

# .Sharing Screens Using Zoom

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Sharing screens creates a more interactive environment for attendees. You select the desktop window or application you want to share with meeting attendees. The host does not need to grant screen share access for each specific participant to share their screen, but they have the ability to prevent all participants from accessing the screen share option. (NOTE: All references to the host in this document also apply to all co-hosts as well. There may be differences in the settings displayed depending on your Zoom version and whether you are using a Mac or Windows device.)

Any participant using the Zoom desktop client (they downloaded the app vs. running Zoom using a browser) can click **Share Screen** to begin sharing. Participants using the Zoom mobile app (tablets or Smartphones) can only share when no one else is sharing.

When granted permission to allow multiple participants to share screens simultaneously, participants will see the following (depending on their setup):

- Participants using dual monitors can see the two most recently shared screens on each monitor.
- Participants using a single monitor see the most recently shared screen. Participants can select **View Options** to change the screen they are viewing.

- Participants using the Zoom mobile app see the most recently shared screen. They cannot change the screen they are viewing.

Note that if multiple screens are being shared, the sound from any particular screen cannot be shared.

If your device is configured with dual monitors (multiple display screens attached to your device), enable the **Use Dual Monitors** feature under **Settings->General** to see the shared screen on one monitor and participants on the second monitor. When not sharing screens, one monitor will display the Speaker view while the other displays the participants.

## Screen Sharing Instructional Videos

Check out these instructional videos demonstrating Zoom screen sharing to see screen sharing in action:

- [Zoom – Sharing your screen, content, or second camera \(1:12\)](#)
- [Zoom Advanced Screen sharing on-line \(11:01\)](#)
- [Zoom Complete training in Screen Sharing \(14:10\)](#)
- [Share Multiple Screens Simultaneously \(1:41\)](#)
- [7 Zoom Screen Share Tips Every User Should Know \(14:28 includes breakout room & polling descriptions\)](#)
- [Screensharing in Zoom – Screen-share tutorial \(11:57\)](#)

## Screen Sharing Controls

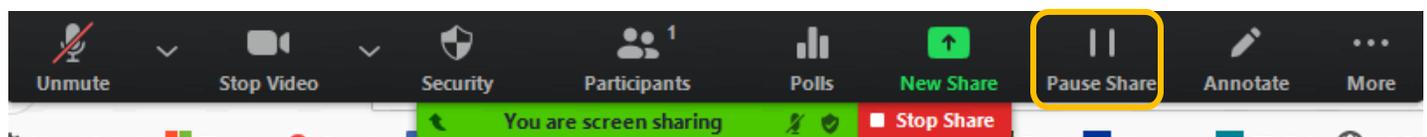
After clicking the **Screen Share** button on the meeting control toolbar (or using the shortcuts Alt+S for Windows or Command+Control+S for Mac) you must select the screen to share. The screen that is visible to participants will be outlined in green. Before proceeding, verify that all participants are viewing your screen.



Meeting Control Toolbar

Sharing your desktop allows you to easily switch between windows and applications – but everything on your desktop will be displayed. It is less distracting to share an individual screen corresponding to a specific application (PDF, PowerPoint, Photos, etc.) that is already open on your device. When someone is sharing a screen, the share screen control toolbar is displayed.

After sharing a screen you can:



Screen Share Meeting Control Toolbar

- Stop screen sharing by clicking the red **Stop Share** button (Esc key, Alt+S for Windows, or Command+Shift+S for Mac also works)

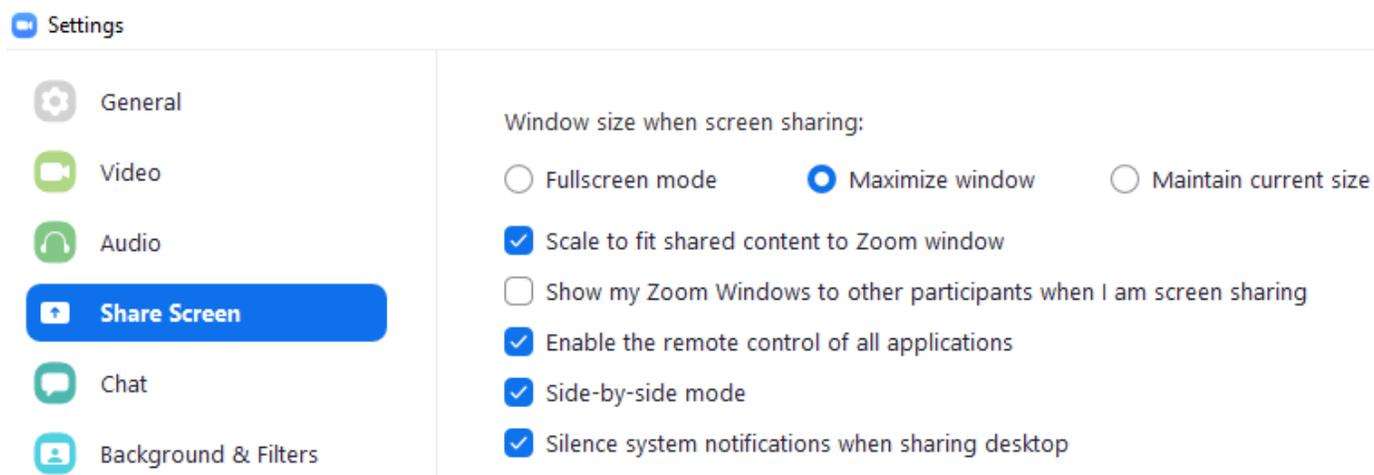
- Pause screen sharing by pressing the **Pause Share** button (Alt+T for Windows and Command+Shift+T for Mac toggle between pausing & resuming). Note that shared audio may still come through to participants via the microphone if you are using speakers.
- Switch screens by pressing the **New Share** button then select other content to share. This seamlessly displays a new screen for the participants.

## Screen Sharing Settings

Screen sharing settings are controlled in 3 different locations: the Desktop Client (the downloaded Zoom app), the Zoom profile (<https://zoom.us>), and within the meeting controls.

