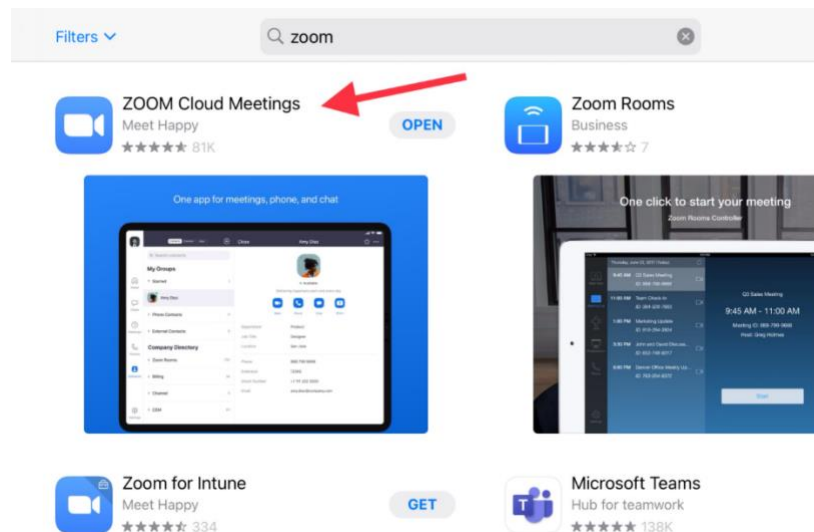


Setting up a Screen-Sharing Session

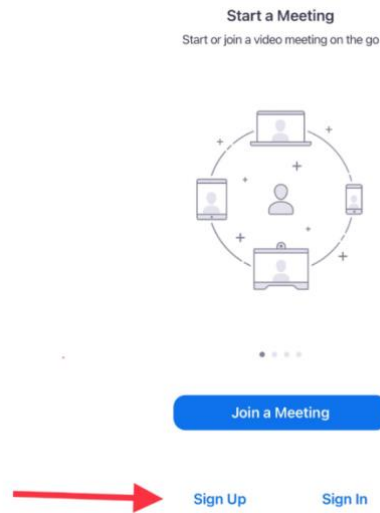
There are many screen-sharing apps you can select from, but for the purposes of this document we are going to use the Zoom application to illustrate the steps in setting up a screen-sharing session. While we do not endorse Zoom over other screen-sharing apps, we have found that Zoom interacts well with NIH Toolbox app.

Please note that the following guide instructs the administrator how to screen-share the NIH Toolbox app with the participant via Zoom. Using this method, the participant will only be able to view the remote administration of the NIH Toolbox through the Zoom meeting. The participant will need to relay responses to the examiner, who would then interact with the iPad accordingly. To ensure the participant sees the screenshare in a relatively appropriate size (i.e., as close as possible to the iPad) it is important that the participant joins via a tablet (NOT a phone). The free version of Zoom is limited to 45 minutes per session.

Begin by visiting the Apple store via your device (iPad) and search for and download the latest version of the Zoom app.

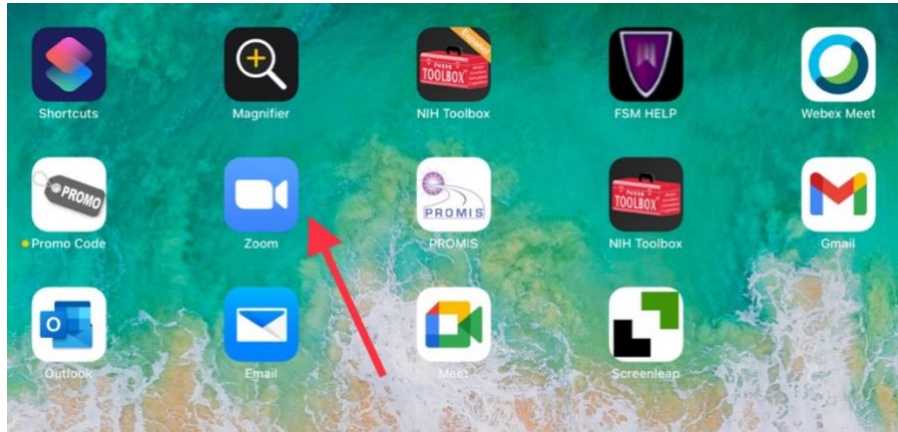


Once downloaded, launch the Zoom app and sign in using the E-mail and password that you have created, or with Google (Gmail), or Facebook. If you do not have a Zoom account, tap **Sign Up** to create a free account.

