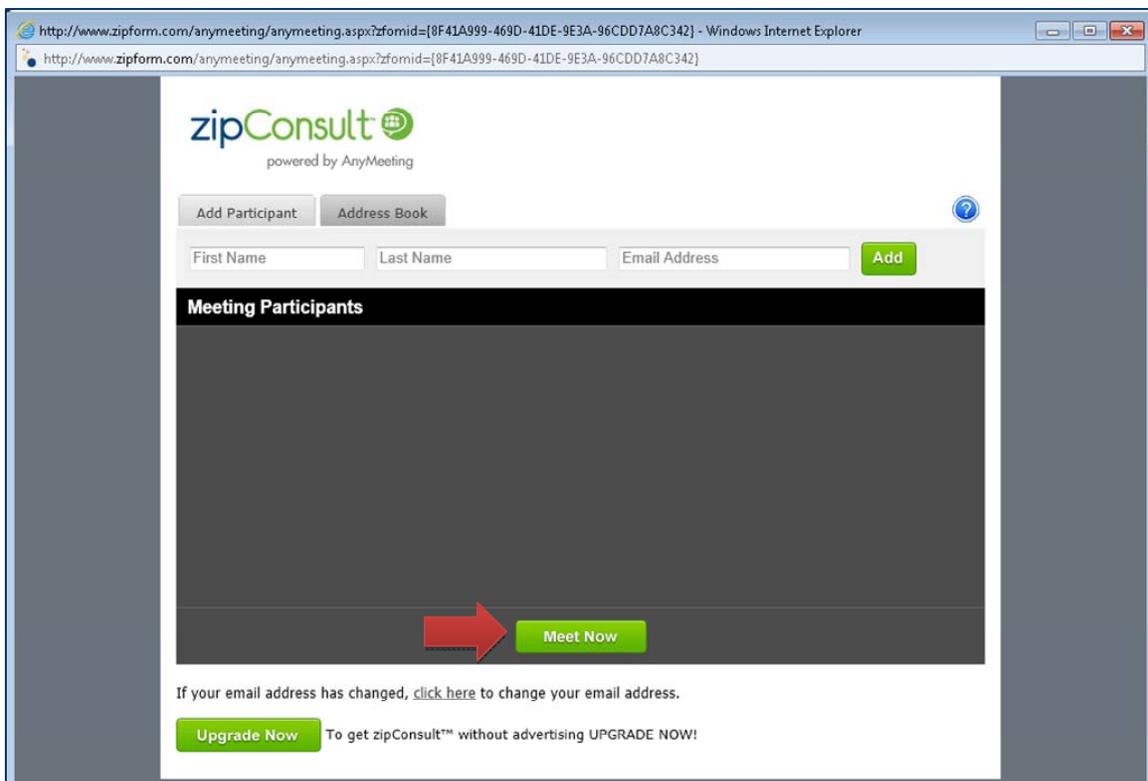
Download and install the AnyMeeting™ Screen Sharing Plugin in order to use the Screen Sharing features in zipConsult™. This plugin will allow you to share your computer screen with all meeting attendees.

## How to download the AnyMeeting™ Screen Sharing Plugin for zipConsult™:

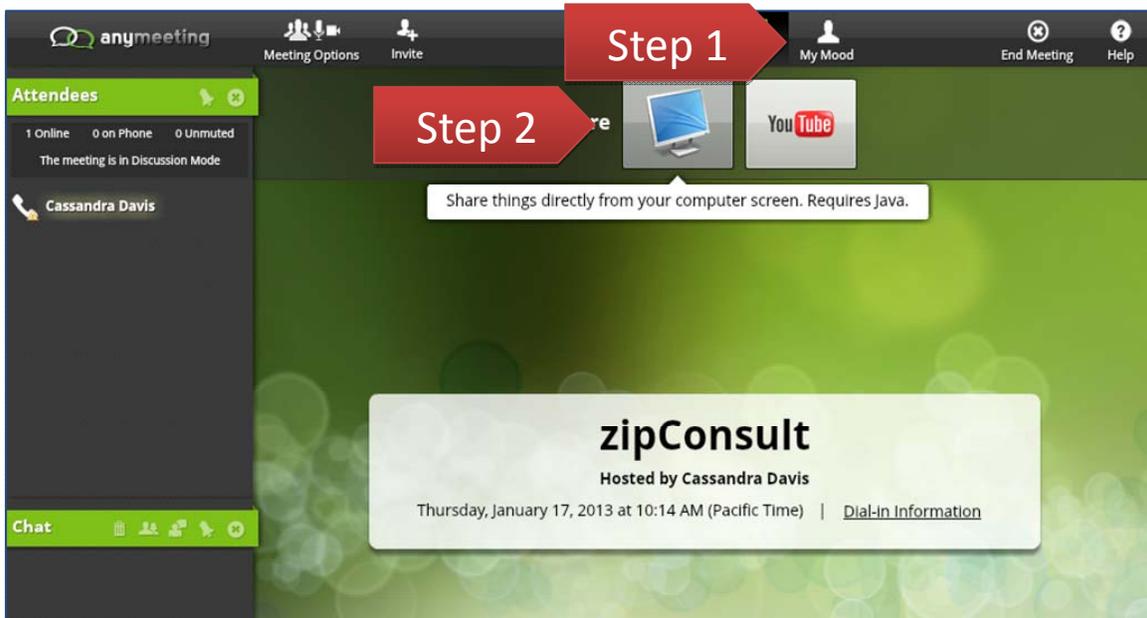
1. Start a meeting by clicking the **zipConsult™** button on the HOME page in zipForm® 6 Professional



