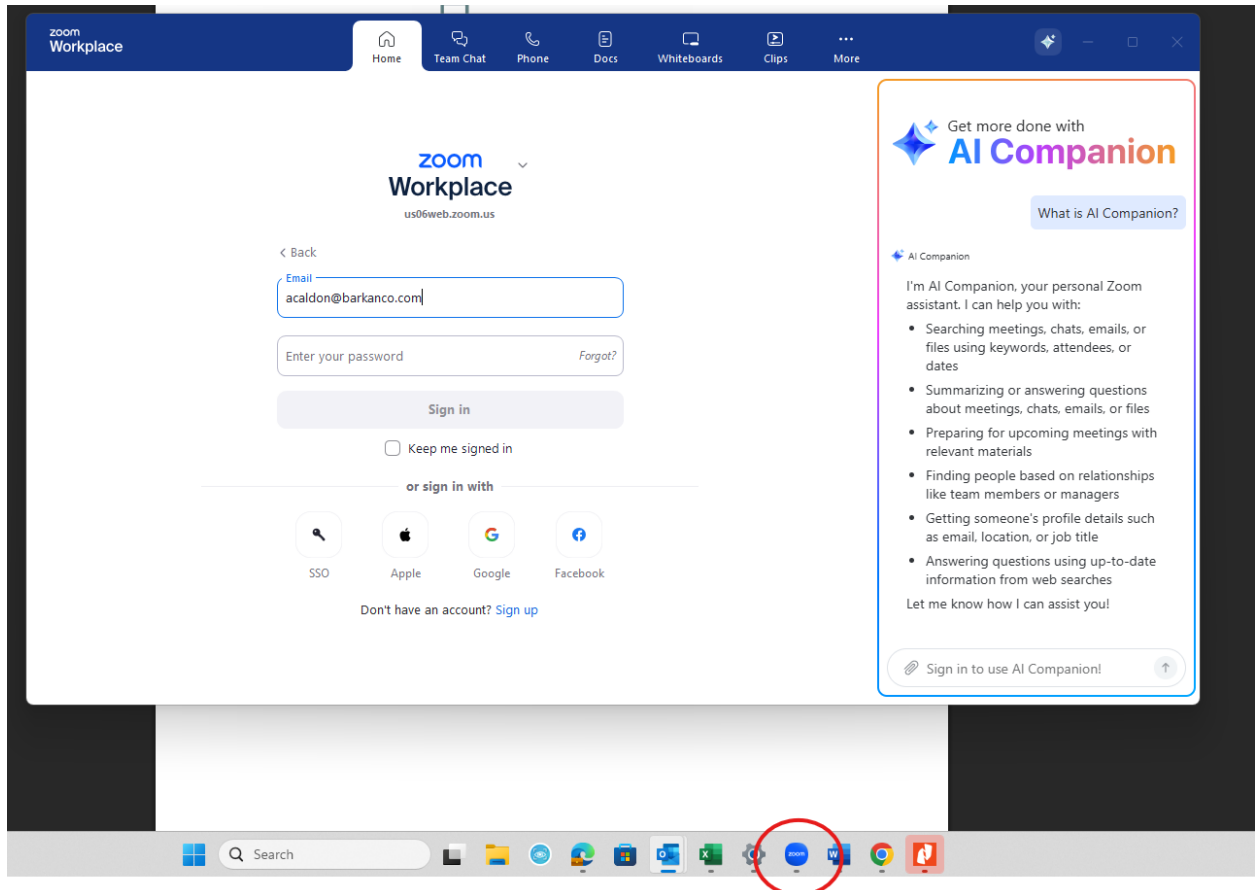
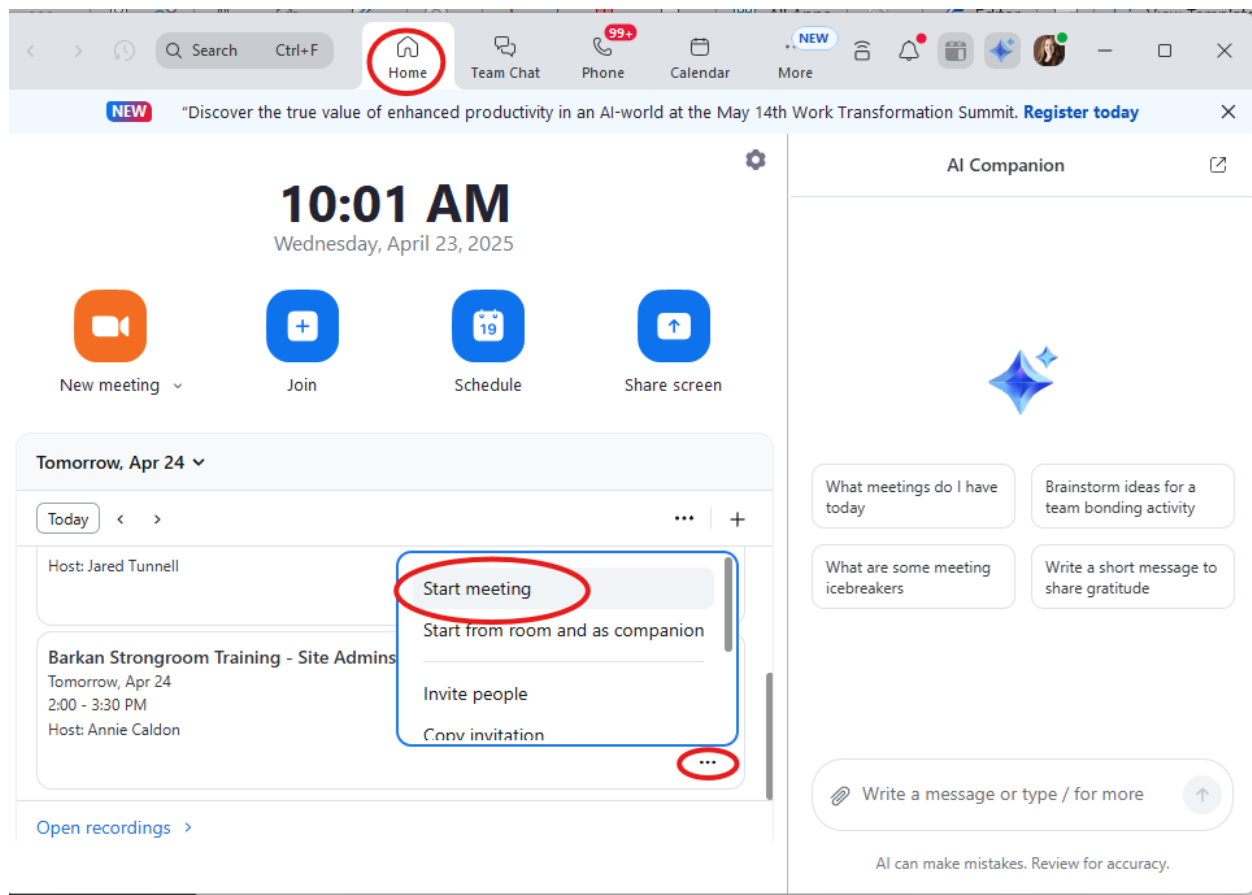


