Part 1 – How to Screen Share
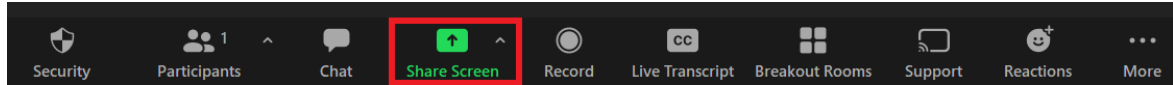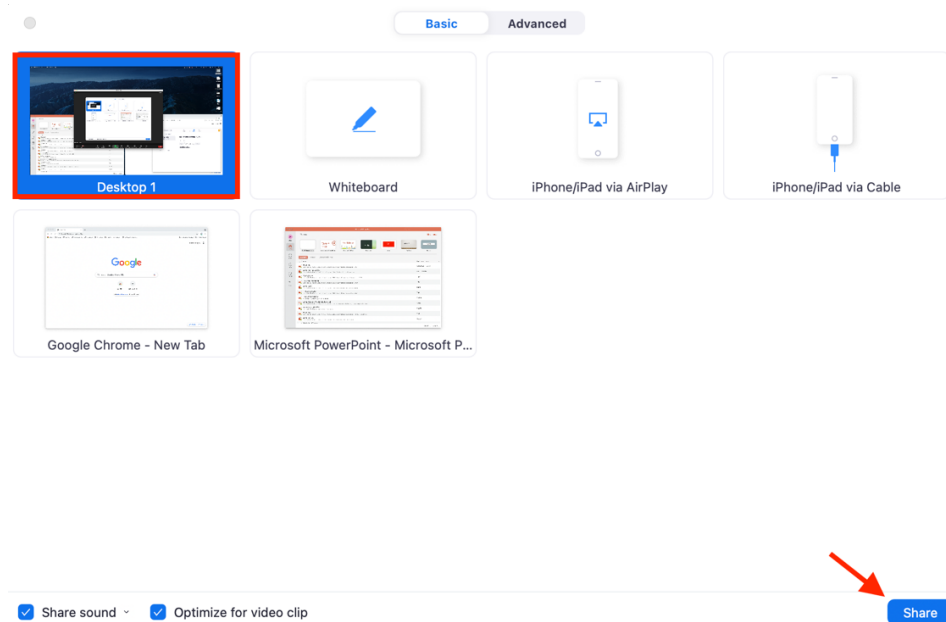
1. Launch a Zoom meeting

2. On the Zoom menu bar, select Share Screen

3. After you click Share Screen, a share options screen will pop-up. Different sharing options will be explained in the following section.

Part 2 – Sharing Options

1. Sharing your entire screen
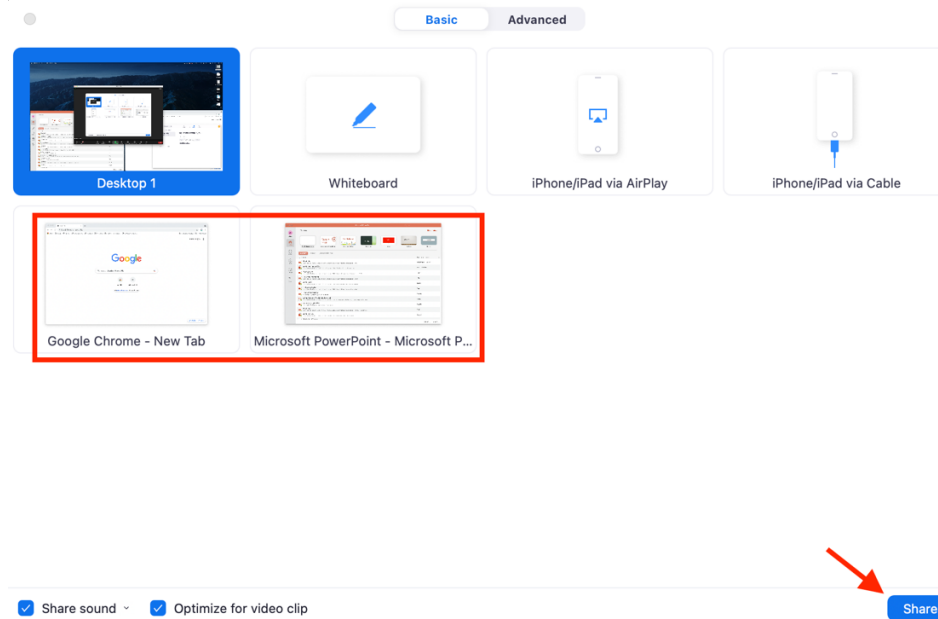
   • This option will share your entire screen

   a. Click the option with the Screen / Desktop text underneath it.
   b. Click the Share button

2. Share specific application
- This option will only share one specific application with participants. You will be able to adjust the rest of your screen besides this program without others noticing.

a. There will be a list of programs that you currently have open on your computer. Select the program that you want to share with all participants.
b. After selecting the program you want to share, click the Share button.