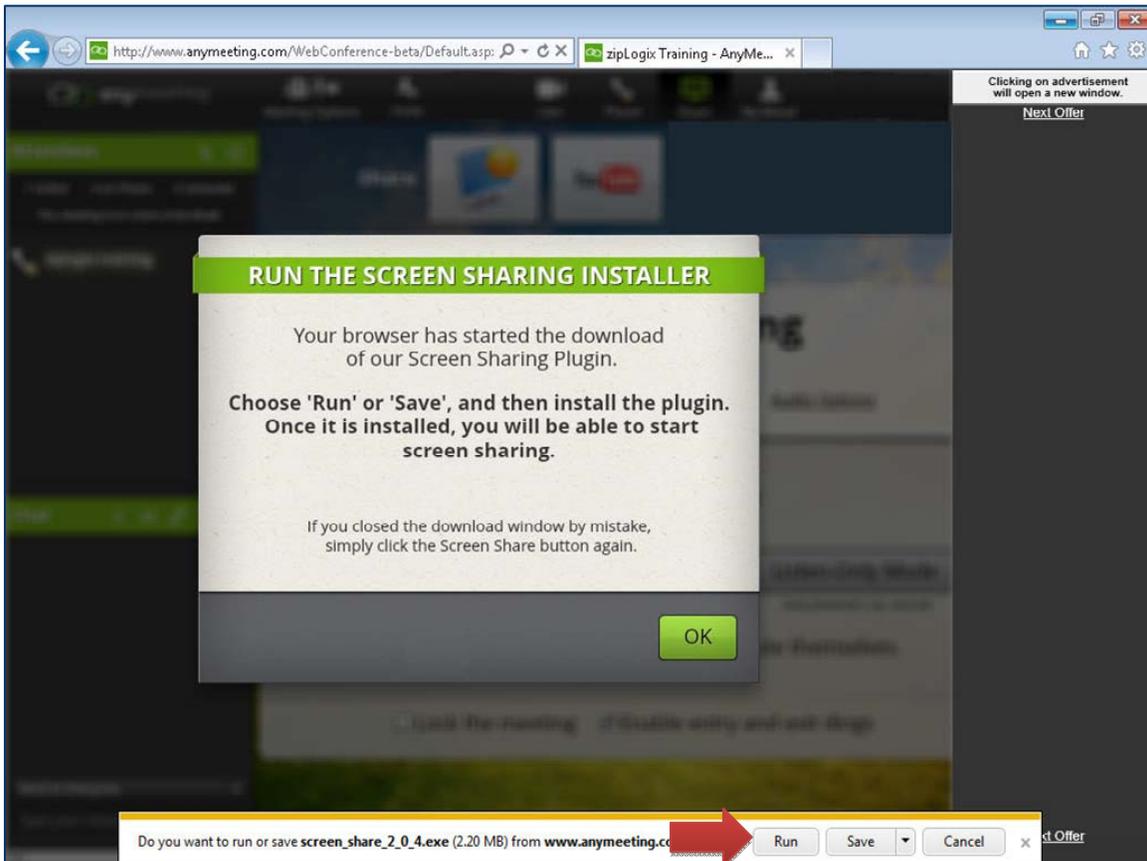
2. Add meeting participants (optional) and click **Meet Now** to start the meeting