Here's how to share, unshare, and mute.

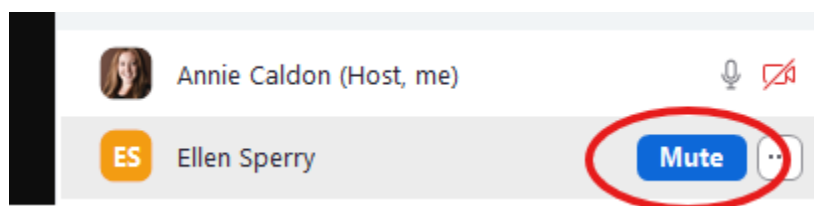
1. Make sure you are logged in to Zoom on your desktop before you enter or start the meeting. This will ensure your Barkan background and co-host abilities are fully enabled. Click on the Zoom icon on your desktop and it will take you to your homepage if you are logged in or the login page.



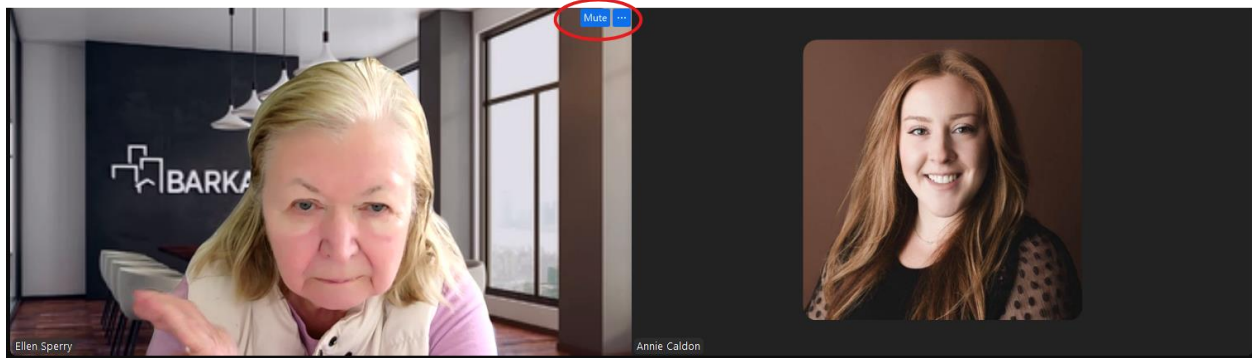
2. Once you're logged in, click the home icon and you should see the meeting listed below. You can click on the dots to either start the meeting or join the meeting from here.



