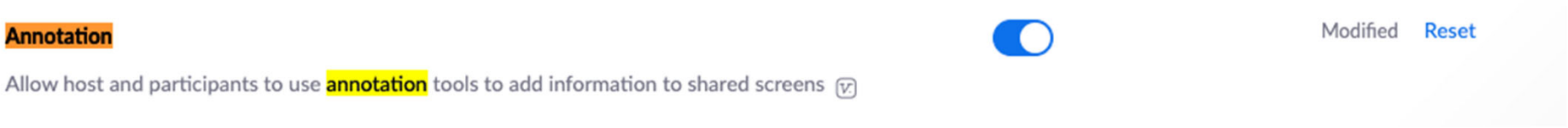
Penn Engineering
University of Pennsylvania

WELCOME TO USING YOUR IPAD TO ANNOTATE IN ZOOM!

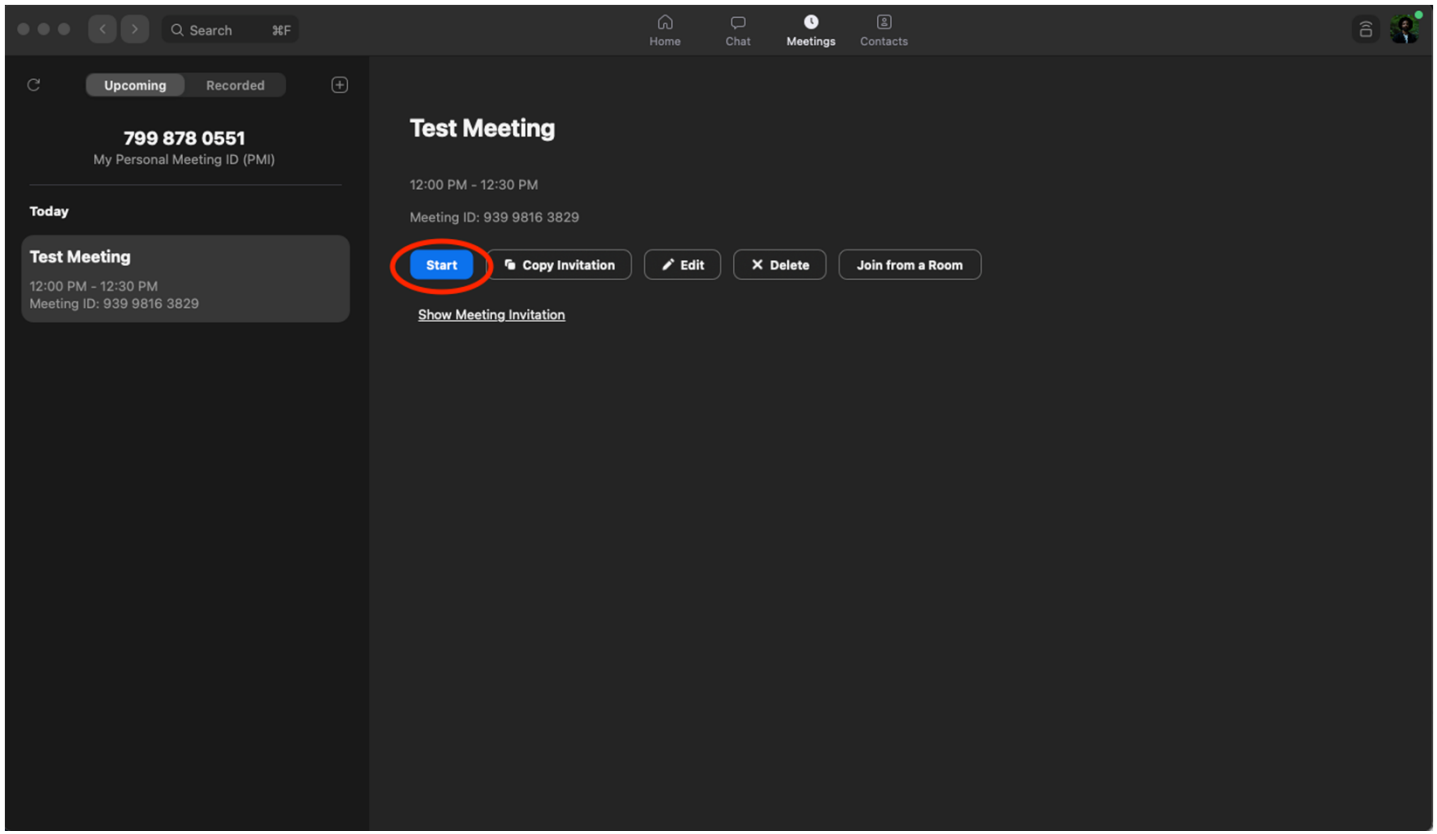
STEP 1: ENABLE ANNOTATIONS IN ZOOM SETTING

