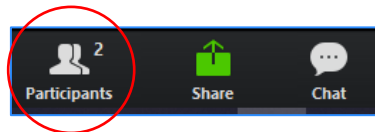




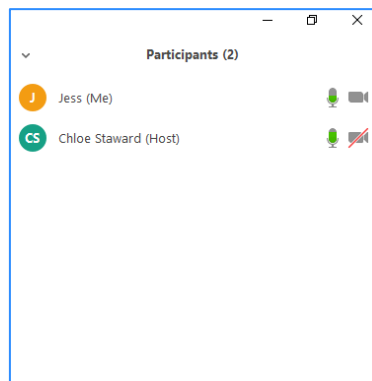
Zoom business accounts

## How to screenshot the participant list

1. Screenshotting the participant list needs to be done either at the start or the end of your session – [you cannot paste the screenshot whilst you are sharing your slides / screen](#) as, once you are sharing, your screen cannot be minimised to paste the screenshot.
2. Click on the *Participants* icon in your Zoom toolbar. Your number of participants will appear next to it:



3. This will bring up the participant window. You may need to click on the bottom of the window and drag it downwards to view the whole list if you have a lot of participants:

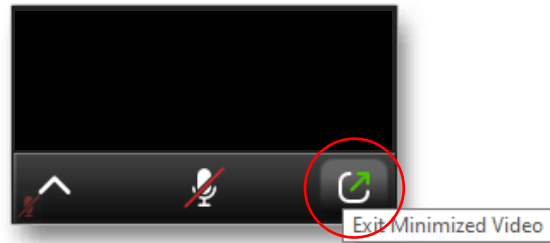


4. Press the '**Prt Sc**' or '**Print Screen**' button on your computer's keyboard. It may look something like this:



5. As you cannot minimise the Zoom screen when you are sharing, you will need to find a convenient time to stop sharing your presentation. Experience tells us that doing this while they are doing an exercise is a good opportunity. Tell them that the presentation will disappear briefly. Bring up the Word document and paste the screenshot into it.

6. Save the document with the title of your Zoom session and the date.
7. Maximum Zoom again and continue the session. Zoom may have gone into a little window to the side of your screen, in which case click on the arrow in the box on that window:



8. At the end of your Zoom session, when all the participants have left and you have closed Zoom, please email your screenshot document to Chloe on [chloe.staward@maximumperformance.co.uk](mailto:chloe.staward@maximumperformance.co.uk) and Helen on [helen.nuttall@maximumperformance.co.uk](mailto:helen.nuttall@maximumperformance.co.uk)