### Desktop Client Screen Share Settings

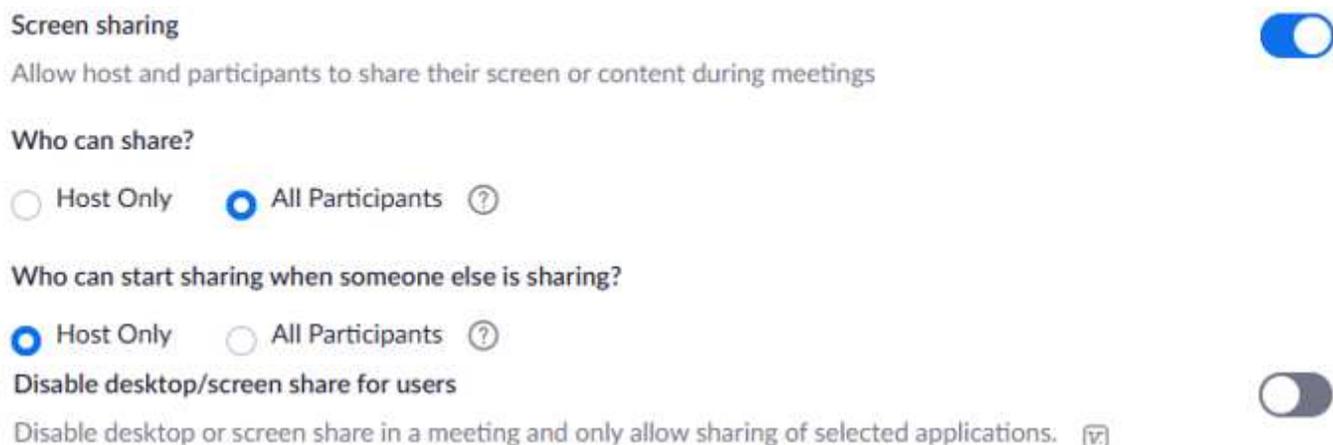
Open your downloaded Zoom client app and select settings (the small gear in the upper right corner). Under **Share Screen** you can set the following options.



The **Show my Zoom Windows to other participants when I am screen sharing** option should *ONLY* be used when conducting Zoom training.

### Zoom Profile Screen Share Settings

After logging in to the Zoom web portal (<https://zoom.us/>) select the **Settings** option and go to the **In Meeting (Basic)** section. Select the **All Participants** can share and the **Host Only** can start sharing when someone else is sharing options. Turn off the **Disable desktop/screen share for users** option.

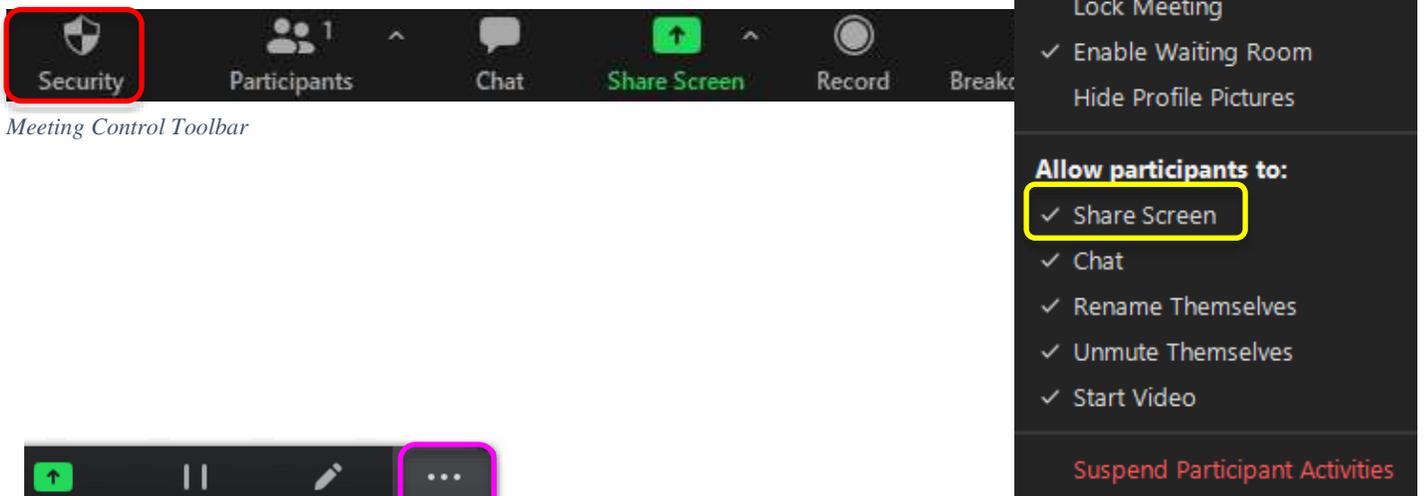


Turn on **Annotation** and **Whiteboard** sharing and turn on the **Allow saving of whiteboard content** option. Save the whiteboard content as either a PNG (uncompressed image) or PDF (document) file.

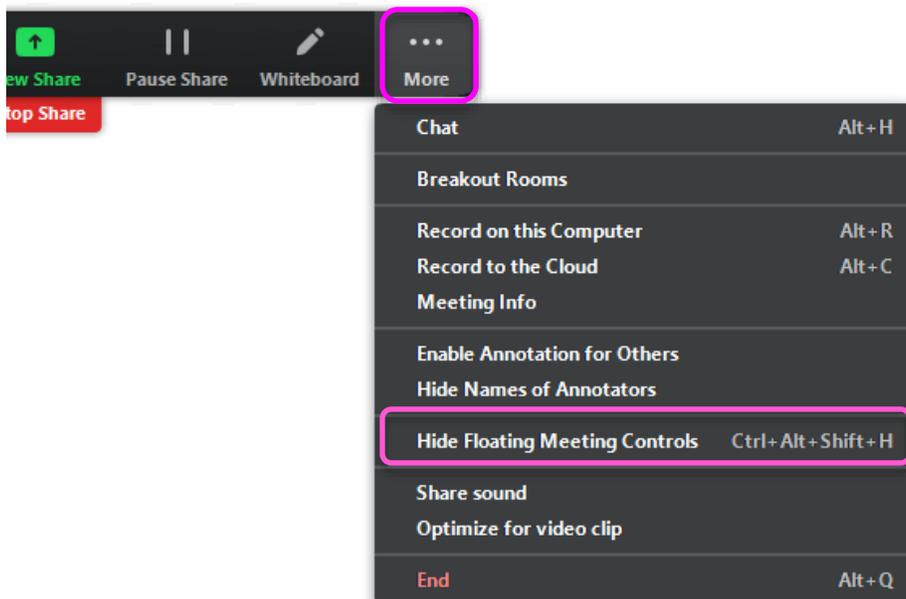


## In Meeting Controls for Screen Share Settings

To allow all participants to share screens during a meeting, click on the **Security** icon in the meeting control toolbar and set the **Share Screen** option. Note that the Security icon allows you to enable or disable: locking the meeting, use of the waiting room, sharing screens, using chat, and allowing participants to rename and unmute themselves.

