

SHARING YOUR SCREEN

OVERVIEW

Zoom allows for screen sharing on desktop, tablet and mobile devices running Zoom.

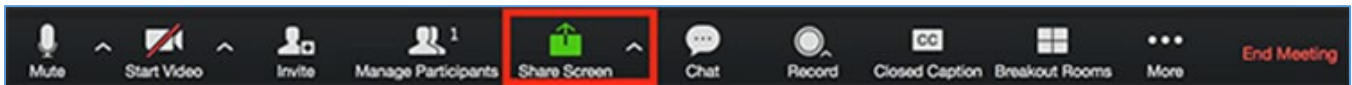
- The host and attendee can screen share by clicking the Share Screen icon.
- The host does not need to grant screen share access for another participant to share their screen.
- The host can [prevent participants from accessing screen share](#).

PREREQUISITES

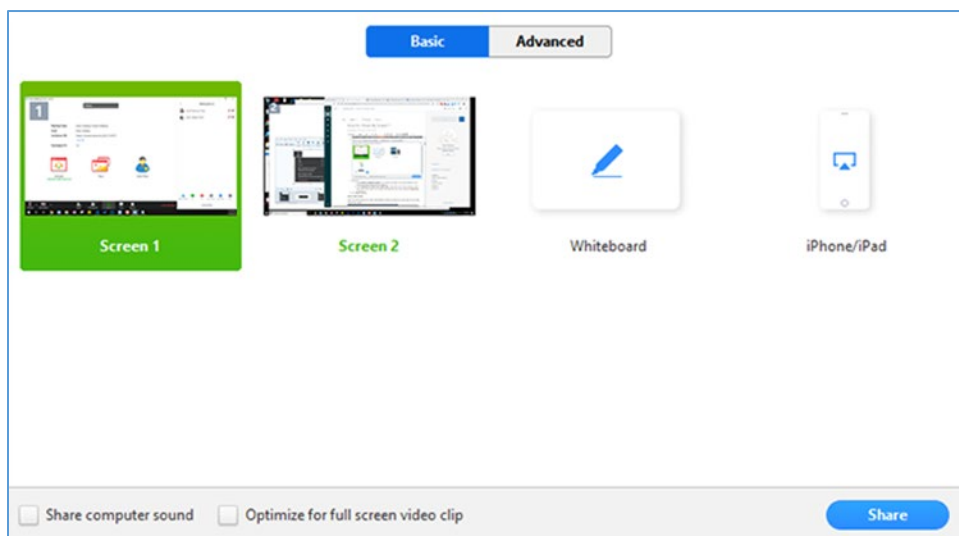
- Zoom Desktop Client
- Zoom Mobile App

SHARING YOUR SCREEN

- Click the Share Screen button located in your meeting controls.



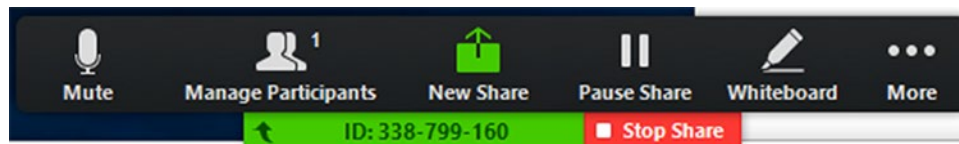
- Select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a [whiteboard](#), or an [iPhone/iPad](#).



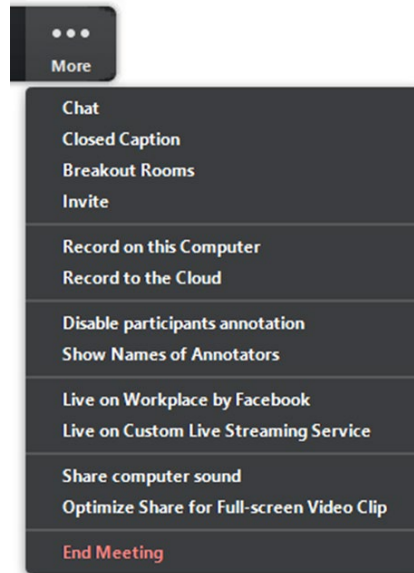
- **(Optional) Enable these features:**
 - Check **Share Computer Sound**: If you check this option, any sound played by your computer will be shared in the meeting.
 - **Check Optimize for full screen video clip**: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.
 - Click **Share**.
 - Zoom will automatically switch to full screen 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 automatic full screen when viewing a shared screen, disable this option in your [desktop client settings](#): Enter full screen automatically when a participant shares screen.