- Log into your Zoom Account at https://upenn.zoom.us/
- Go to **Settings** to find **Annotations** and turn the function on.



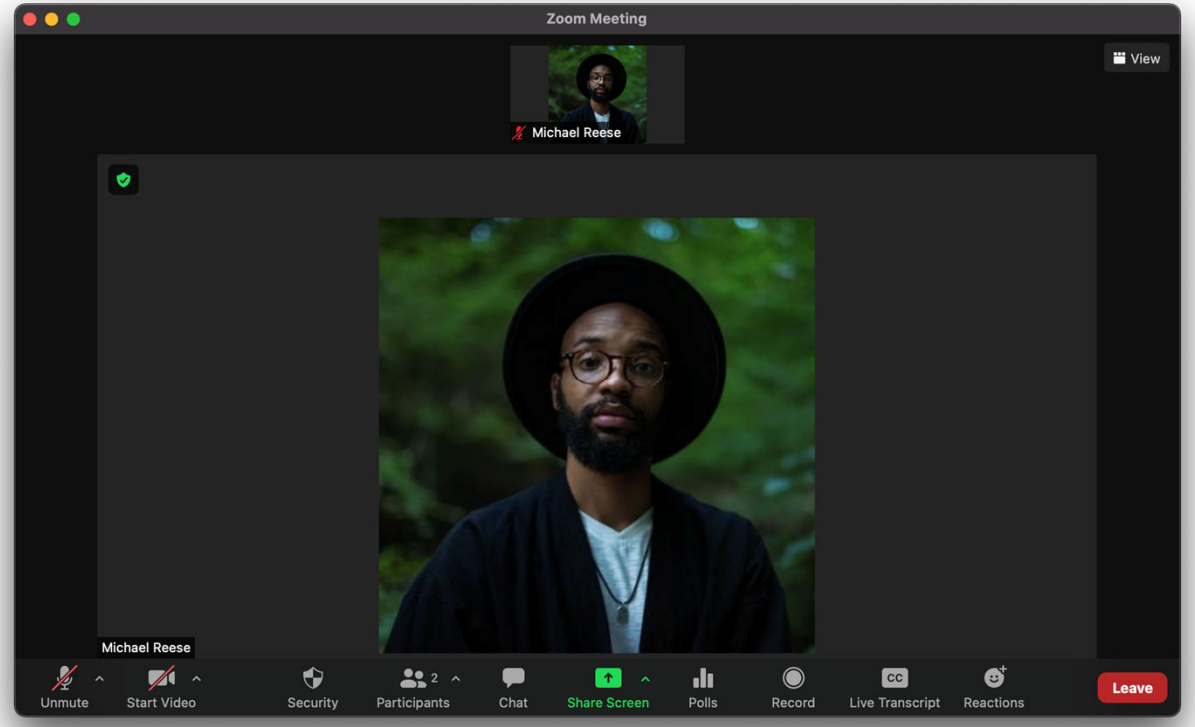
STEP: 2 START A ZOOM MEETING WITH YOUR PC

Start a new meeting under the meetings tab in Zoom.