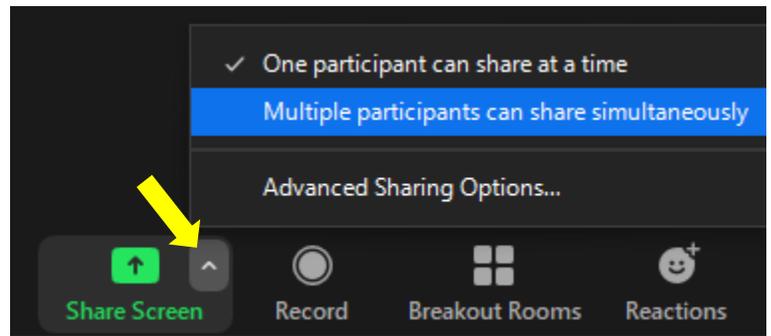


Meeting Control Toolbar



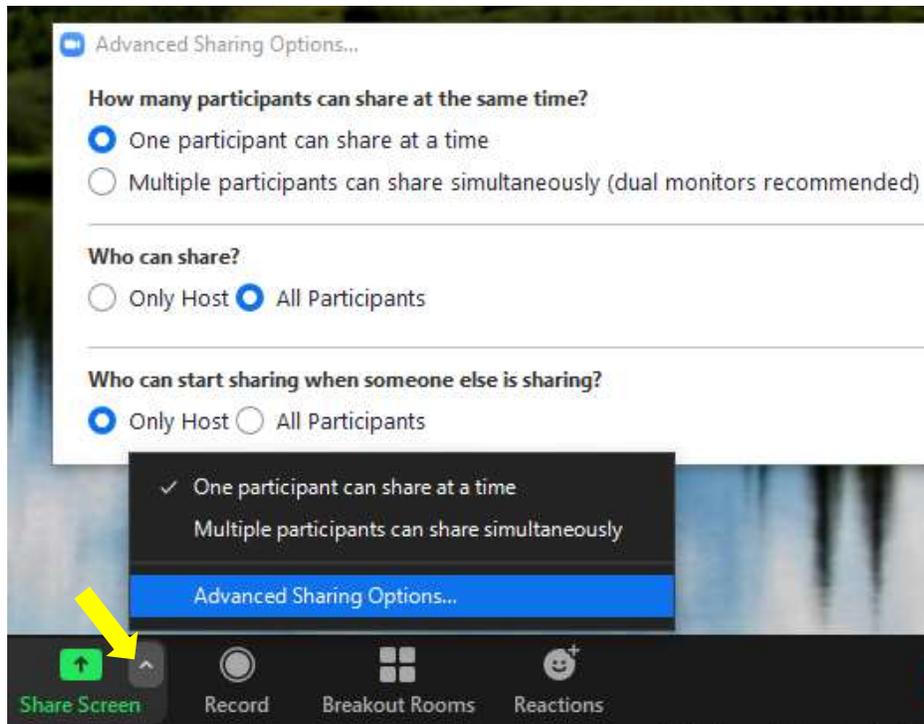
If the Zoom meeting controls disappear when you share your screen, select **More** from the Screen Share Meeting Control Toolbar and click on the **Hide Floating Meeting Controls** option or press the **Ctrl+Alt+Shift+H** keys to toggle their display.

The host can also control simultaneous screen sharing any time during the meeting. Click on the up arrow to the right of the **Share Screen** icon in the meeting control toolbar and select **Multiple participants can share simultaneously** or the default **One participant can share at a time** option. When you enable the option to share multiple screens simultaneously, the **Share computer audio** and **Optimize for full-screen video clip** options are not available.



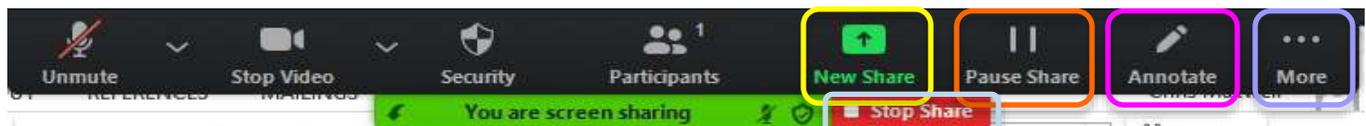
Meeting Control Toolbar Share Screen Options

Click on the up arrow next to the **Share Screen** icon in the meeting control toolbar to access the **Advanced Sharing Options**. Anytime during the meeting, the host can control whether multiple participants can share simultaneously, turn on/off the ability for all participants to share their screen, and control who can start sharing while someone else is sharing.



## Screen Sharing Options

When you select the Share Screen option (Alt+S for Windows or Command+Shift+S for Mac), a thumbnail of all open windows and applications available to share will be displayed.