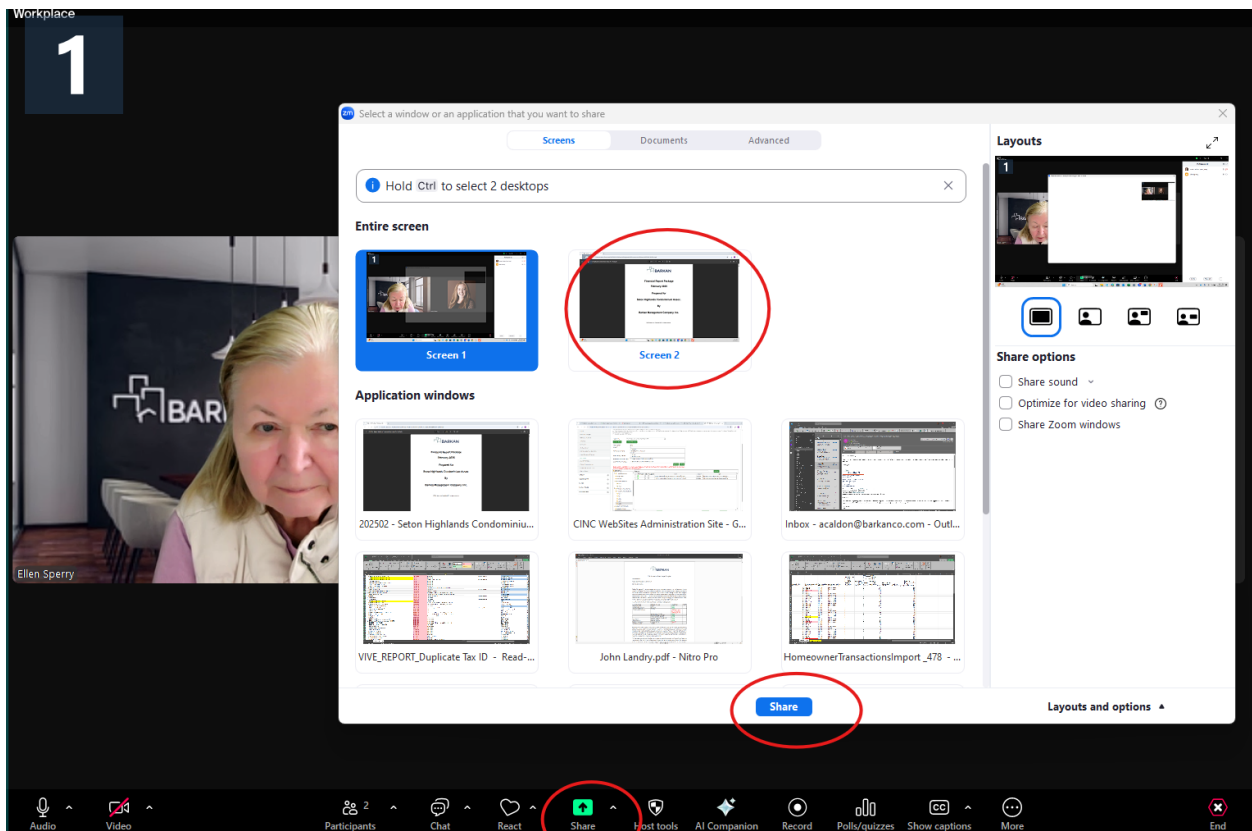
- To mute people, you can go to the participants list and hover over the name and click mute,



Or if you see their picture highlighted in green (when they shouldn't be talking) hover over the picture and hit mute there.



4. To Share the financials, open up your financials in full screen
5. Then, leaving the financials in the background, maximize your Zoom screen and hover over the green share button at the bottom.
6. A pop-up window will come up with any windows you have open.
7. Select the window that has your financials in it and then click the share button in blue.



It will look something like the below which you can scroll through as the Board reads.

8. Once you're done and the Board wants to take over again, click on the stop share button in red on the meeting control menu.



The screenshot shows a Zoom meeting interface. At the top, there is a toolbar with icons for Audio, Video, Participants, Chat, Share, Pause, Annotate, Show meeting, and More. Below the toolbar, a green bar indicates "You are screen sharing". A red button labeled "Stop share" is circled in red. Below the green bar, a dark bar shows the slide number "1 / 51" and the zoom level "100%". The main content area displays the Barkan logo, followed by the text "Financial Report Package", "February 2025", "Prepared for", "Seton Highlands Condominium Assoc.", "By", and "Barkan Management Company, Inc.". At the bottom, a small copyright notice reads "CINCSystems, Inc. Copyright 2025. All rights reserved."

BARKAN

Financial Report Package

February 2025

Prepared for

Seton Highlands Condominium Assoc.

By

Barkan Management Company, Inc.

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