

ClickShare



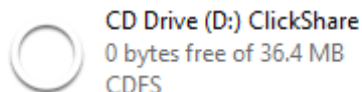
To share content in a meeting through Teams see [Join a Teams Meeting](#).

ClickShare for Windows

1. Plug the ClickShare device into the USB-C port on the laptop.
 2. ClickShare will slowly form a white circle and then start to blink
 3. Once the white circle is solid and no longer blinking, press inside of the white circle to share the screen.
 4. The white circle will become a red circle while the screen is shared.
 5. Once complete, remove the device from the laptop.
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Tips / Troubleshooting

- The first-time setup can take five minutes to configure.
- Resolution for ClickShare: 1920 x 1080 (May have to disconnect and reconnect for it to work.)
- Make sure the TV is on and is showing the ClickShare welcome screen.
- If the ClickShare is taking too long to configure and is still blinking:
 - Go to the file explorer and find the ClickShare Drive



- In the drive, double-click the file **ClickShare_for_Windows.exe**.

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ClickShare for Mac

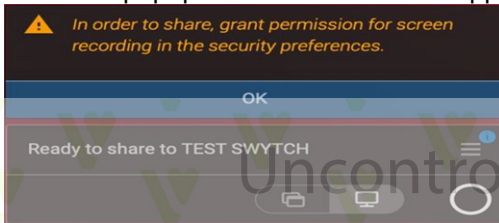


An account with Microsoft Admin rights is required for a Mac connection.

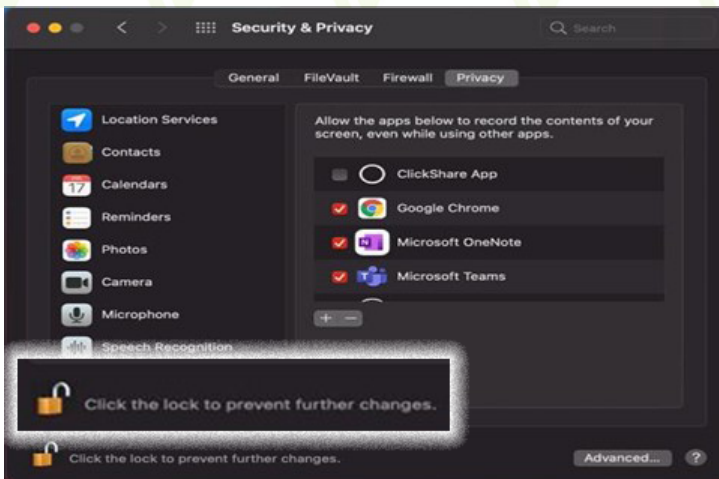
1. Insert the ClickShare Button into a free USB-C slot.



2. Click the ClickShare Logo that appeared on your desktop.
3. Open the **ClickShare_for_MacOSX** in the center application.
4. Apple changes its Privacy Policy frequently. It may be necessary to permit every first-time action. Click **OK** in the popup from the ClickShare App.



5. Click the lock icon in the bottom left corner of the **Security & Privacy** window, provide your Admin credentials and check this checkbox.



6. Click **Quit & Reopen**.

Administration

Technology is generally responsible for administrating this procedure and may select others to assist with executing his or her duties. The duties of Technology include, but are not limited to, the following:

- Assisting with the implementation and enforcement of this Procedure and
- Circulating this Procedure to all Company Persons

Contact

Contact ithelp@thrivepet.com with any questions regarding any of the provisions of this procedure.

Amendment and Revision History

We are committed to continuously reviewing and updating our policies and procedures. The Company, therefore, reserves the right to amend, alter, or terminate this policy/procedure at any time and for any reason, subject to applicable law. When material changes are made, Thrive will post the changes on our internal website and provide Team Members with subsequent notice consistent with local laws or regulations.

Department	Technology
Department Head	Joe Mazzearella, <i>Chief Technology Officer</i>
Subject	Support Office
Last Update	January 15, 2025
Functional Specialist	Jake Janovec, <i>IT Support Analyst - Tier 1 IT Service Desk</i>

Data Classification	Public Internal <input checked="" type="checkbox"/> Restricted Personal Information		
Updated By	Revisions	Date	Revision Number
jf	moved to open documentation and removed any passwords	10/24/2023	1.0
jf-jj	reinstate for internal use	1/10/24	1.1
	Add Mac and printable PDF for posting		
	Reviewed and Stable no changes	1/15/25	
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