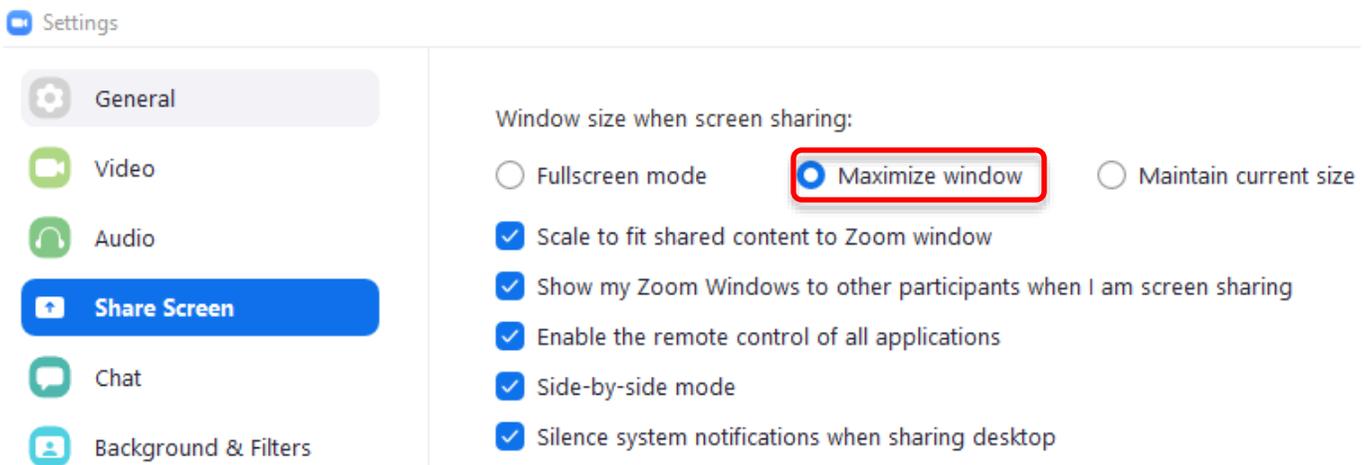


Share Screen Meeting Control Toolbar

Click on the screen you want to share with the meeting participants. A green box will outline the screen being shared and the meeting controls will move into a toolbar that you can drag around your screen with the following options:

- **New Share** – If you want to start a new screen share, selecting the **New Share** option eliminates the need to stop the last screen before starting your new screen share.
- **Pause Share** pauses your current shared screen
- **Annotate** displays the annotation tools for drawing and adding text on a shared screen. These tools can also be used by any participant when sharing or viewing a whiteboard. Annotation must be enabled (<https://zoom.us> **Settings -> In Meeting (Basic) -> Annotation**).

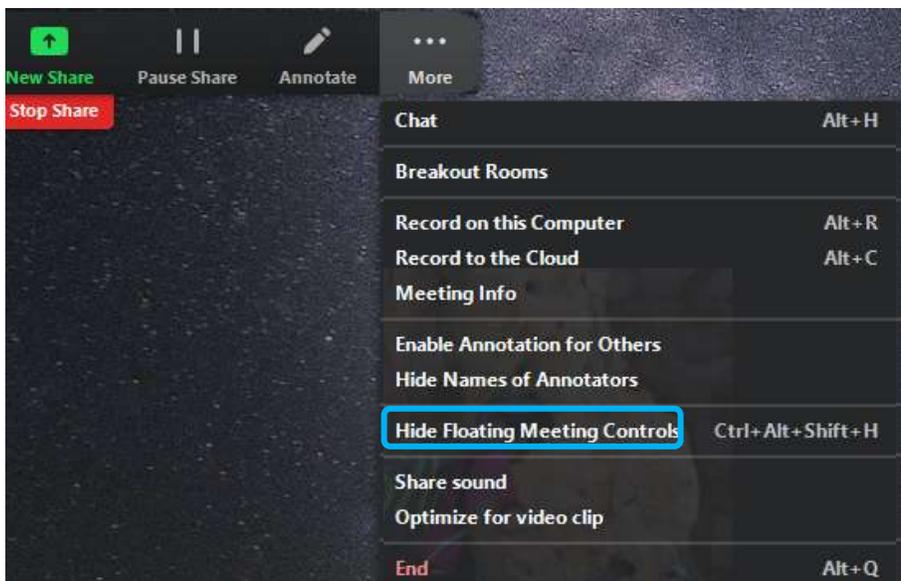
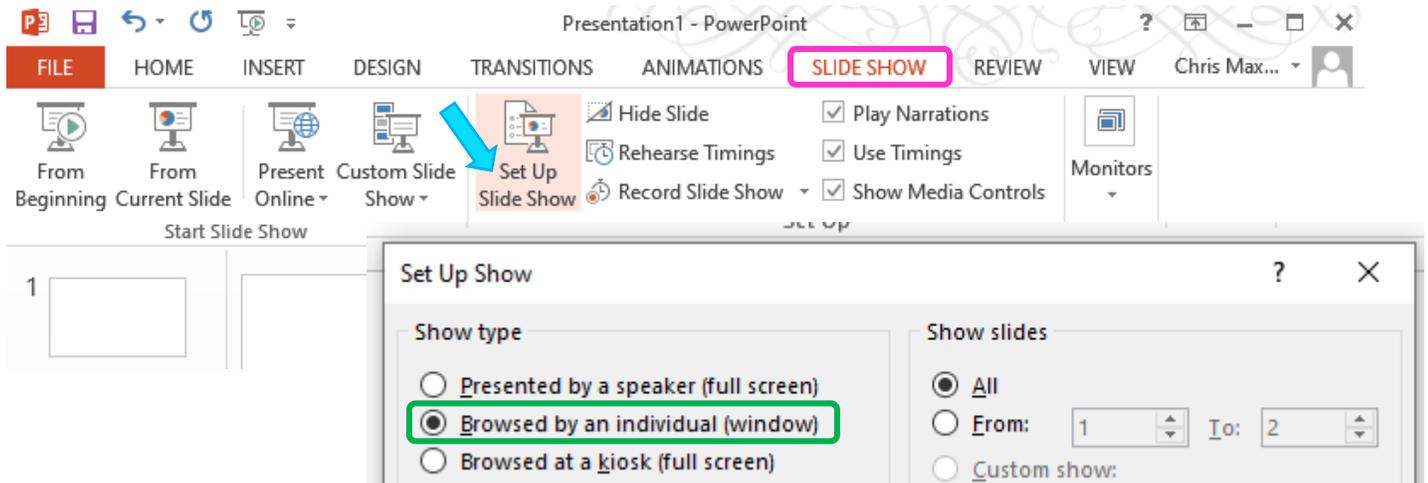
Zoom automatically switches to full screen mode to optimize the shared screen view. To exit full-screen, click **Exit Full Screen** in the top right corner or press the **Esc** key. To disable full screen mode when viewing a shared screen, disable the **Fullscreen mode** option in your Zoom **Share Screen** settings and select either **Maximize window** or **Maintain current size**.