SHARE SCREEN MENU

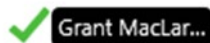
When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.



- **Mute/Unmute**: Mute or unmute your microphone.
- **Start/Stop Video**: Start or stop your in-meeting video.
- **Participants/Manage Participants**: View or [manage the participants](#) (if the host)
- **New Share**: Start a new screen share. You will be prompted to select which screen you want to share again.
- **Pause Share**: Pause your current shared screen.
- **Annotate / Whiteboard**: Display [annotation tools](#) for drawing, adding text, etc.
- **More**: Hover over more for additional options.



- **Chat:** Open the chat window.
- **Invite:** [Invite others](#) to join the meeting.
- **Record:** Start recording [locally](#) or [to the cloud](#).
- **Allow/Disable participants annotation:** Allow or prevent the participants from [annotating on your shared screen](#).
- **Show/Hide Names of Annotators:** Show or hide the participants' name when they are annotating on a screen share. If set to show, the participant's name will briefly display beside their annotation.



- **Live on Workplace by Facebook:** Share your meeting or webinar on Workplace by Facebook. [Learn more about live-streaming a webinar.](#) [Learn more about live-streaming a meeting.](#)
- **Optimize Share for Full-screen Video Clip:** Start optimizing for a video clip in full screen mode.

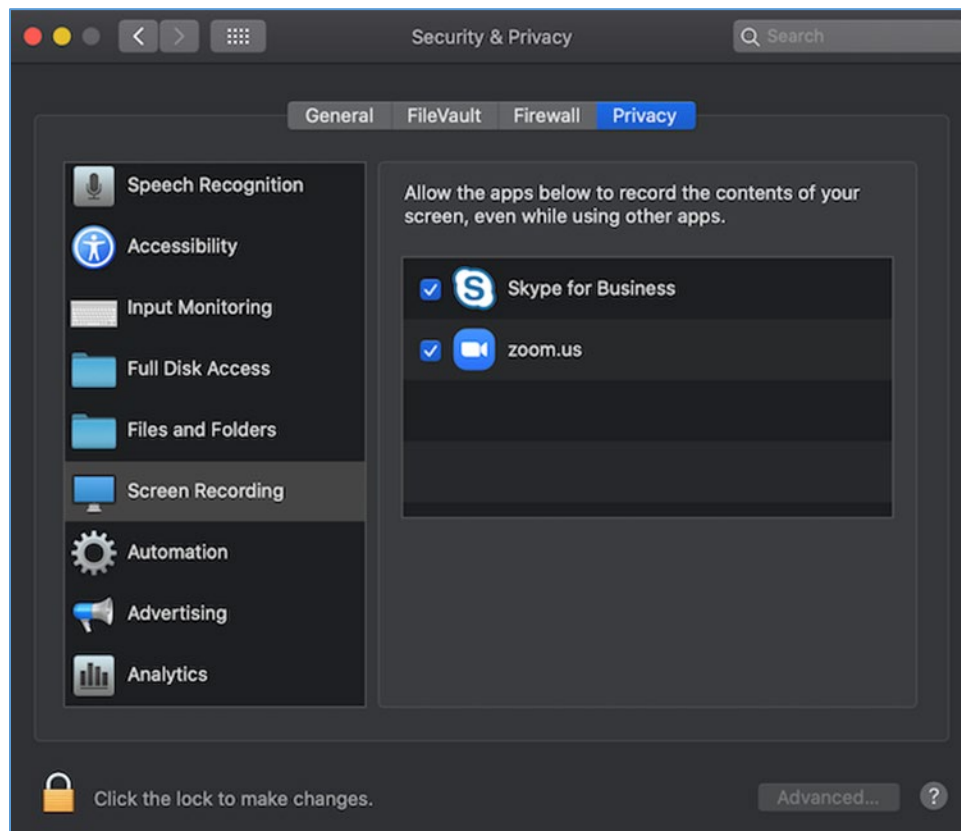
Note: Do not enable this setting if you are not sharing a full screen video clip, as it will blur your screen share.

- **End Meeting:** Leave the meeting or end the meeting for all participants.

USING DUAL MONITORS

If you are using a dual monitor set-up, you can turn on the [Use Dual Monitors](#) feature to see the screen sharing on one monitor and participants on the second.

Note: On Mac OS 10.15 Catalina, you need to allow Zoom access to screen recording to share your screen. You can do this in your System Preferences > Security & Privacy > Privacy > Screen Recording. Check the option for zoom.us. [Learn more.](#)



For assistance with [Zoom](#) contact Academic Innovation:
academicinnovation@utsa.edu or (210) 458-4520