

First, if you have a Mac: Go to System Preferences, then Security and Privacy, then Accessibility, click on the lock, put in your computer password, and check Zoom to allow it to control your device

Go to the Zoom web portal in your browser (in the top search bar, type in <https://zoom.us/signin#/login> and hit enter).

In the main menu, scroll down on the sidebar to Settings.

Click on the Meeting tab.

Scroll down to In Meeting (Basic).

Scroll down even more to the “Remote control” section and make sure the clickable toggle is blue. That means remote control of anyone’s shared screen is enabled in meetings **you are hosting** (*and co-hosting?? I dunno yet*).

Then, in the meeting,

Press “Share Screen” and select the screen or window on your computer to share

Hover over the green bar that states “You are screen sharing”, then select “Remote Control” on the floating menu

Click on a participant to “Give Mouse/Keyboard Control” to

or

if someone asks you, press “Yes” on the Zoom pop-up prompt

To request access permission:

When viewing someone’s screen, click on the “View Options” dropdown on the green bar at the top that says you are viewing their screen

Then click “Request Remote Control”, press “Request” on the next popup, and wait for access to be granted

Only one person at a time can access a device