## Sharing a PowerPoint/KeyNote Presentation

Whenever you share a slide show presentation screen - you must click on the window to activate and control the slide show. Once selected, the presenter's entire screen will be taken over with the presentation unless full screen mode is disabled. That leaves the Zoom meeting controls at the top center (which can be hidden) and the participant videos on the right side in small windows. Since the presenter can only monitor a small number of participant videos (usually a maximum of 6), it is recommended that co-hosts monitor the participant videos by shrinking the size of their presentation screen to gain additional room on their display.

To prevent your PowerPoint presentation from taking up the entire screen, open your presentation and select the **Slide Show** tab. Then click on **Set Up Slide Show** and select the **Browed by an individual (window)** option. Don't forget to click **OK** at the bottom of the **Set Up Show** screen to save your options!



Selecting the Screen Sharing Meeting Control Toolbar **More** (...) option provides the presenter with additional options based on their Zoom settings.

The **Hide Floating Meeting Controls** option stops displaying the Zoom controls. Pressing the **Esc** key will bring the controls back into view.

## Sharing a DVD

A write protection option can be added to the DVD-RW after data has been recorded in order to avoid accidental overwriting or inadvertent or illegal copying of that data. Non write-protected DVDs can be shared over Zoom but DVDs that are digitally write-protected (cannot be retransmitted or copied) are unable to be shared over Zoom. While the video is displayed for the originator, all the participants will hear the audio and only view a gray screen.

## Editing a movie from a DVD

Editing a movie from a DVD depends on the computer you have:

- For windows, use Windows Movie Maker (YouTube search: using windows movie maker to edit videos)
- For an Apple computer, use iMovie (YouTube search: using iMovie to edit videos)

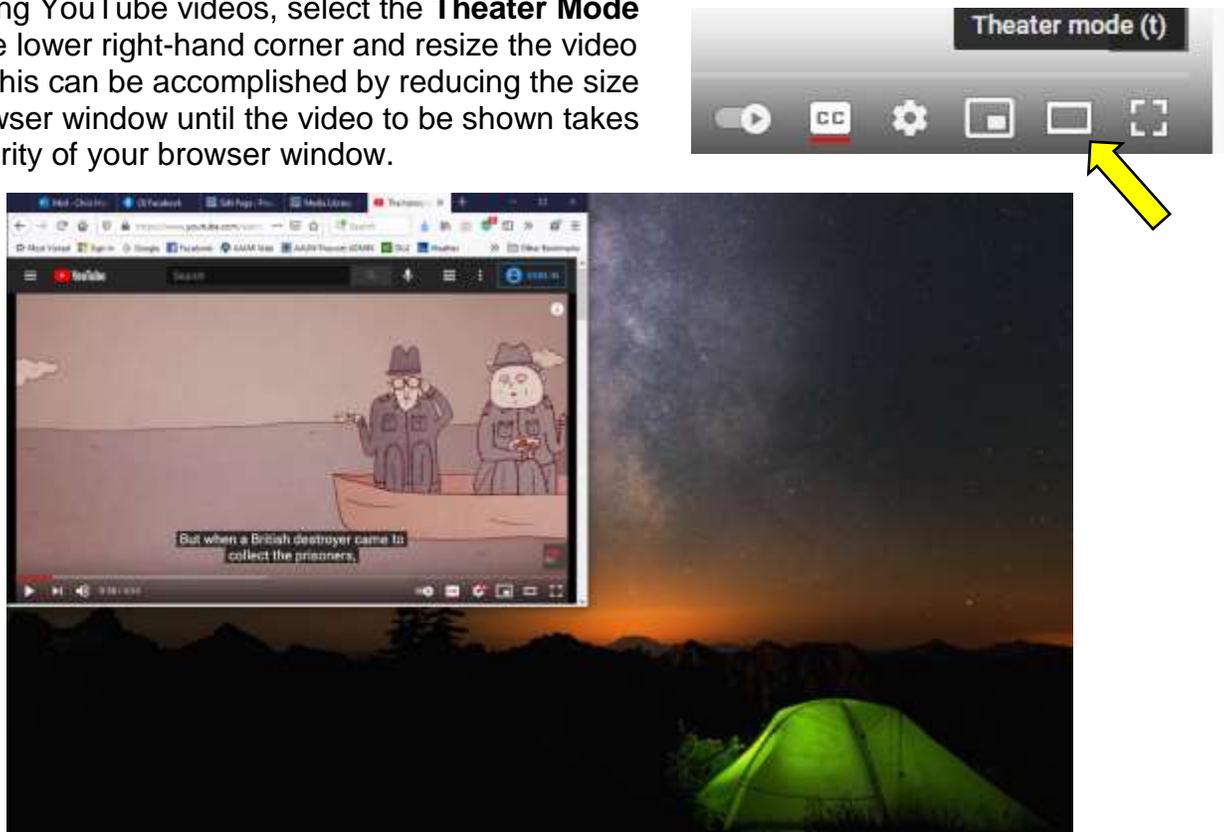
The first task is getting a copy of the movie off of the DVD. If the DVD is DRM protected, then you won't be able to do anything with it. Not even with an application called HandBrake (YouTube search: how to use handbrake) which is often used to copy movies off of a DVD.

It might take about two hours to get your head around it, but once you grasp the concept of using the Trim feature (usually identified with a scissors icon and always available with a keyboard shortcut), then it's just drudgery scrubbing through the movie looking for places to trim.

## Sharing a Video

For optimal participant viewing, it is best to share videos in a small window on the presenter's display (even if it means showing the app border and controls). The actual frame rate and video resolution do not seem to matter. Resize the video screen to one half to one quarter of your monitor display size. The video will be displayed for all participants in full screen mode.

When sharing YouTube videos, select the **Theater Mode** option in the lower right-hand corner and resize the video manually. This can be accomplished by reducing the size of your browser window until the video to be shown takes up the majority of your browser window.



Another option is to download the YouTube videos you will be sharing using a free download application like Ummy Video Downloader (<https://videodownloader.ummy.net/>) and play the video directly from your device. The advantage to this option is that you will always have a copy of the video (even if YouTube removes it at a later date) and the ads will disappear. However, downloading a large video file makes it more difficult to share with the class outside of Zoom.

When sharing video clips, you must check the **Optimize for video clip** button at the bottom of the **Share Screen**. The **Share sound** option will automatically be checked when you select this option to prevent your microphone from picking up the audio playing on your device. This results in better sound and video quality. Then click the **Share** button.

