

## HOW TO TO USE WINDOWS 10 AND ZOOM TO SCREEN-SHARE YOUR COVID-19 VACCINATION DOC

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This doc was prepared in November 2021 using Windows 10 and Zoom version 5.8.3.

### BEFORE YOU JOIN THE PATACS ZOOM VACCINATION PROOF COLLECTION MEETING

Display your vaccination doc on your Windows computer.

If you have the Smart Health Card PDF file including the QR code barcode, then you can display that file on the screen using Adobe Acrobat Reader or another PDF display application. The PDF is the preferred proof of vaccination, because the PDF QR code includes strong encryption to ensure authenticity of the document. Below you can see an example of a SMART Health Card PDF issued by the Virginia Department of Health and downloaded from that agency's Web site.

If, instead, you have a photo of your original CDC COVID-19 Vaccination Record Card, then simply double-click that card photo to Open it.

Make sure that the Acrobat Reader or photo display application fills the entire Windows 10 screen.

If you are displaying a PDF, adjust the magnification so that the text describing all your vaccination shots is readable on the screen. That info occupies roughly the top half of the single-page PDF. You will see an example below. The magnification control buttons in Acrobat Reader are in the top bar of the Reader window and are plus and minus signs in circles. Tap those buttons until the top half of the PDF document is visible. The bottom half contains boilerplate language and does not describe you or your vaccination history.

To minimize confusion during the Zoom meeting screen sharing process, it is recommended that you shut down all other running applications on your Windows 10 computer. Ideally the only applications running on your computer will be the Zoom meeting and the application displaying your vaccination proof.

### WHEN YOU JOIN THE PATACS ZOOM VACCINATION PROOF COLLECTION MEETING

In the Zoom meeting window, click to make the Zoom tool bar appear. The Zoom tool bar will include a **green Share Screen button** roughly in the center, like that shown in illustration 1. You will likely not see all the other buttons shown in illustration 1, but you will see the Share Screen button.



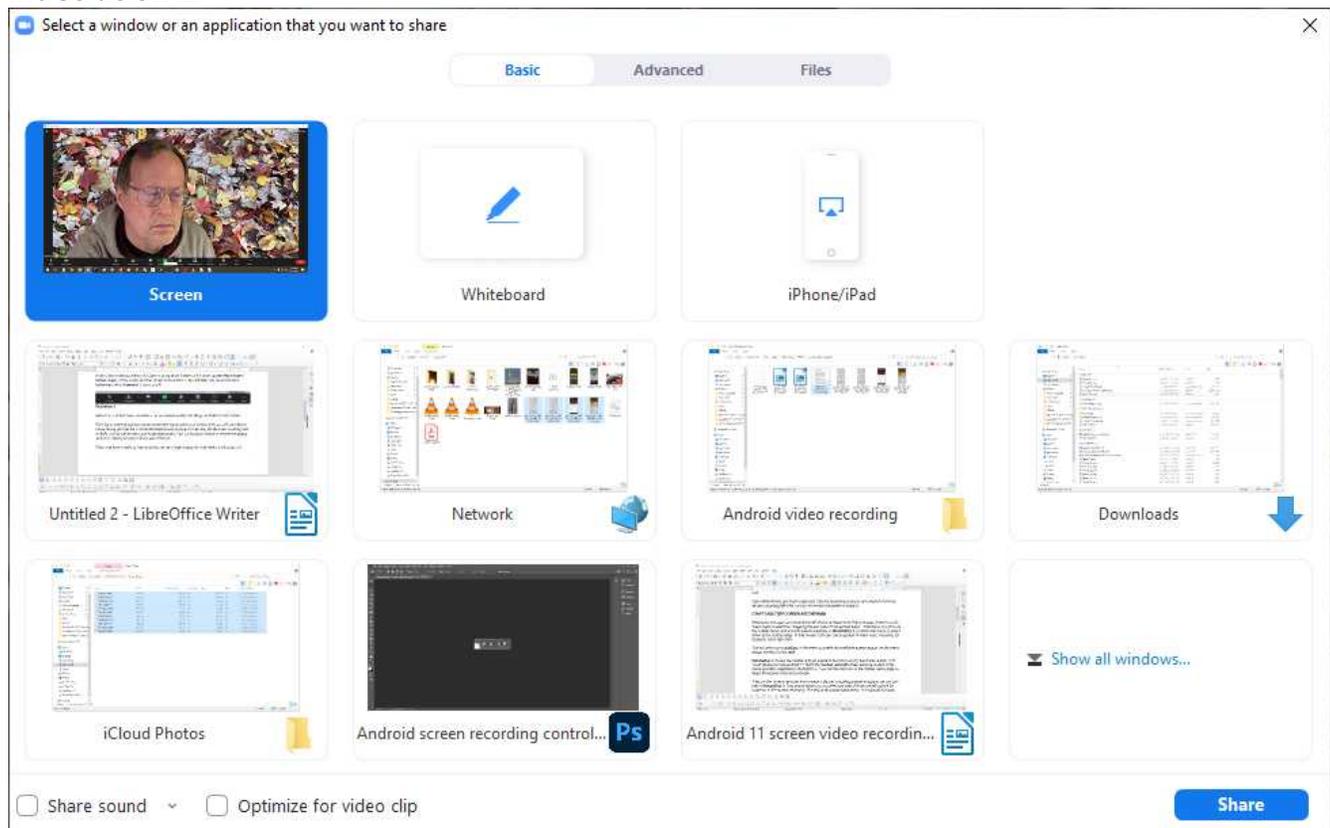
**Illustration 1**

When it is your turn to screen-share your vaccination proof, click the green Share Screen button.

