

Hosting or Chairing a Virtual OA meeting and want to share an OA podcast? It may be helpful the first time to find another willing fellow to practice on zoom before the “official meeting”.

Here are the steps to take:

1. You will need to be on a laptop or your desktop computer.
2. Go to: [Podcasts and Videos - Overeaters Anonymous \(oa.org\)](https://www.oa.org/podcasts-and-videos)
3. There are many options to choose from. Speakers, workshops or topic specific. Click on the link you want and then try out the podcast to ensure it works on your computer.
4. Keep this page open on your computer.
5. Then go to zoom and log on to your meeting.
6. Claim the host role or ask the host to make you co-host.
7. When it's time for the podcast hover over controls at the bottom of the Zoom screen and click "Share Screen" (in green)
8. A smaller version of your screens should come up
There is a box in the lower left-hand corner "Share sound" click to activate it.
9. Click on the screen you'd like to share
10. Click on the podcast you'd like to play