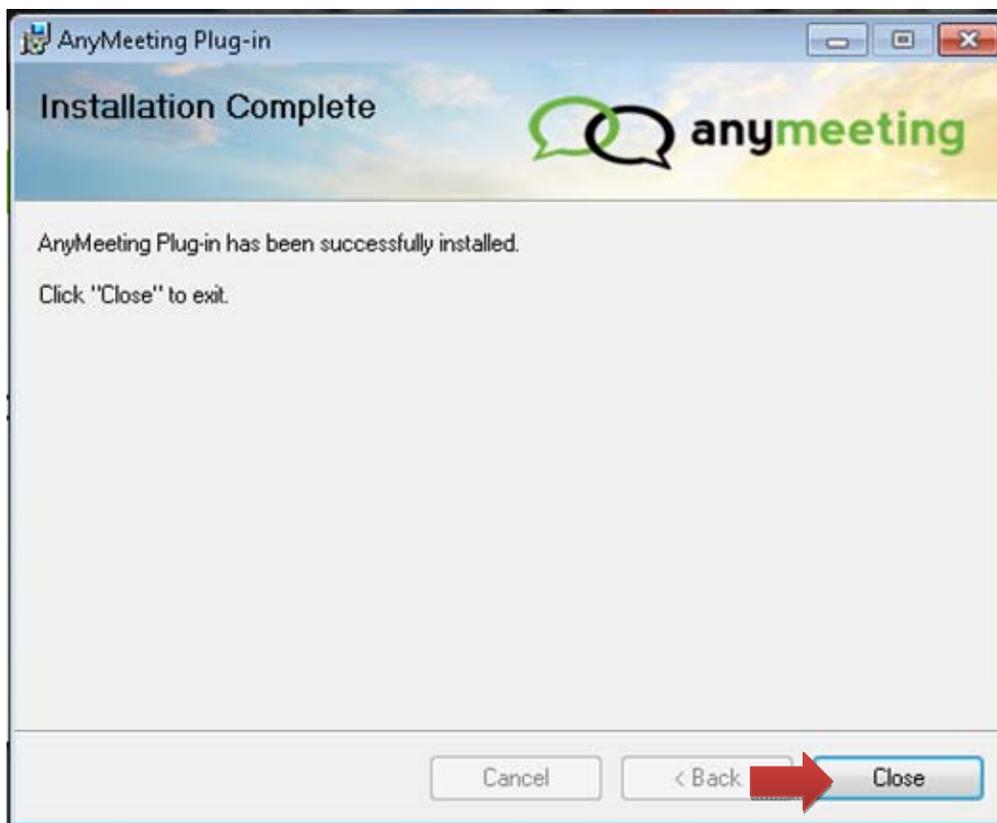
3. Share your screen from the zipConsult™ page



4. Select that you would like to **Run** the Screen Sharing Installer.



5. The AnyMeeting™ Plug-In window will appear for you. When it has finished loading, click **Close** to continue with your meeting.



6. You may be asked to **Allow** the add-on to run. Click **Allow** to continue



7. The zipConsult™ screen may refresh for you and check your connection speed again to ensure the best possible meeting experience. When you re-enter the meeting, you will be able to click **Share > Share things directly from my**

The screenshot shows the AnyMeeting interface with a 'Share' dialog box open. The dialog box has a green header that says 'WHAT WOULD YOU LIKE TO SHARE?'. It is divided into several sections:

- Step 1:** A red arrow points to the 'Share' button in the top navigation bar.
- Step 2:** A red arrow points to the 'Share things directly from your computer screen. Requires Java.' button.
- Step 3:** A red arrow points to the 'Select your preferred image quality' section, which has two radio buttons: 'Higher quality but slower' (unselected) and 'Lower quality but faster' (selected).
- Step 4:** A red box with white text says 'Step 4: Click what you wish to share'. It points to the 'Share your entire screen' section, which contains two buttons: 'Share Monitor 1' and 'Share Monitor 2'. To the right of this section is a 'Select an Application to share' list box. The list contains several items, with '55 :: zipForm® 6 Professional - Mozilla Firefox' selected. Below the list is a button that says 'Share '55 :: zipForm® 6 Professional - Mozill...'. At the bottom right of the dialog is a 'Close' button.

computer screen to share your screen.

# Frequently Asked Questions

**Q: Can I share anything on my screen?**

A: Yes, during a zipConsult™ meeting, you can share anything that you have open on your computer. This is an easy way to review a contract with a client while you are filling it out, share additional information with another agent, or review a file with a broker.

**Q: Can I control what my client sees on the screen?**

A: Yes. You can close out of windows you do not wish to share, or you can choose to only share a specific program or window, to ensure your privacy.

**Q: Can meeting attendees share their screen?**

A; No, only the host who started the zipConsult™ meeting can share his or her screen.

**Q: Do I have to download or run the plugin in order to host a meeting?**

A: No, you can host a meeting without using the screen sharing feature. You will still be able to share your camera, share YouTube videos, and utilize the conference call option.

**Q: Do I need to download the plugin every time I share my screen?**

A: No, you will only need to download it for each browser once. You will need to download the plugin if you are using a new computer or a new browser to host your meeting.