WELCOME TO USING YOUR iPad TO ANNOTATE IN ZOOM!
STEP 1: ENABLE ANNOTATIONS IN ZOOM SETTING

- Log into your Zoom Account at https://upenn.zoom.us/
- Go to Settings to find Annotations and turn the function on.
STEP: 2 START A ZOOM MEETING WITH YOUR PC

Start a new meeting under the meetings tab in Zoom.
STEP 3: LOG INTO THE MEETING USING YOUR IPAD

You should have 2 participants in the Zoom meeting room.
STEP 4: ALLOW PARTICIPANTS TO SHARE

- Under the Security Tab, select Allow Participants to Share Screen.
STEP 5: SHARE A DOCUMENT ON YOUR COMPUTER OR LAPTOP

- Open the content you would like to annotate on. For example: PowerPoint, Word, PDF etc.
STEP 6: ANNOTATE WITH YOUR IPAD

• While using your iPad, you can now annotate on the document in Zoom.
BONUS: IPAD WHITEBOARD FEATURE

- On the iPad, you can use the Whiteboard feature to share notes in real time during your meetings. Click Share and select Whiteboard.
HAVE FUN!