

# Annotating (drawing, arrows, etc) during Zoom screen sharing

Updated 21 August 2020 – Michael Cammer

It appears that since early June, a Zoom update changed this a little.

The meeting host has to have annotations enabled.

Instructions for host:

Log in as you normally would at

<https://nyulangone.zoom.us/>

and go to **settings**.

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### Security

#### Waiting Room



When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

#### Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

✓ Everyone will go in the waiting room

[Edit Options](#) [Customize Waiting Room](#)

Require a passcode when scheduling new meetings





Scroll down  
to  
Annotation  
settings

Disable desktop/screen share for users



Disable desktop or screen share in a meeting and only allow sharing of selected applications.

Annotation



Modified [Reset](#)

Allow host and participants to use annotation tools to add information to shared screens

Allow saving of shared screens with annotations



Only the user who is sharing can annotate

Whiteboard



Allow host and participants to share whiteboard during a meeting

Allow saving of whiteboard content

Auto save whiteboard content when sharing is stopped



Remote control



You are screen sharing

Stop Share

Home

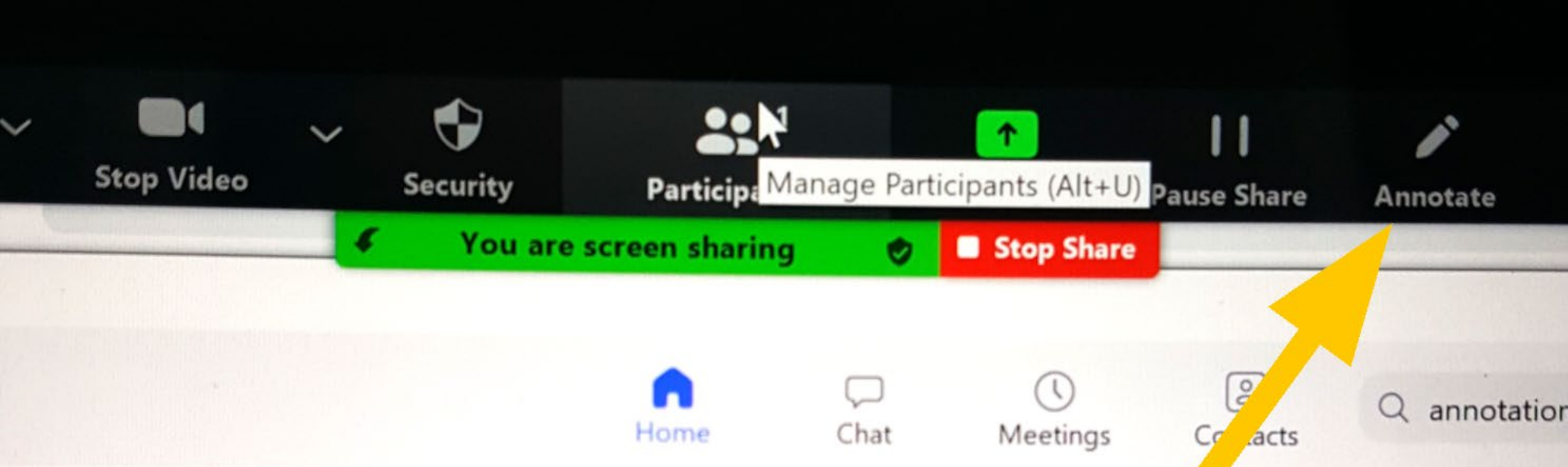
Chat

Meetings

Contacts

annotat

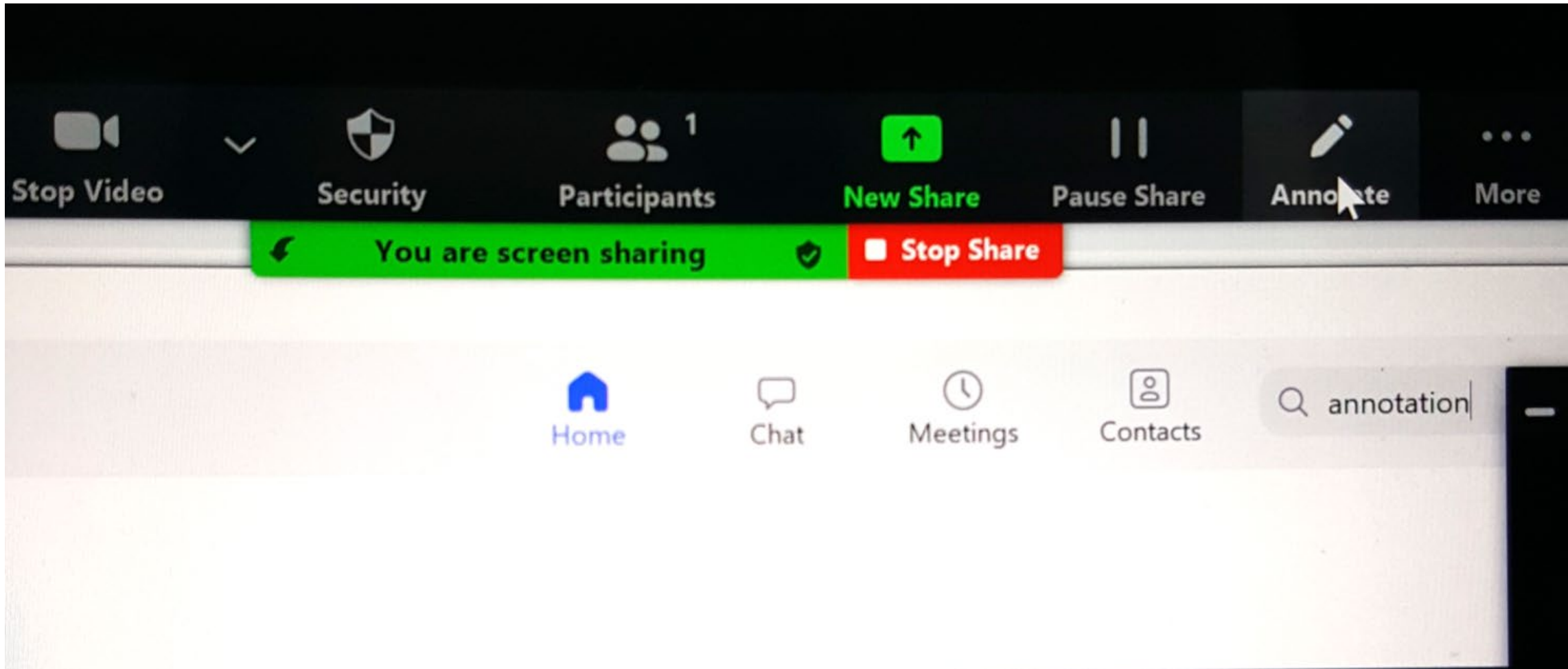
Drag mouse up to  
top edge of screen



A menu drops down including the annotate option

08:21 AM

Click on **Annotate** and a menu with drawing tools will open



Mouse
 Select
 Text
 Draw
 Stamp
 Spotlight
 Eraser
 Form
 Undo
 Redo
 Clear
 Save

om

Line Width

Font

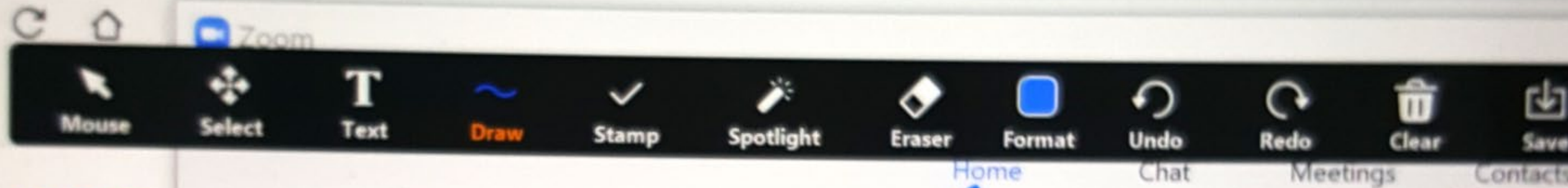
08:22  
Friday, August



You are screen sharing

Stop Share

ch Meeting - Zoom



Draw on the screen



08:  
Friday