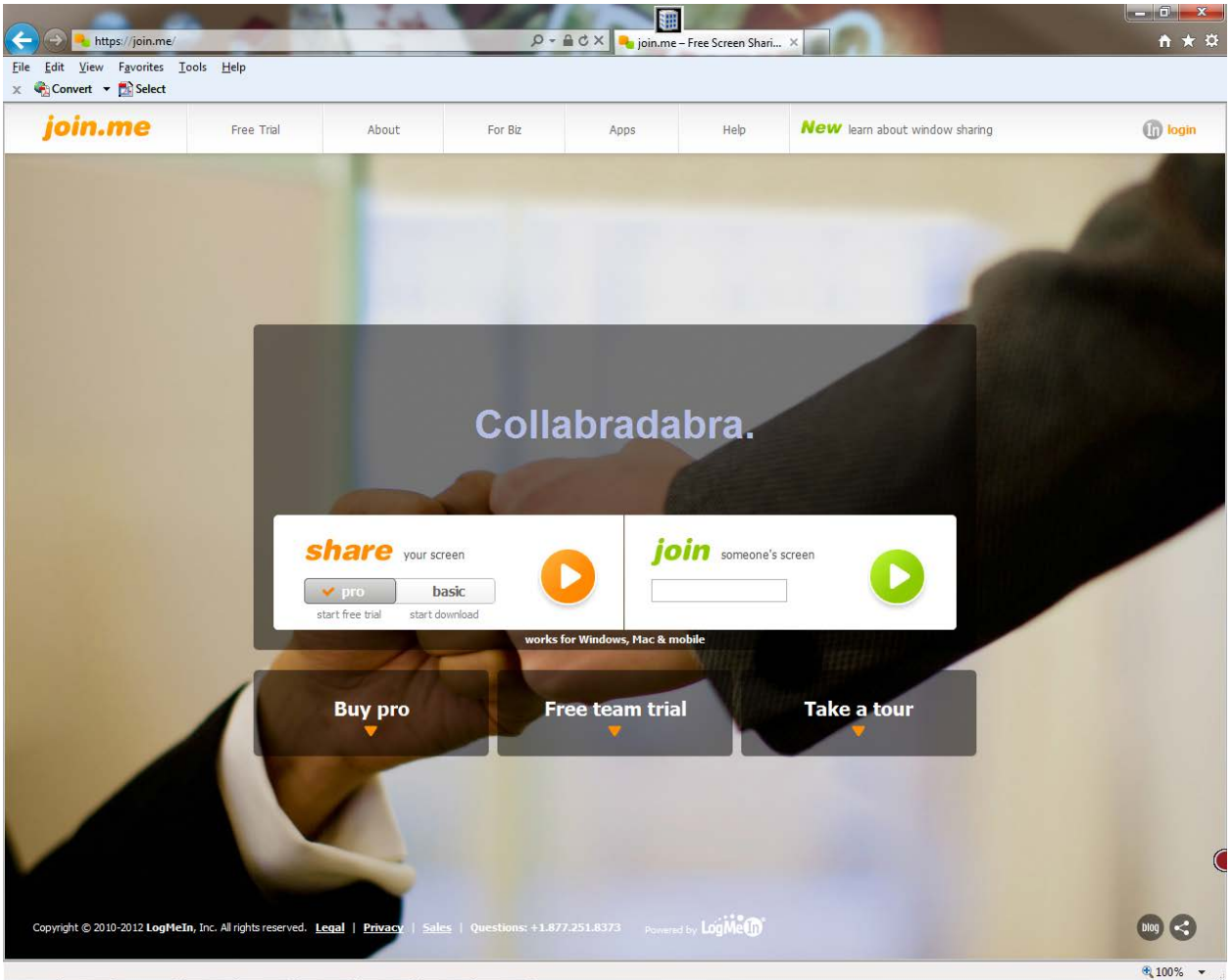



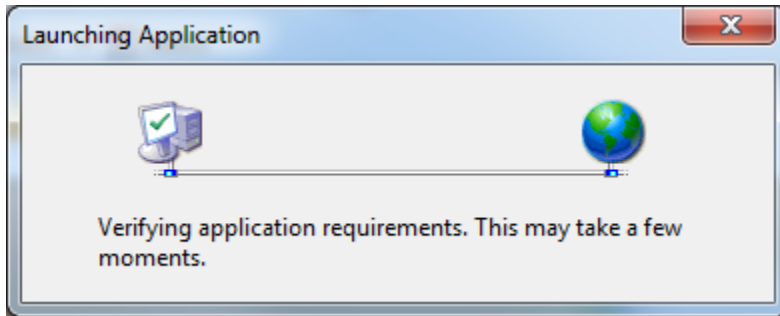
Share Your Screen

1. Open your web browser.
2. In the Address Field type **join.me** and then hit “enter”
 - a. Or simply click on the following link: <https://join.me/>
3. Hit “enter”.
4. You will come to a web page that looks like this:



5. Under the word **share** click on the word “basic”. The gray box and orange checkmark will now be where the word “basic” is.
6. Click on the 

7. You will see the following notification:



8. You should then see, at the top of your screen, a dashboard that looks like this:



9. Please provide us with the nine-digit number found after join.me/
10. This number will be different for each session and will allow us to view your screen. If remote control is needed in the session, you will see a request for control come through which you say "OK" to.
11. When the session has ended, you will see a notification stating that the session has ended. You may click on the "X" in the upper right-hand corner of the dashboard as per above.