

How to share screen on Zoom

1. After starting a zoom meeting locate the share button  on the bottom of the window.



Figure 1: Zoom panel with icons for participants, chat, react, share, host tools, show captions, and more.

2. Once you click on that icon share screen setting options will pop up.

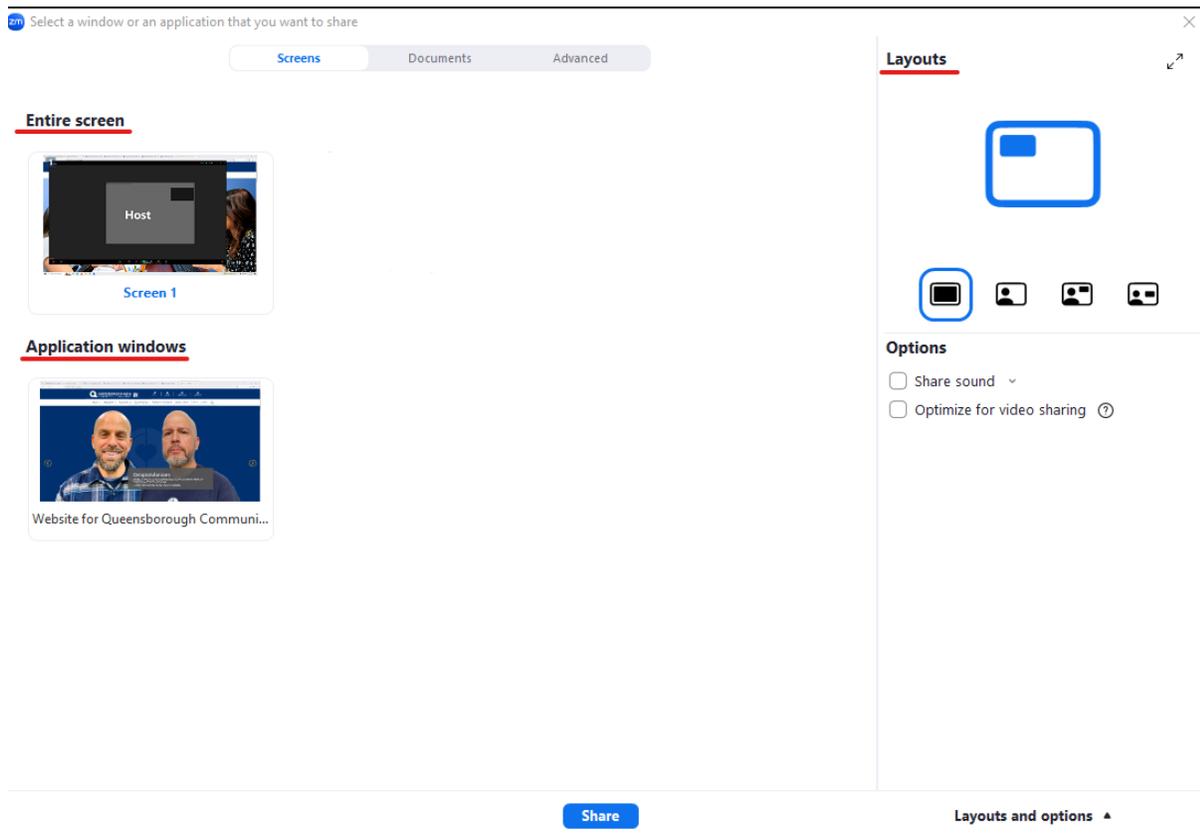


Figure 2: Screen sharing selection menu with options for entire screen and application windows.

- In the **Screens** section here is where you have the option to share your entire screen or just the application window.
- On the right side of *Figure 2* there are **Layout** options.
 - None (standard layout): Just displays the selected desktop or program window with no additional overlay.
 -  In front: Displays the presenter over the shared content. The presenter can click and drag where they are displayed in the preview window above, as well as resizing how large or small they are displayed.

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-  Over the shoulder: The presenter and shared content occupy their own spaces, with the shared content set in the top-right corner by default and a wallpaper background to fill unused space. The presenter can click and drag where they and the shared content are displayed in the preview window above, as well as resizing how large or small each are displayed. The presenter can also choose a wallpaper to be used behind both the presenter and shared content, and if no wallpaper is chosen, a black background is used instead.
-  Side by side: The presenter and shared content occupy their own spaces, with the presenter and the shared content set side-by-side by default and a wallpaper background to fill unused space. The presenter can click and drag where they and the shared content are displayed in the preview window above, as well as resizing how large or small each are displayed. The presenter can also choose a wallpaper to be used behind both the presenter and shared content, and if no wallpaper is chosen, a black background is used instead.

To access the whiteboard and notebook feature in the same window click **Documents**.