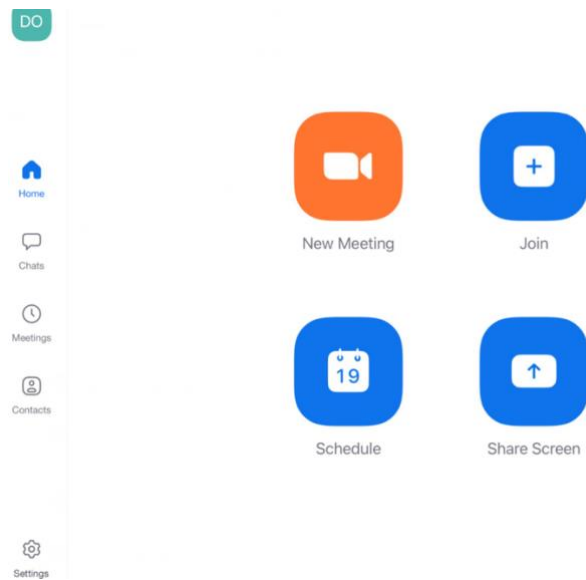


Establishing a Zoom Meeting

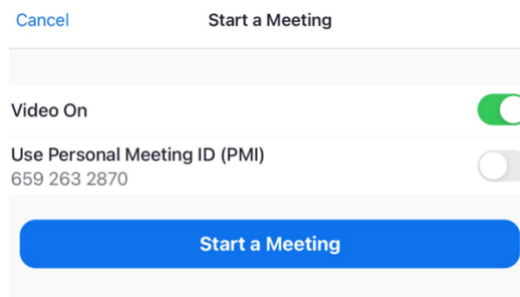
1. **Open your Zoom app on your iPad home screen and click Sign In.**



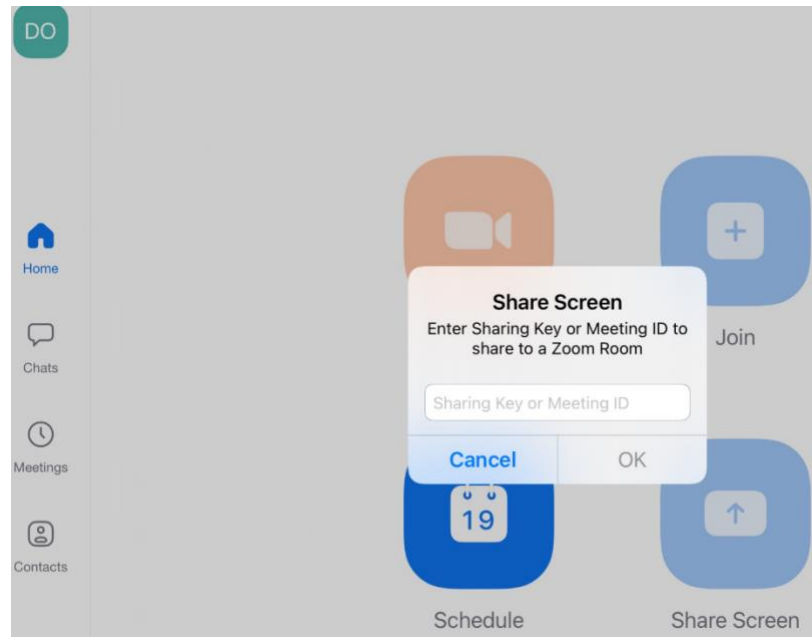
2. Log in using the E-mail and password that you have created, or with Google (Gmail), or Facebook.
3. There are three methods by which you can start a Zoom session: New Meeting and Share Screen, or Schedule.



- a. If you select '**New Meeting**', the pop-up below appears and provides a meeting code which you provide to your Participant so they may join the meeting.