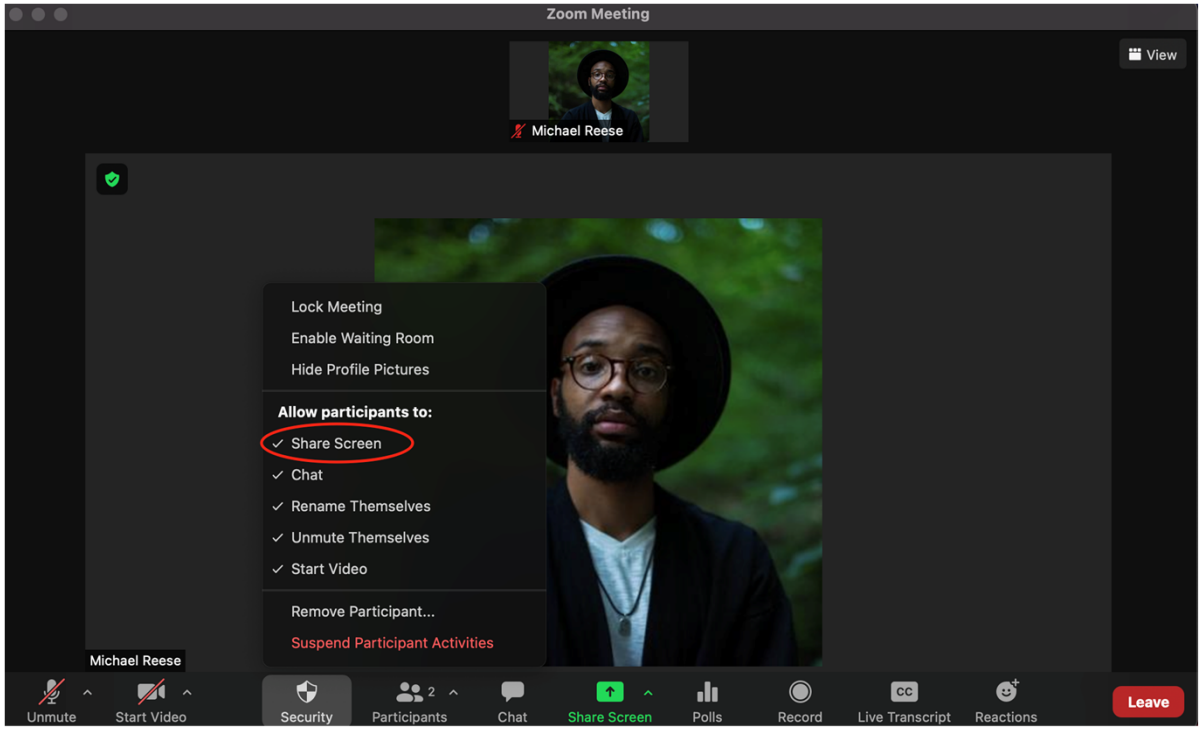
STEP 3: LOG INTO THE MEETING USING YOUR IPAD

You should have 2 participants in the Zoom meeting room.



