

Sharing Your Screen in a Zoom Session

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Being able to Share Screen allows a Host (or Co-Host) to do the following...

- display for all participants to view what is open on the Host's screen – whether a document, website, or other file.
- display a Whiteboard that can be used simultaneously by all participants.

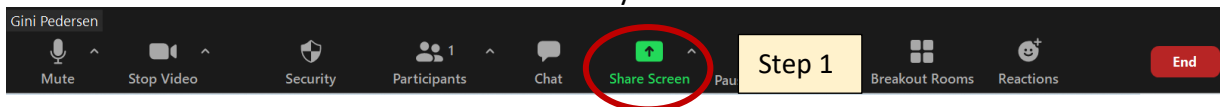
If someone other than the listed Host or Co-Host wants to use the Share Screen option, the Host or Co-Host needs to click on a name in the Participant's list and then click the "more" button (usually 3 dots by a name) and click to make this person a Host or Co-Host.

TIP 1:

It is best to have any items (documents, webpages, etc.) easily available before you need them. I usually either have them open in the background or I place a shortcut icon to each item on my Desktop screen.

A. Sharing Your Screen with Your Participants

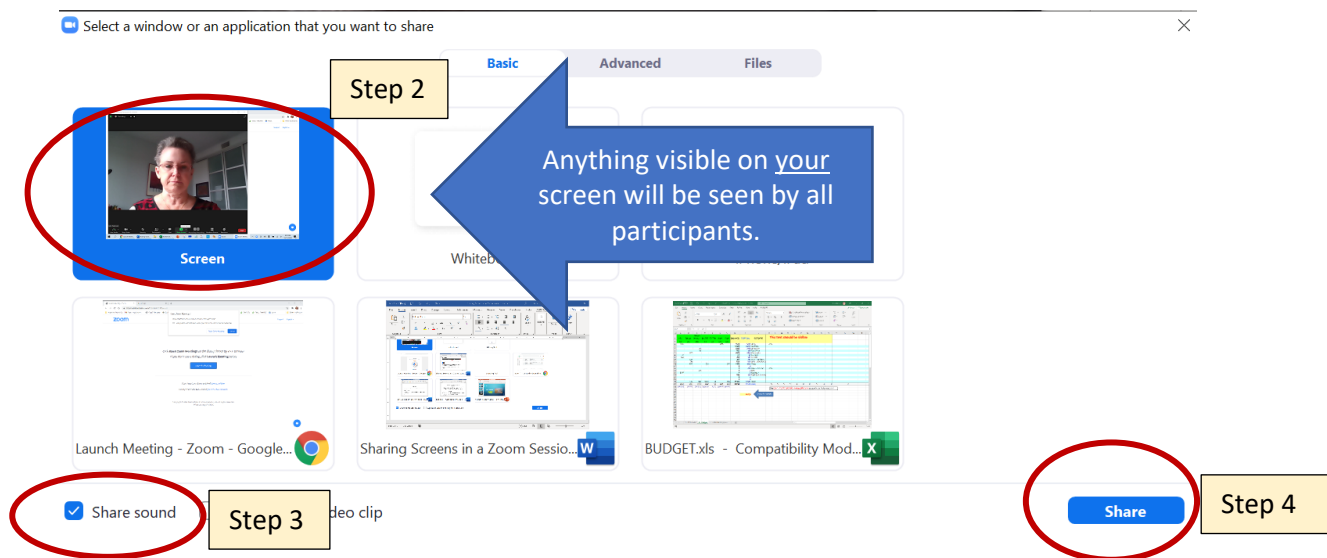
1. Click Share Screen icon in the Control Panel on your screen.



