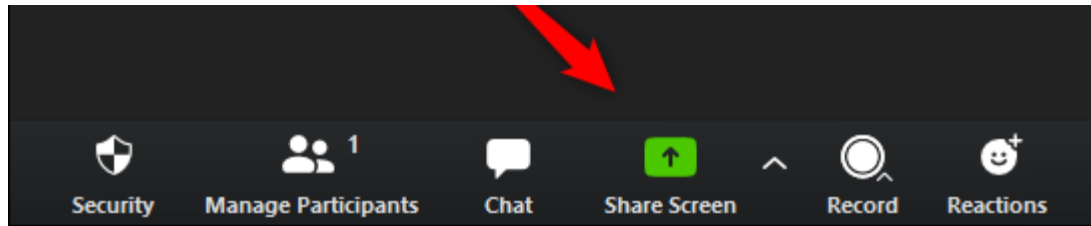


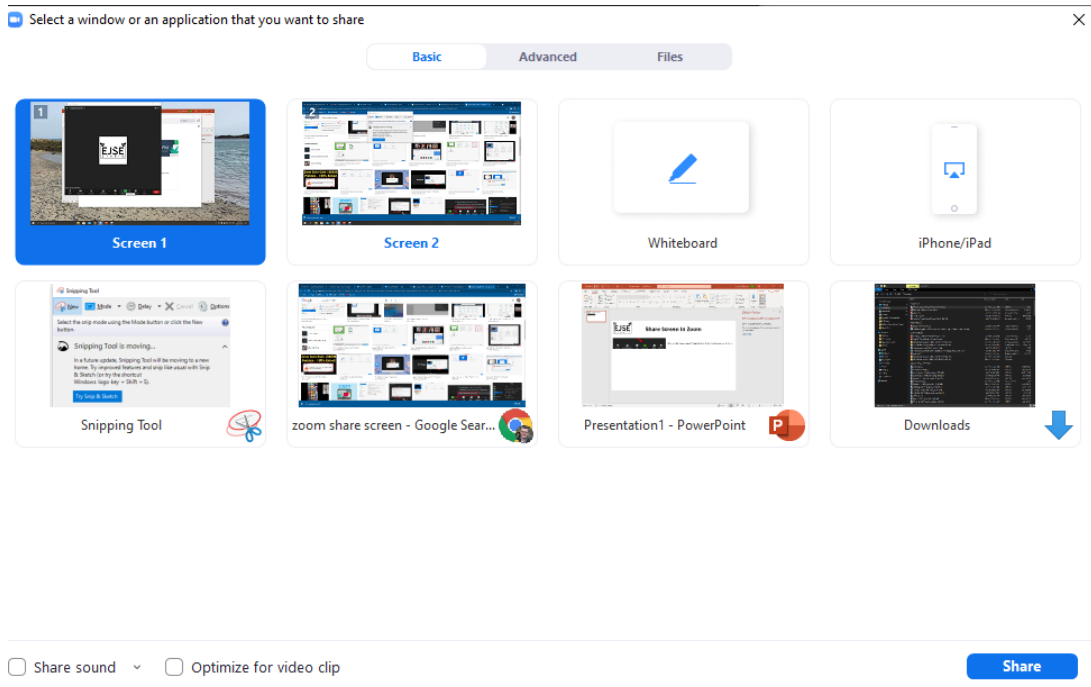


Share Screen In Zoom



Before you Share Screen, have the PowerPoint or File that you will be sharing open on your computer.

Click on the Green Share Screen Button in the bottom menu of Zoom



If you are sharing a PowerPoint or file that is open on your computer, select that file from the Share options. If you have an embedded video, video file or audio you need to also check the boxes Share Sound and Optimize for Video Clip.

When you have the file selected, Click the Blue Share Button.

If you are sharing PowerPoint, you will then need to put your Presentation into full screen, the little projector screen icon in the Bottom right of PowerPoint will do this or from the Slide Show menu.



- **Advanced**

- **Slides / Powerpoint as Virtual Background:** Allows you to utilize a slideshow presentation as your virtual background, providing a more immersive presentation.



- **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.



- **Computer Audio:** Only share your computer's audio (your selected speaker in your [audio settings](#)). Select the down arrow ▼ just to the right of **Computer Audio** option to view audio options and switch between **Mono** and **Stereo (high fidelity)** audio options.



- **Video:** Share locally stored [video content through Zoom's native video player](#).



- **Content from 2nd Camera:** Share a secondary camera connected to your computer; for example, a document camera or the integrated camera on your laptop.



There is also an Advanced menu option from the main Screen Share menu in Zoom. When you click Share Screen, along the Top you should see 3 tabs: Basic – Advanced – Files

Under Advanced you can share a portion of your screen if you Only want to display part of your screen, this is adjustable by clicking and dragging the corners of the window once you click share.

If you are sharing a Video File only, the Video Share option works really well. You would click Share Screen – Advanced – Video – then click Share, a file menu will open, select the video file that must be stored on your computer, double click the video file. The Video will now open in a player window with a Play button on the bottom left. Once you click play it will play full screen in Zoom. You will be able to pause / play, etc.