Select a window or an application that you want to share



Basic

Advanced



Screen 1



Screen 2



Whiteboard



iPhone/iPad



Sharing Screens Using Zoomv ov...



The history of the world accordin...

Share sound

Optimize for video clip

Share

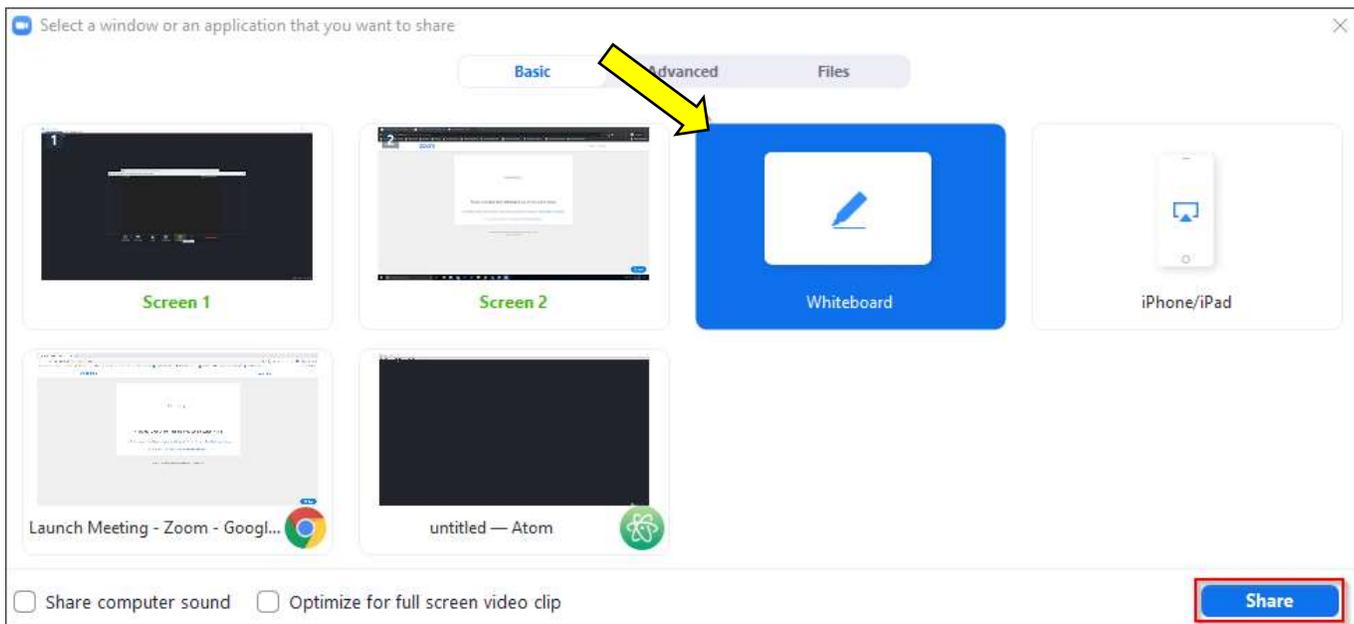
Make sure your volume is at an appropriate level. Changing your device's volume only changes the volume for yourself in the meeting. To control the volume for other participants you need to change the volume within the app itself. If you are AirPlaying or cabling an iPhone/iPad, use the iPhone/iPad's volume controls to change the screen shared audio volume.

If you forgot to select the **Optimize for video clip** option *before* sharing their screen, it is not necessary to stop sharing and start over again. Enable the option to improve the video quality and share audio through your computer with participants by selecting the **More** (...) option found in the share screen meeting control toolbar.

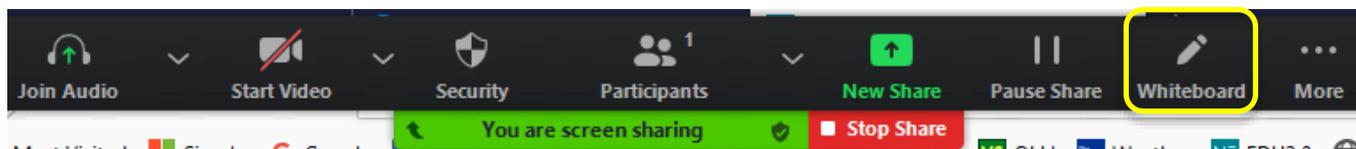


## Sharing a Whiteboard

Click the **Share Screen** button in your meeting tool bar and select the **Whiteboard** option. Then select **Share**.



The annotation tools will automatically appear, but you can press the **Whiteboard** option to show and hide them.



Share Screen Meeting Control Toolbar

Use the page controls in the bottom right corner of the whiteboard to create new pages and switch between pages. Note that only the participant or host that started sharing the whiteboard has access to create and switch pages. If **simultaneous screen sharing** is enabled by the host, multiple participants will be able to share a whiteboard at once. However, to see two whiteboards simultaneously, you need to have **dual monitors** enabled.



Whiteboard page controls

To stop sharing your screen, select **Stop Share**.

## Annotating a Screen

After sharing your screen or whiteboard, annotation controls are displayed. If you don't see the tools, click the **Annotate** icon in the Share Screen Meeting Control toolbar.



Annotation Toolbar

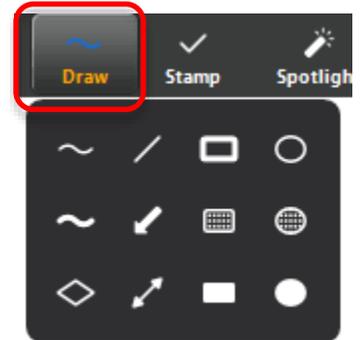
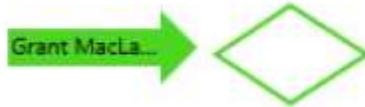
The **Select**, **Spotlight**, and **Save** options are only available if **you** started the shared screen or whiteboard.

**Mouse:** Deactivate annotation tools and switch to your mouse pointer. This button is blue if annotation tools are deactivated.

**Select** (only available if you started the shared screen or whiteboard): Select, move, or resize your annotations. To select several annotations at once, click and drag your mouse to display a selection area.