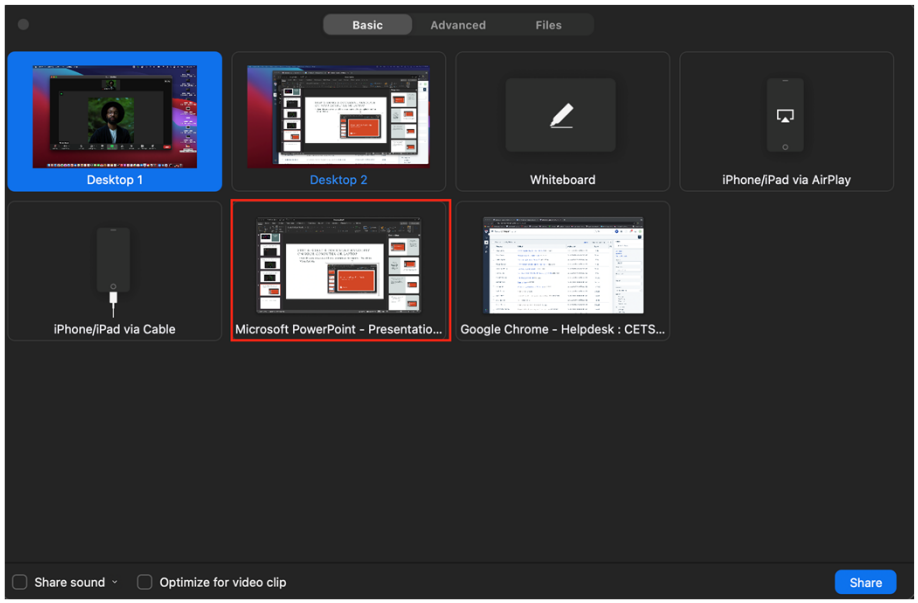
STEP 4: ALLOW PARTICIPANTS TO SHARE

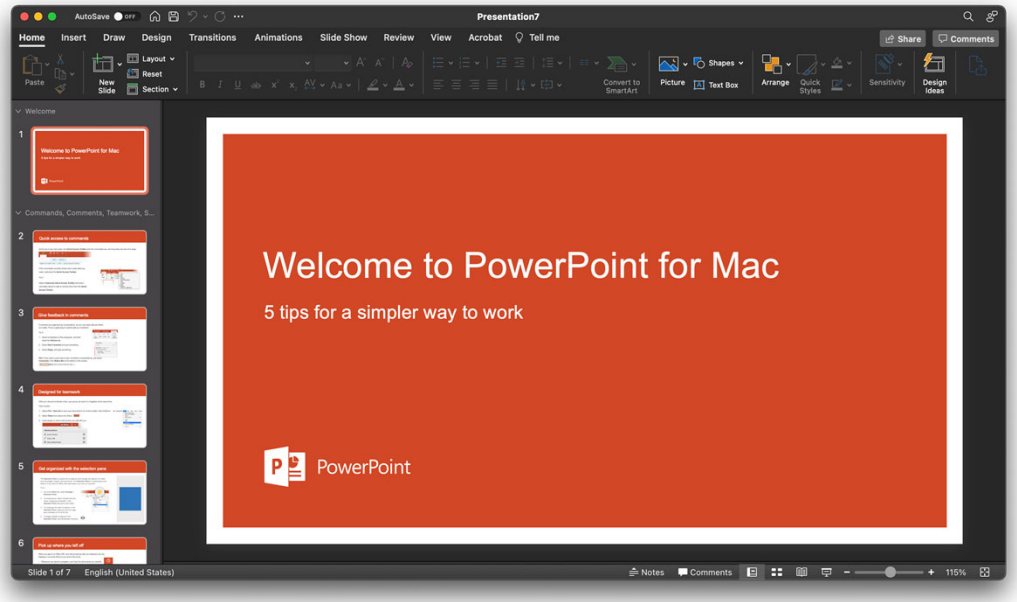
- Under the **Security Tab**, select **Allow Participants to Share Screen**.



