Sharing your screen in Zoom – Windows

If the host setting up the meeting allows it you can share what is open on your computer with the group.

To make this run smoothly you need to think ahead before joining the meeting.

Make sure that you have closed all open windows, including those minimised.

In all cases below make sure that what you wish to share is maximized

Photographs

If you wish to share a photograph, open the software you usually use to view images and load the photograph and maximise the screen.   If you are showing a series of photos, have the first one open and load the others into your software as required.

Application

If you are illustrating a process e.g. photo editing, how to find something on the internet etc , have the program (photo editing software, browser etc) open in advance and once you have shared your screen go ahead with the demo.
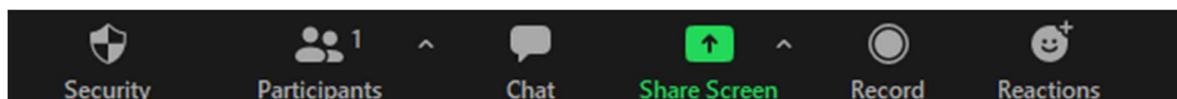
Powerpoint

If you are showing a PowerPoint presentation open PowerPoint and have the file loaded ready to run.

Video

If you wish to show a video, on YouTube or from your PC. Load the video and pause it.

When screen sharing it is most important that you do so when asked by the host otherwise it will be chaos!

Press the Share Screen Button

And you will see a panel showing all the windows that you have open.

IMPORTANT – if you are sharing a file with sound make sure you tick the 'Share Computer Sound' at the bottom of the panel. And 'Optimise Screen for Video Clip' if you showing a video.

Click on window you wish to share and press share and you will have your chosen option replace your Zoom screen and you can then treat it as if you were running it on your computer.

To stop sharing you should see an option in red to stop sharing(best option), otherwise close the program and you will revert to your Zoom screen