**Text:** Insert text.

**Draw:** Insert lines, arrows, and other pre-defined shapes. When anyone draws a shape onto a shared screen (except for the free form lines denoted by the tilde symbol), their name is displayed next to the last shape they added to point out your annotations to other participants.



**Note:** To highlight an area of the shared screen or whiteboard, select following square or circle icon to insert a semi-transparent square or circle.

**Stamp:** Insert predefined icons like an arrow, check mark, or star.

**Spotlight/Arrow:** Turn your cursor into a spotlight or arrow.

**Spotlight** (only available if you started the shared screen or whiteboard): Displays your mouse pointer to all participants when your mouse is within the area being shared. Use this to point out parts of the screen to other participants.

**Arrow:** Displays a small arrow instead of your mouse pointer. Click to insert an arrow that displays your name. Each subsequent click will remove the previous arrow placed. You can use this feature to point out your annotations to other participants.

**Eraser:** Click and drag to erase parts of your annotation.

**Format:** Change the formatting options of annotations tools like color, line width, and font.

**Undo:** Undo your latest annotation.

**Redo:** Redo your latest annotation that you undid.

**Clear:** Delete all annotations.

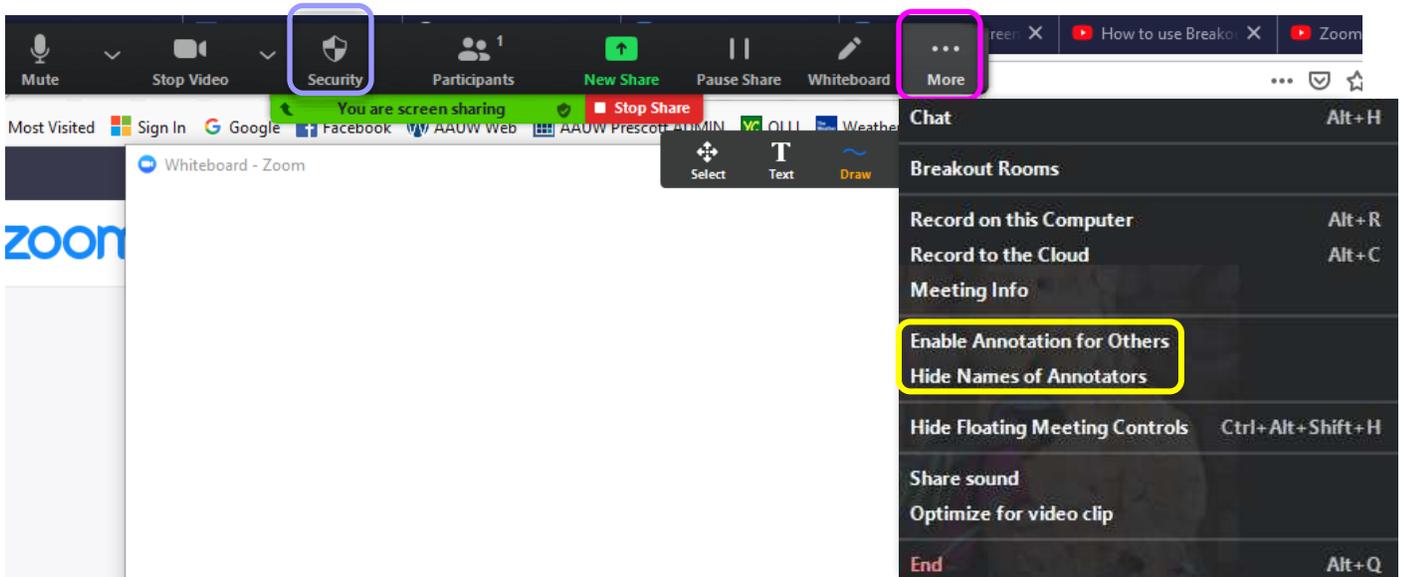
**Save** (only available if you started the shared screen or whiteboard): Save all annotations on the screen as a screenshot. The screenshot is saved to the local recording location.

## Annotation settings

To prevent others from annotating on your screen:

- Select the **Security** icon in the Share Screen Meeting Control toolbar and uncheck **Annotate on Shared Content**.
- Click **More** (...) in the Share Screen toolbar and click on **Disable participants annotation**. You can also **Show/Hide Names of Annotators**. The participant's name will briefly display beside their annotation if enabled.





### Annotation shortcuts

Windows:

Undo: Ctrl+Z

Redo: Ctrl+Y

Mouse Mode: right click anywhere

Mac:

Undo: Command+Z

Redo: Command+Shift+Z

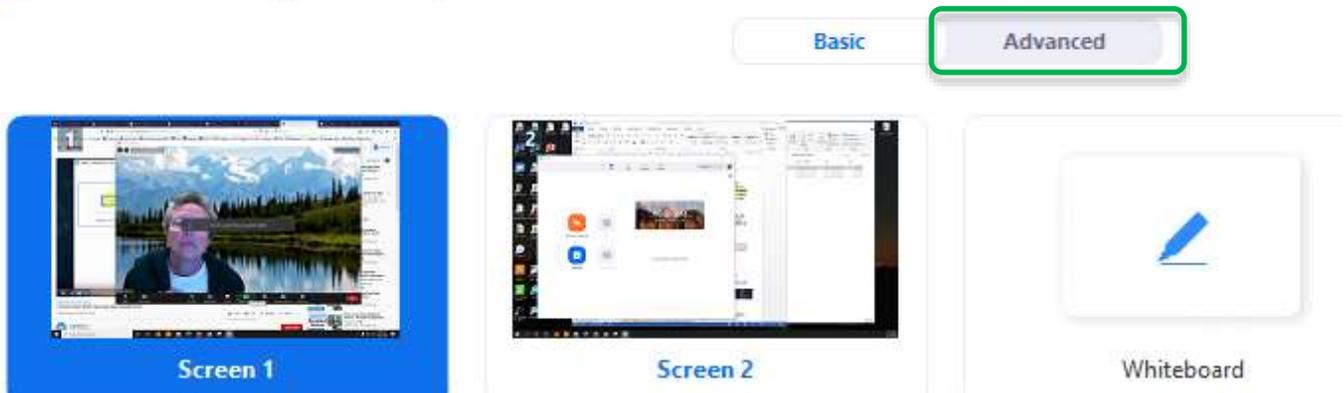
Mouse Mode: right click anywhere

To stop sharing your screen, select **Stop Share**.