STEP 5: SHARE A DOCUMENT ON YOUR COMPUTER OR LAPTOP

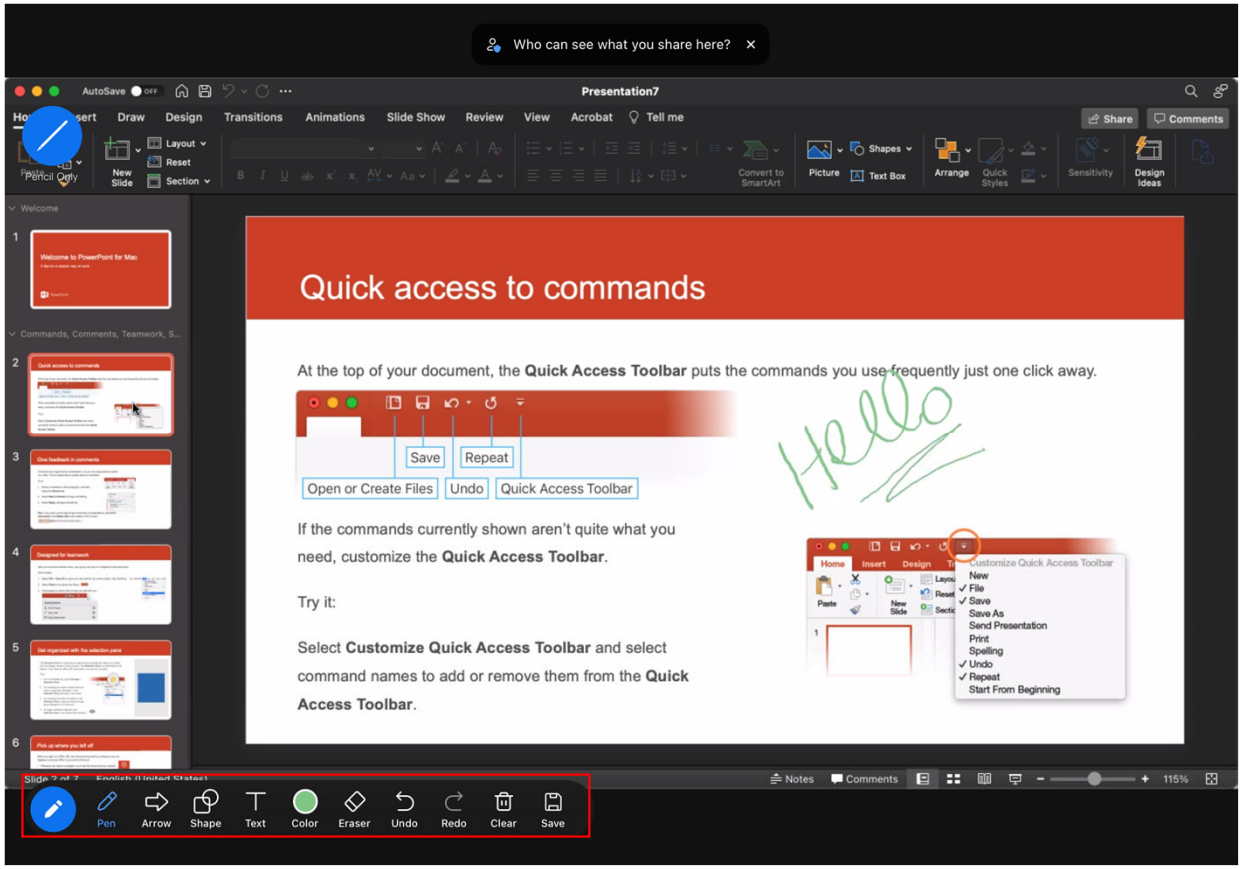
- Open the content you would like to annotate on. For example: PowerPoint, Word, PDF etc.





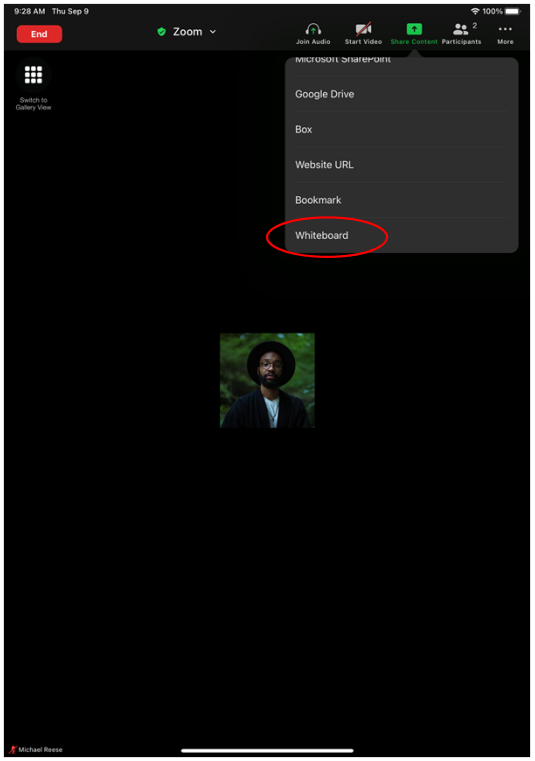
STEP 6: ANNOTATE WITH YOUR IPAD

- 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!