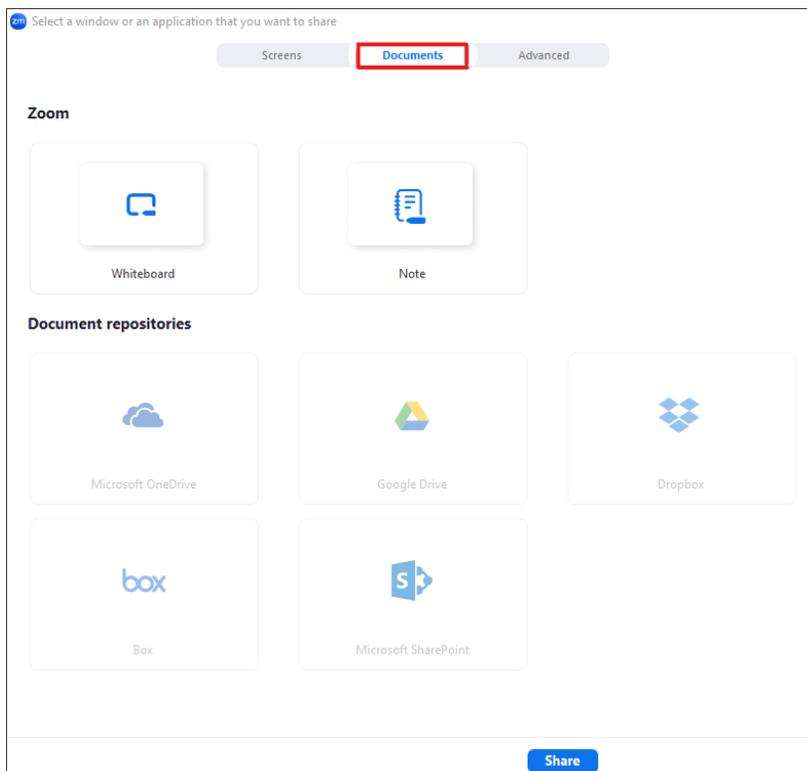


Figure 3: Zoom screen sharing window showing document and cloud service options.

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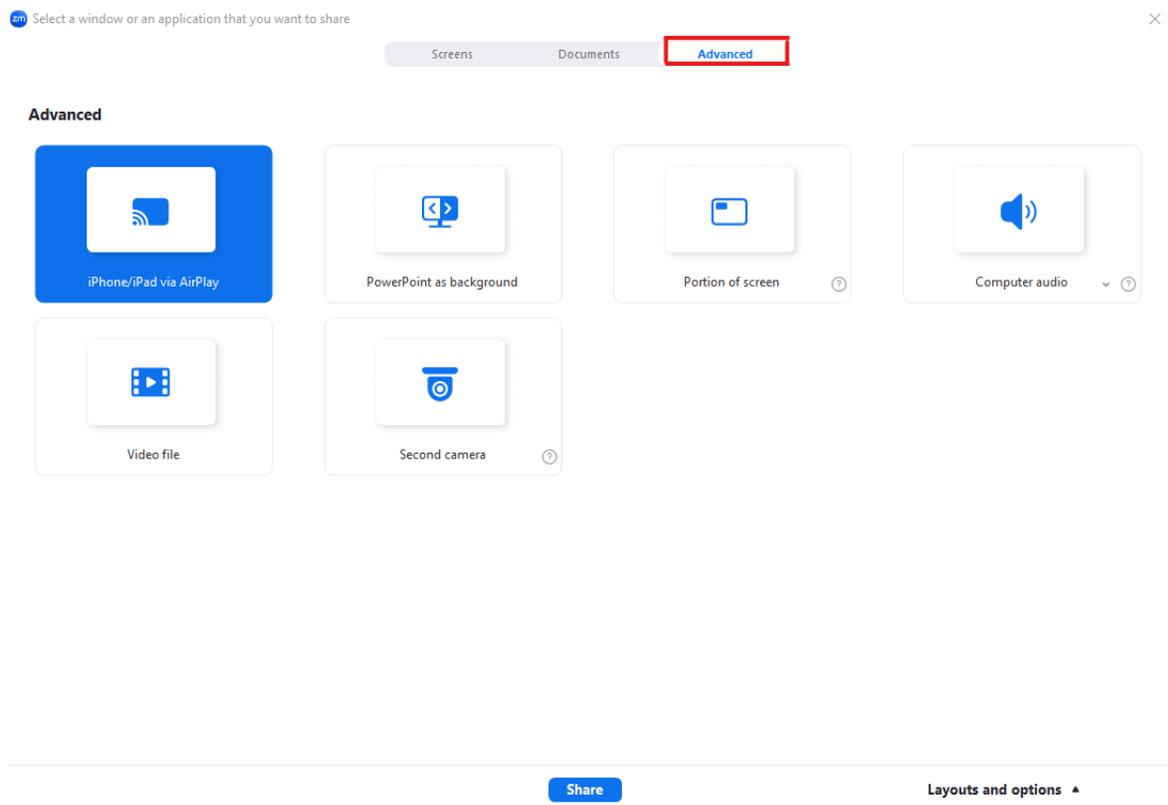


Figure 4: *Advanced* tab of a video conferencing tool showing sharing options.

Advanced options include

- **iphone/ipad via Airplay** a feature that allows you to wirelessly mirror the content of your iPhone or iPad screen during a Zoom meeting.
- **Portion of Screen:** Share a portion of your screen represented by a green border. The border can be adjusted as needed during the share by clicking and dragging any side or corner.



- **Music or Computer Sound Only:** Only share your computer's audio. Select the down arrow ▼ just to the right of **Music or Computer Audio** option to view audio options and switch between **Mono** and **Stereo (high fidelity)** audio options.



- **PowerPoint as background** allows you to share your PowerPoint or Keynote slideshows as a virtual background, overlaying your video feed on top of the slides during screen sharing.
- **Video File** share a video file from computer



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- **Second Camera** allows the instructor to use the screen on their device as a second camera to stream activity in the room

- 3. After making the selection what you would like to be shared. At the bottom of the window click **Share**.