If the Zoom meeting host has not yet authorized you to share your screen, then you will see a Zoom popup telling you that the host has disabled screen sharing. In that case, tell the Zoom meeting host verbally about that popup, so that authorization can be granted quickly. Click on the Close button to dismiss the popup, and re-try clicking the green Share Screen button.

When that button works as intended, you will see a larger popup like that shown in illustration 2.

### Illustration 2

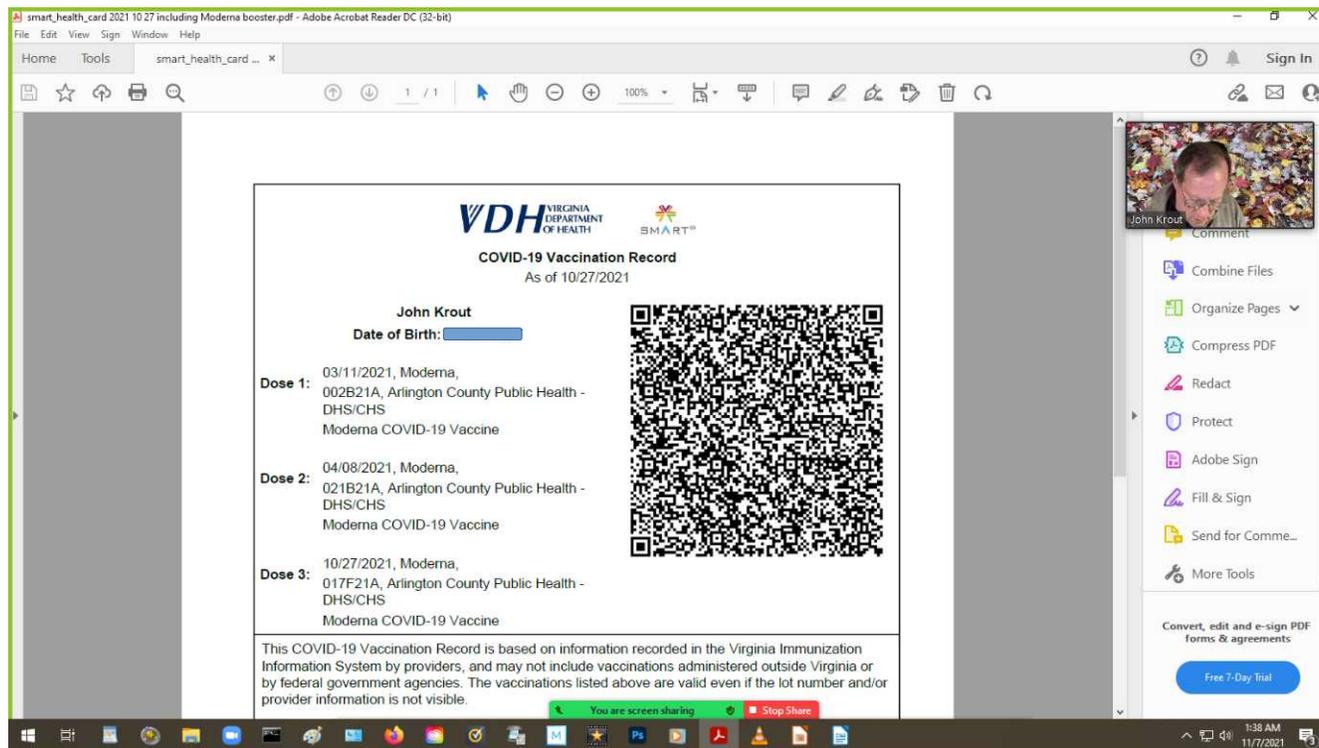


Notice that the first thumbnail image at the upper left is labeled SCREEN. In the illustration, that SCREEN thumbnail is framed in blue, meaning it is the default selected sharing option. If a different option is framed in blue in this popup on your computer, then click on the SCREEN thumbnail instead.

When SCREEN is selected in that way, click the blue SHARE button in the lower right corner of the popup.

At that point, if you are displaying the PDF on your screen, then your PDF will be displayed for the meeting host to inspect. When the host has finished, which should take roughly a minute, the host will tell you to end the screen share, or possibly the host will end it for you.

You can see an example of a Virginia Department of Health SMART Health card PDF document being screen-shared in illustration 3. The top half of the document is visible. For privacy, I have covered up my birth date in the PDF document image.



**Illustration 3**

If, instead, your screen displays a photo of your CDC Card, then you will see the entire card photo depicted in the Zoom meeting window.

Other important parts of the Zoom display include confirmation that you are screen sharing, in green, and a Stop Share button, in red. In the illustration, those appear at the bottom of the Zoom meeting window, but those button may instead appear at the top of your Zoom meeting window.

After the meeting host verifies your SMART Health Card PDF or CDC Card photo, if the Zoom meeting host cannot stop the screen share for you, then the meeting host will will ask you to click the red Stop Share button.

At that point you are done!

NOTE: If you own a Zoom account, then you can practice these steps in advance of the PATACS Zoom Vaccination Proof Collection meeting.

FINAL NOTE: The federal HIPAA statute does not permit PATACS to make a copy of your vaccination proof. PATACS will only examine your vaccination proof, and make a note of the type of proof you provided.