- b. If you select '**Share Screen**', the pop-up below appears. You will need to have your Personal Meeting ID (PMI) handy, as it is not provided in the pop-up. You will need to provide your PMI to your Participant so they may join the meeting.



- c. It is our suggestion you schedule your sessions by using selecting '**Schedule**'.
1. Follow the prompts in the pop-up window and tap on '**Save**' in the upper right corner.
 2. Next, the following pop-up appears. Here you can confirm your meeting details and scroll down in the window where you will find a meeting invite that contains the necessary information needed to join your meeting. You can copy and paste this information into an email to send to your participant.

Sample Examiner is inviting you to a scheduled Zoom meeting.

Topic: Testing Session Zoom Meeting
Time: Feb 23, 2023 11:00 AM Central Time (US and Canada)

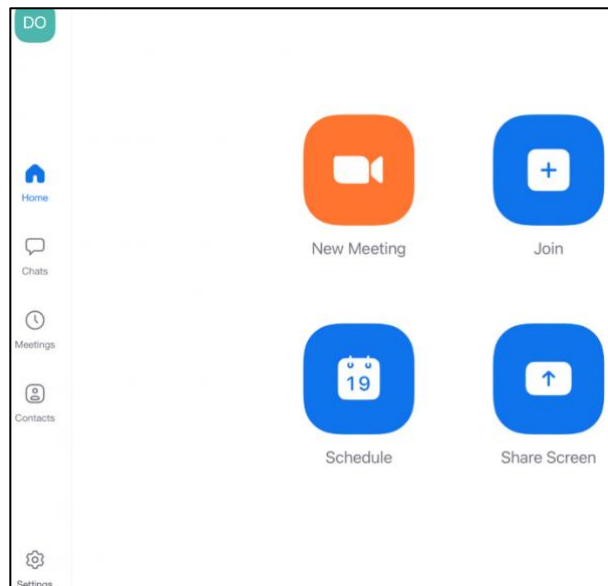
Join Zoom Meeting
<https://northwestern.zoom.us/sampleurl>

Meeting ID: xxx xxx xxxx
One tap mobile
+13052241968,,9219318894# US

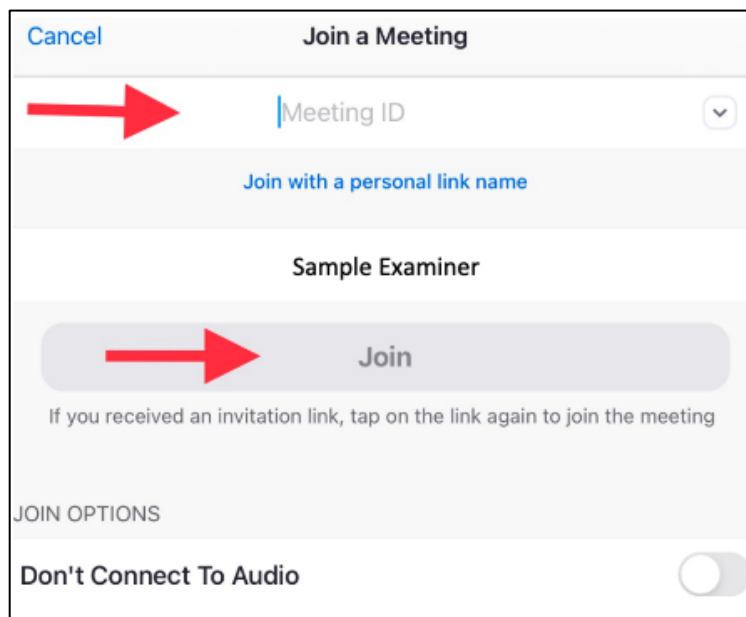
Dial by your location
+1 312 626 6799 US (Chicago)
+1 929 436 2866 US (New York)
+1 301 715 8592 US (Washington DC)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)

