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