Zoom Walk-in CV Clinic – How to enable Annotations for others? (Last updated: Apr 2023)

1. Go to **zoom.us** webpage and log-in your student's zoom account.

Email Address]
Password			0
Forgot passwor	d?		Help 🖄
	Sig	in In	
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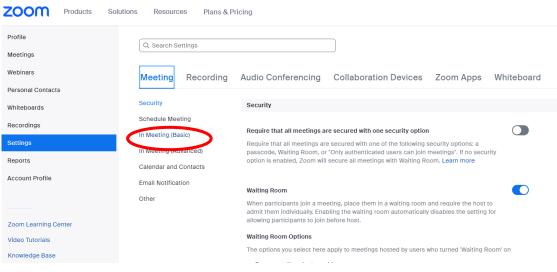
2. Go to "Settings" at the left hand side.

	zoom	Products	Solutions	Resources	Plans & Pricing	
	Profile					
	Meetings			other pertial		or channels hosted on Zoom, your profile information, including your name and profile picture, may be visible to The and email address will also be visible to the account owner and host when you join meetings, webinars, chats or
	Webinars					gned in. The account owner and others in the meeting, webinar, chat or channel can share this information with apps
	Personal Contacts	s				
	Whiteboards					on Chung
	Recordings					CHUNG(MU-SAO)
<	Settings	>			Compar	ny Hong Kong Metropolitan University
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3. Click "in Meeting (Basic)".

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4. Scroll down to **Annotation** and enable the button.

ZOOM Products Sol	utions Resources Plans & F	Pricing	
Profile Meetings	Security Schedule Meeting	Only IT admin can make changes for this setting	
Webinars	In Meeting (Basic)	Annotation	
Personal Contacts Whiteboards	Calendar and Contacts	Allow host and participants to use annotation tools to add information to shared screens	
Recordings	Email Notification Other	Whiteboard (Classic)	C
Settings Reports		Allow host and participants to share whiteboard during a meeting	
Account Profile		Automatically create local export when sharing is stopped Save as PNG Save as PDF	

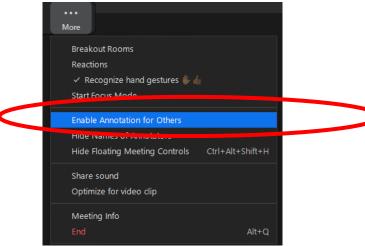
5. Click "Allow saving of shared screens with annotations".

ZOOM Products So	olutions Resources Plans	& Pricing
Profile Meetings	Security Schedule Meeting	Only IT admin can make changes for this setting
Webinars	In Meeting (Basic)	Annotation
Personal Contacts Whiteboards	Calendar and Contacts	Allow host and participants to use annotation tools to add information to shared screens
Recordings	Email Notification Other	Only the user who is sharing can annotate
Settings		Whiteboard (Classic)
Reports Account Profile		Allow host and participants to share whiteboard during a meeting
		 Automatically create local export when sharing is stopped Save as PNG Save as PDF

6. Login to the Zoom meeting. When you share with your CV on screen, please click "More" at the top.

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Mute	Start Video	Security	Participants	Chat	Polls	New Share	Pause Share	Annot te	More
		1 C	You are screen sharing	0	(0) 00:00:43	Stop Share			

7. Click **"Enable Annotation for Others."** The trainer will then be able to edit your CV on screen using the annotation function.



For more information about zoom walk-in CV clinic, please contact us at 2768 6644 or email to career@hkmu.edu.hk.

Student Affairs Office (Student Career Services) Hong Kong Metropolitan University