Meeting ID: xxx xxx xxxx

3. On the date and time you have scheduled your meeting, launch your Zoom app and select **'Join'**.

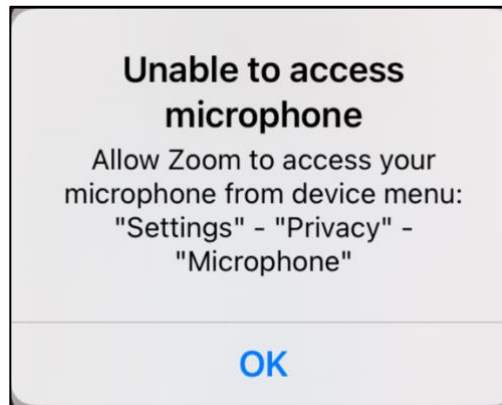


4. The following pop-up will appear where you can enter the meeting ID you previously established in your meeting invite and then select **'Join'**.

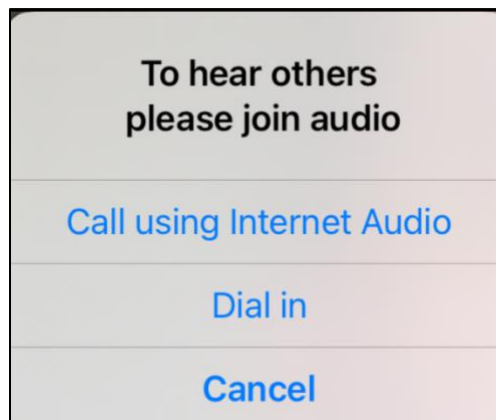


Hosting a Zoom Meeting

Once you join the meeting—whether from selecting **‘New Meeting’**, **‘Share Screen’**, or **‘Schedule’**—depending on your settings, you may receive the following pop-ups:

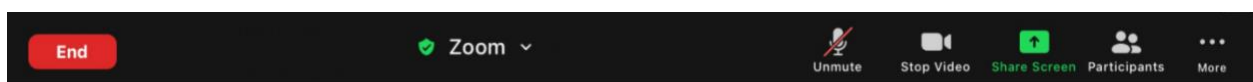


Simply tap on **‘OK’**.

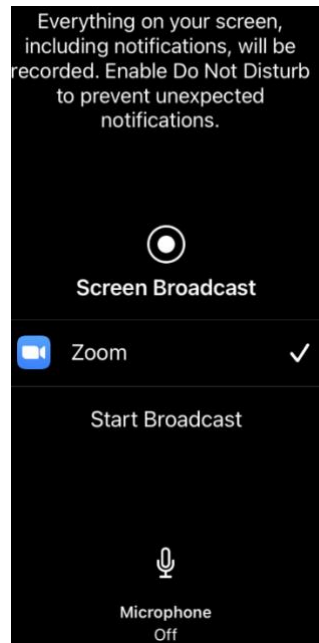


We suggest selecting **‘Call Using Internet Audio’**, but depending on your internet capabilities, you may need to select **‘Dial In’** and follow the instructions in the invite to dial in.

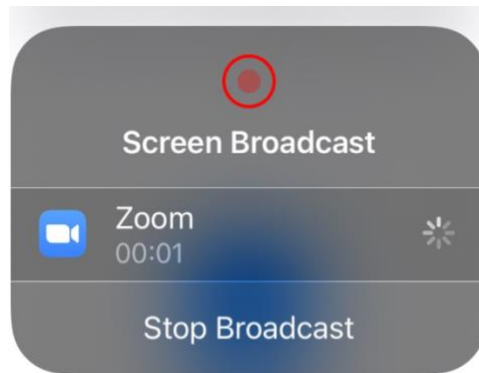
You will now be in your Zoom meeting and your participant may or may not have yet joined. To begin sharing your screen at the top of the window is a menu bar, select the green **‘Share Screen’** and then **‘Screen’** in the pop-up window.



The following pop-up appears. This can be misleading, as there is no actual recording taking place. Simply select 'Start Broadcast' to begin sharing your screen. If your participant has joined, there is no action required on their part.



The pop-up will change to show a counter beneath the word Zoom. This again can be misleading and appear to be recording your session, but this is simply counting the amount of time you are sharing your screen. Tap anywhere on your screen to remove this pop-up.



Now you can press the '**Home**' button on your device (iPad) and navigate to and launch the NIH Toolbox app as you normally would.