

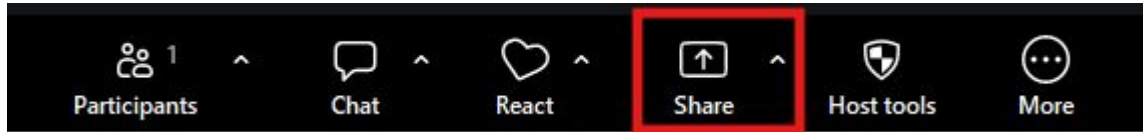
Zoom How-to

For Presenters

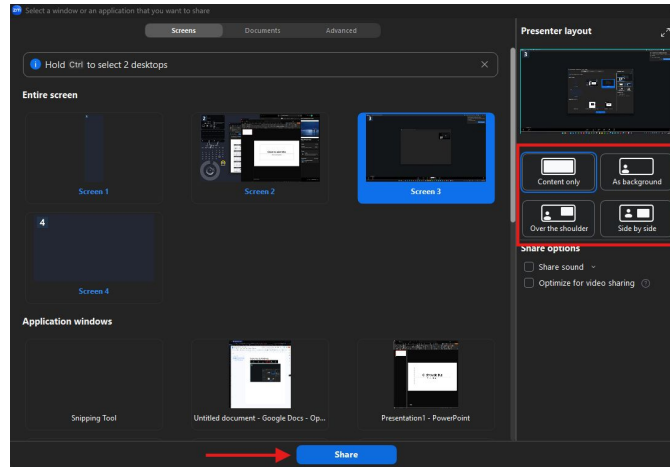
Guide developed by
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Guide developed using Zoom version 6.7.8
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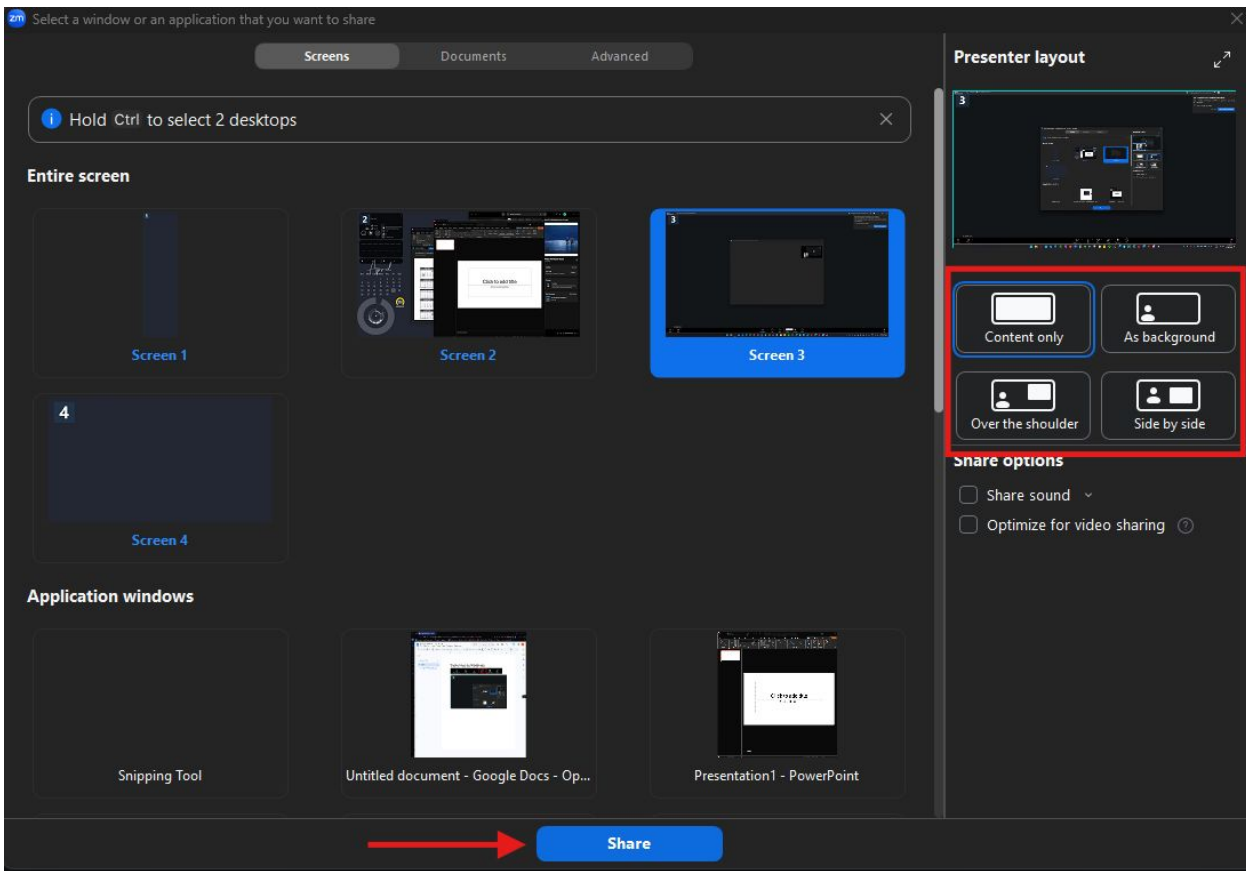
Sharing Your Screen

