

How to Share Screen | Manage Meeting Settings

1. Sharing Your Screen:

- **Locate the Share Screen Button:**

- In the meeting controls at the bottom of your Zoom window, you'll see a green Share Screen button. This button allows you to share your entire screen or a specific application with the participants.

- **Click the Share Screen Button:**

- Once you click on the Share Screen button, a new window will pop up, displaying several sharing options.

2. Choosing What to Share:

- **Available Sharing Options:**

- o **Entire Screen:** If you want to share everything that's on your screen, select the screen thumbnail labeled Screen or Desktop. This is ideal if you'll be switching between multiple applications during your presentation.
- o **Specific Application:** If you only want to share a specific application (like a PowerPoint presentation, a web browser, or a PDF), select that application from the list of open windows. This keeps your audience focused on just that application and hides everything else on your screen.
- o **Whiteboard:** Zoom also offers a Whiteboard option, which allows you to share a blank screen where you and participants can draw, write, and collaborate in real-time.
- o **iPhone/iPad:** If you need to share content from your iPhone or iPad, you can select this option and follow the on-screen instructions to connect your device.
- o **Advanced Sharing Options:** At the top of the sharing window, you'll find an Advanced tab. Here, you can choose to share a portion of your screen, music or computer sound only, or content from a second camera.

- **Enable or Disable Sound Sharing:**

- If you want to share the sound from your computer (for example, if you're playing a video), make sure to check the Share Sound option in the bottom-left corner of the screen-sharing window.
- For better sound quality, especially when sharing videos, you can also enable the Optimize for Video Clip option. This ensures the video plays smoothly for all participants.

- **Sharing the Selected Screen or Application:**

- After selecting what you want to share, click the Share button in the bottom-right corner of the window.
- Your selected screen or application will now be visible to all participants. They will only see what you've chosen to share, and a green border will appear around the content you're sharing.

3. Managing Your Screen Sharing:

- **Screen Sharing Toolbar:**

- Once you start sharing your screen, a toolbar will appear at the top of your screen (or the bottom if you're on a mobile device). This toolbar includes several important controls:
 - **Stop Share:** Click this button to stop sharing your screen at any time.
 - **Pause Share:** If you want to freeze the screen while you prepare something in the background, click Pause Share. The participants will see the last thing you were sharing until you resume.
 - **Annotate:** This tool allows you to draw or write on the screen you're sharing. You can highlight areas, add text, or use the spotlight tool to focus attention.
 - **New Share:** If you need to switch what you're sharing (e.g., from a PowerPoint to a web browser), click New Share. This will bring up the sharing options window again, and you can select a new screen or application to share.

- o **More:** Clicking on More gives you additional options, like allowing participants to annotate, changing audio settings, or inviting more participants.

4. Allowing Others to Share Their Screen:

- **Multiple Participants Can Share Simultaneously:**

- If you want multiple participants to share their screens at the same time, click on the small arrow next to the Share Screen button in the meeting controls and select Multiple participants can share simultaneously.
- This is particularly useful for collaborative meetings where participants need to compare data or work together on different documents.

- **Enabling/Disabling Screen Sharing for Participants:**

- As the host, you control who can share their screen. Click the arrow next to the Share Screen button, then select Advanced Sharing Options.
- In the pop-up window, you can choose whether only the host can share their screen, or if all participants are allowed to share. You can also decide if only one participant can share at a time, or if multiple participants can share simultaneously.

5. Ending Screen Sharing:

- **Stop Sharing:**

- When you're finished sharing, click the Stop Share button in the screen-sharing toolbar. This will return you to the normal meeting view where everyone can see each other's video feeds.

- **Resume Meeting:**

- After stopping the share, the meeting will continue as usual, with participants able to see the gallery view or the speaker, depending on their settings.