

KELOWNA GARDEN CLUB

INSTRUCTIONS HOW TO PARTICIPATE  
IN  
PARLOUR SHOW ON ZOOM

A. Prior to the Meeting

1. Review the Parlour Show Schedule for the next General Meeting and, at your leisure take a photograph(s) of your entries.
2. If you take your photographs with a camera, upload your pictures to the device you will be using for the Zoom Meeting. (Computer, lap top, ipad, tablet, etc.)
3. Open up the picture on your device so it will be big on the sharing screen.

B. During the Meeting

1. The Host of the Meeting will announce when it is time for the Parlour Show.
2. Raise your hand so that the Host is able to see that you have photographs to show.
3. When it is your turn to show your photograph, the facilitator will call your name. You will double check that your video and audio are both turned on.
4. If using Windows: Click ALT then S  
If using a Mac: Click COMMAND, then SHIFT then S  
If using an iPad or similar device, there is a "green SHARE SCREEN" icon at the top or bottom of your screen, click on it. A window will open up with choices; choose the "PHOTOS" option.
5. Click on the photograph you wish to show. (This will only work if your picture has been previously loaded and ready.)  
If you don't see your picture, READ HERE ---then click on DESKTOP, find your picture and double click on it.
6. Once we have seen your picture, click on the STOP SHARE icon in RED at the top of the screen.