

Setting Up & Allowing Remote Control of Desktop via Zoom

- ① Host creates meeting and invites Guest.
- ② Guest joins meeting.
- ③ Guest shares his screen to Host, picks Desktop 1 or 2 if multi-monitor setup.
- ④ Guest's screen will appear in Host's zoom window. A tab called "View Options" will also be present. Host can pick "Request Remote Control" in this menu.
- ⑤ Guest will see message regarding the request from the Host. Guest clicks on Approve!
- ⑥ Host can then use their mouse & keyboard to start manipulating the Guest's s/w etc.
- ⑦ Host or Guest can stop remote control:
 - Host: View Options, Give Up Remote Control
 - Guest: Remote Control, Stop Remote Control will be made visible when Guest hovers over the green, red + black bar @ top of Guest screen.
 - Guest: Stop Share would stop remote control + the shared desktop.