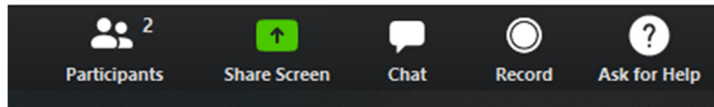




**Zoom Screen sharing**  
**Classroom, Office Desktop, or Laptop**  
**Updated: 3/27/20**

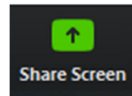
❖ These instructions will guide you through using the screensharing option during zoom calls. Once you are signed in and have joined the meeting, you should see an options bar on the lower portion of your zoom window (this window is easier to see if zoom is in full screen mode).

1. The options panel should look something like this:

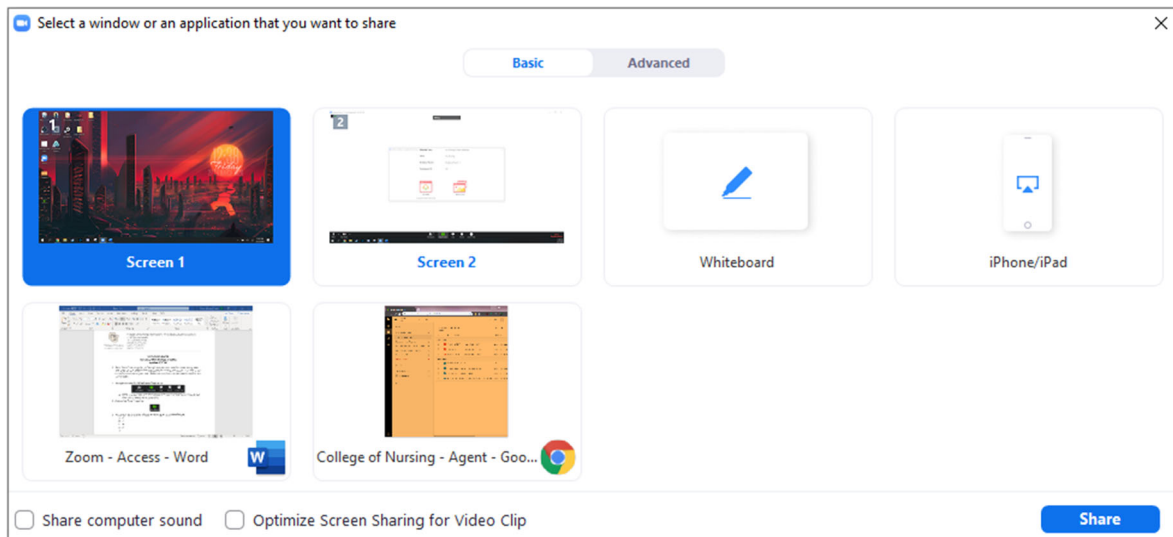


a. NOTE: you may have additional options and icons next to the ones in the picture, that will not matter for screensharing.

2. Click on the Share Screen tile.

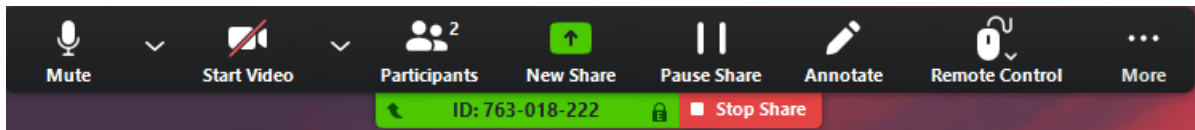


3. A new window will open, giving you the options for which screen you'd like to share. This is especially useful if you have multiple monitors or would like to share the screen of another device.

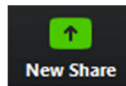




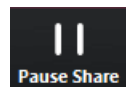
- Go ahead and select which screen (if you have more than one) you would like to share, and click Share.
- There will now be a green line outlining the screen you've chosen to share and new options in the options bar that should look like this:



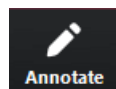
- You now have more options to choose from:
  - You can click New Share and change which screen you are sharing. You will see the same window as in step 3. Click Share after selecting the new screen you would like to share.



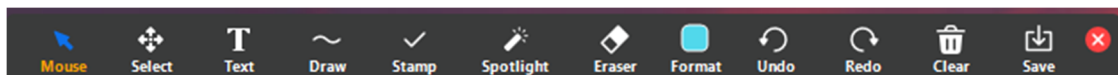
- You can click Pause Share to pause what is happening on your screen (other meeting participants will not see what is happening on your screen while it is paused). You can then click Resume Share to resume screen sharing.



- You can click Annotate to write on your screen. This is an especially useful option when used on a tablet or laptop that allows for easier writing on screen than using a mouse.



A new set of options will allow you to write on your screen and save the screen with writing to refer to in the future.





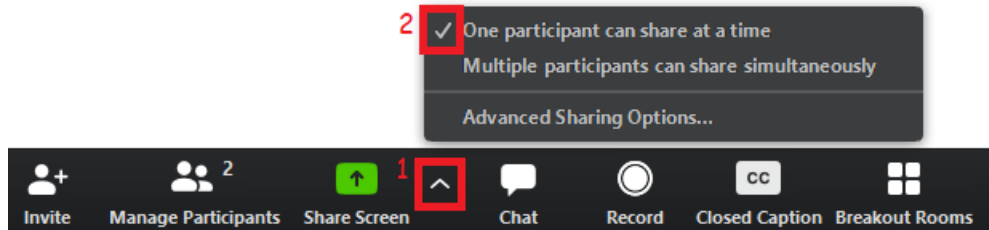
- d. You can click Remote Control to allow other meeting participants to take control of your mouse and screen.



- e. You can click More to open the Chat, Invite someone to the meeting, Record the meeting, change annotation settings, and Leave the Meeting.



7. If you would like to allow only one participant to share their screen at a time, then click the little arrow next to Share Screen, and then click One participant can share at a time. If you would like to allow multiple participants to share their screens simultaneously, then click the option below it.



8. In order to stop sharing your screen, hit the red Stop Share button under the settings panel.