2. Click **Screen** (top left box) which will allow you to share a variety of items – not just one.

3. Click to place a checkmark by "Share computer sound" at the bottom left.

4. Then click the blue Share button at the bottom right.

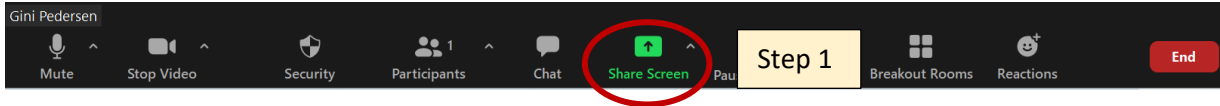


TIP 2:

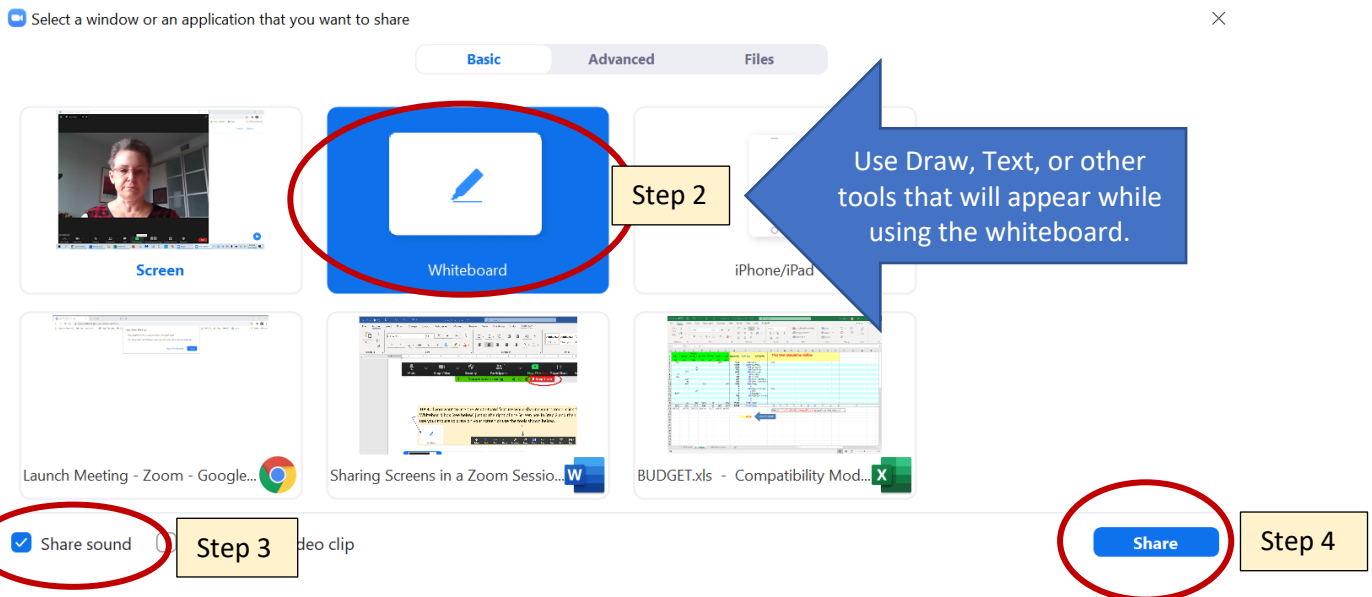
While sharing your screen, you will be unable to view either the postings in the Chat window or see a larger image of all participants

B. Using the Whiteboard with your Participants

1. Click Share Screen icon in the Control Panel on your screen.

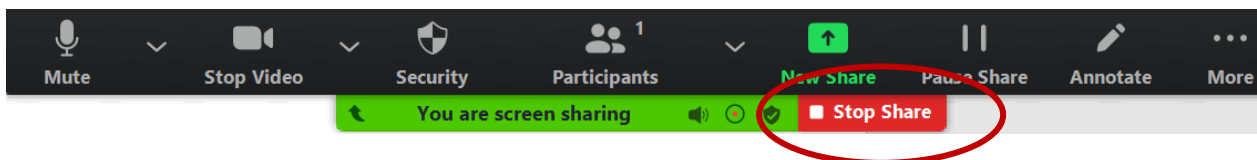


2. Click **Whiteboard** which allows you and all participants to use drawing and writing tools.
3. Click to place a checkmark by “Share computer sound” at the bottom left.
4. Then click the blue Share button at the bottom right.



C. Stopping Screen Share

To stop sharing your screen or the whiteboard, click the red Stop Share button shown below.



Tip 3:

To learn more about Screen Sharing in a Zoom session, do a search at Google or YouTube.