### Sharing a Portion of a Screen

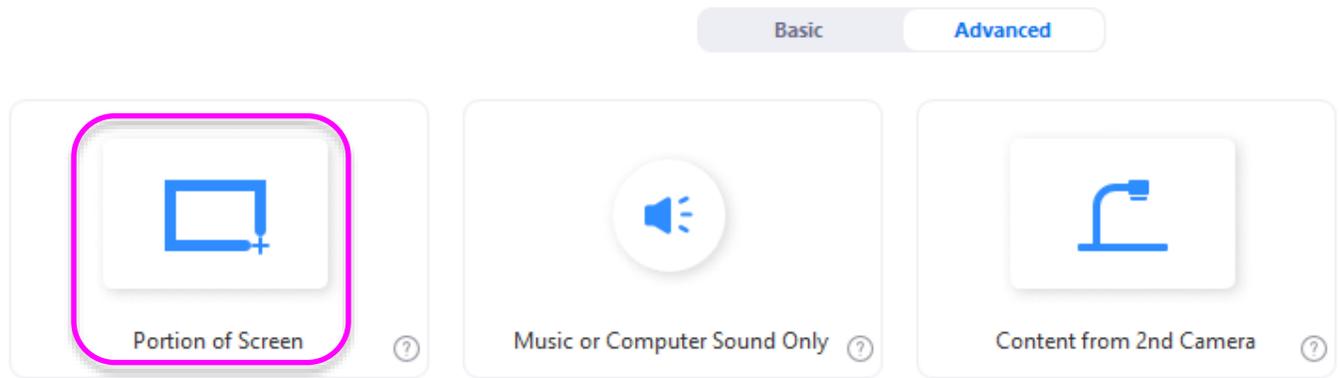
To share only a portion of a window (but leave all the surrounding content viewable to the person sharing their screen), select the **Advanced** option after clicking **Share Screen**.

Select a window or an application that you want to share



You will be given the option to select a **Portion of Screen**, music or computer sound only, or content from a second camera.

Select a window or an application that you want to share



A green box representing the portion of your monitor being shared is displayed. Note that this selection does not move with the application behind it! Click on the larger green border at the top of the screen and move the window to the portion of the screen you want to share. The color will change from green to yellow (which pauses the sharing) until you release the mouse. To resize, click on the border you want changed and it will change colors until you release the mouse.

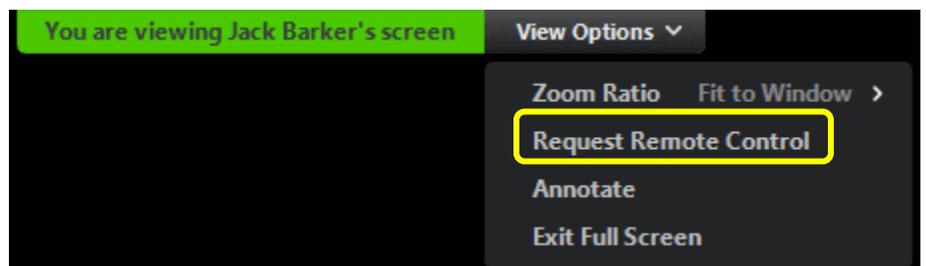
## Screen Sharing Remote Control

Control of another participant's shared screen can be passed to other meeting participants.

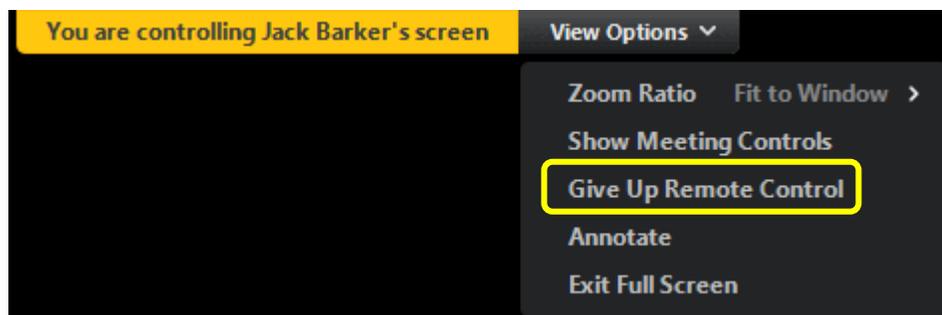
### Requesting Screen Sharing Remote Control

While viewing another participant's shared screen, click the **View Options** dropdown menu located at the top of your in-meeting window. Note that you cannot initiate this process if you shared the screen.

Select the **Request Remote Control**, then click **Request** to confirm. The host or participant will receive a notification asking if they want to allow you to control their screen. Once permission is confirmed, click inside the screen share to start controlling the participant's screen.

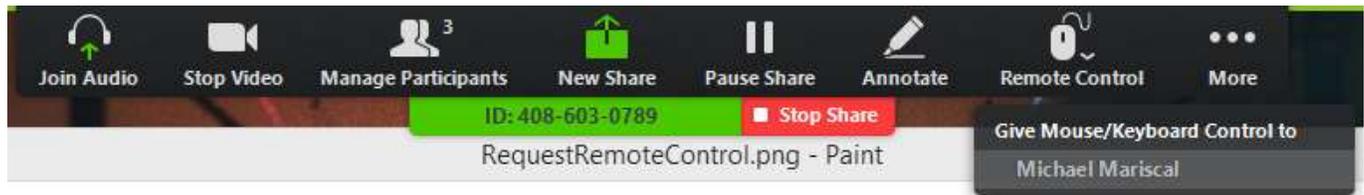


To stop remote control, click the **View Options** dropdown menu and select the **Give Up Remote Control** option.



## Giving Screen Sharing Remote Control

Remote control can be given to another participant who is in the meeting. If the participant is on an iOS or Android device, they can control your screen remotely using their mobile device. While viewing another participant's shared screen, click the **View Options** dropdown menu located at the top of your in-meeting window and select the **Remote Control** option. Then select the participant you want to give control to. The participant can click anywhere on their screen to start control.



To regain control, click anywhere on your screen. The other user can restart remote control by clicking on their screen. You can also click **Stop Share** to regain control and not allow the other participant to start remote control again