3. Sharing computer sound
   - If you will playing an audio while you are sharing your screen, you will want to have the share sound options enabled. These options are located in the lower left-side of the Screen Share window.
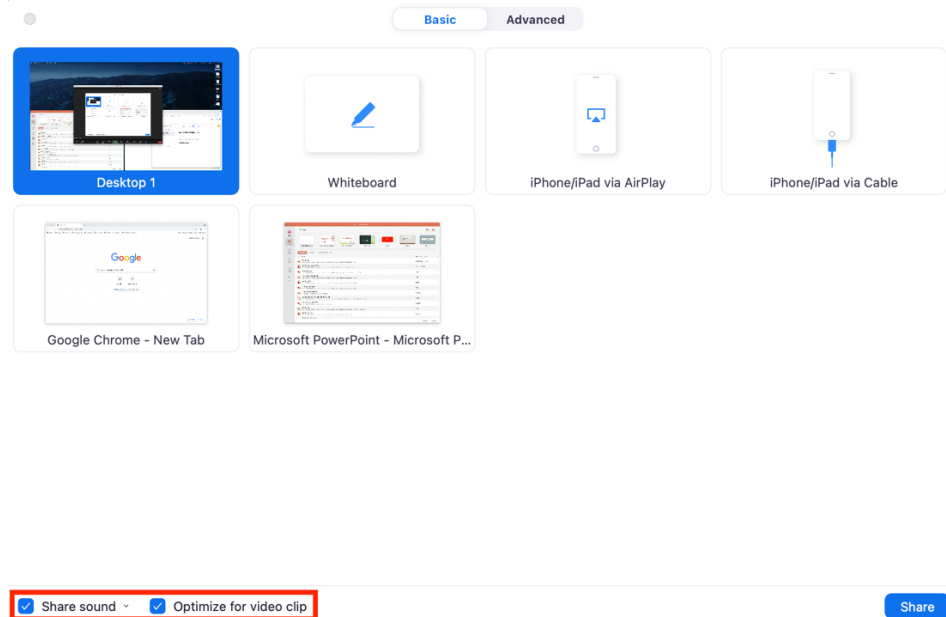
   - Share sound
      a. This option will play computer audio through the Zoom meeting. This makes audio clearer for participants.
   - Optimize for video clip

      b. This option will optimize any videos being played so that sound and video quality will be best optimized.

Part 3 – Screen Share Menu Bar

This section will explain the important options that are on the Screen Share Menu Bar. By default, this bar will be located at the top center of your screen. If you want it at the bottom, click the curved down arrow located to the left of the You are screen sharing text. The bar will automatically minimize when not in use to just show the green "You are screen sharing" section and red "Stop Share" section.
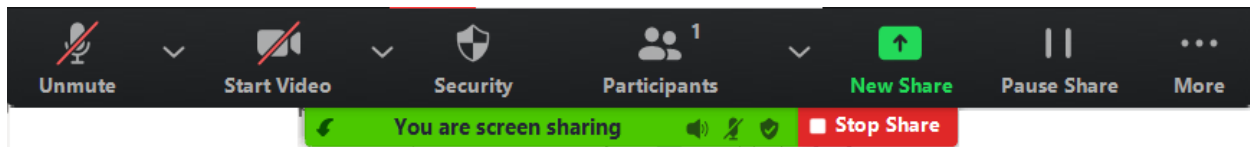
1. New Share
   - The New Share button will pop up the Share Screen window again. This will allow you to switch to a new application or full screen without completely stopping a screen share.
2. Pause Share
   - The Pause Share button will freeze the screen. This allows for the host to adjust anything on the screen while participants are looking at the frozen screen.
3. Stop Share
   - This option will stop your screen sharing and bring the meeting back to how it was previous to the screen share.