In the toolbar, click on the “Share” icon (a box with an upward arrow inside).



This will prompt the following pop-up screen to show up





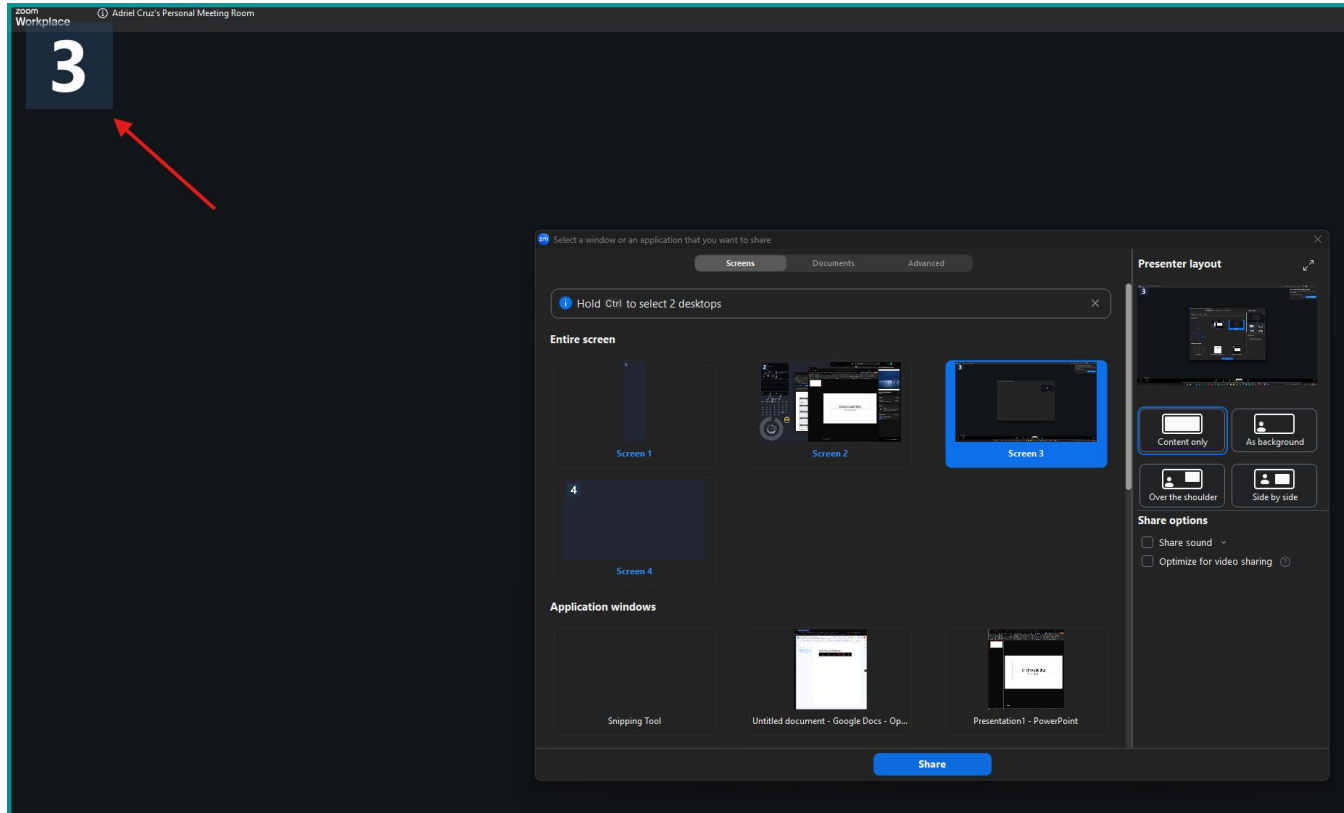
From here you can select to share either your fullscreen or just a specific application.

If you have multiple monitors attached to your computer, Zoom will ask you to choose which screen to share.

If you are unsure which screen to share, Zoom should put the screen number in the upper-left hand corner

Additionally, Zoom allows presenters different “Presenter Layouts”. **We recommend the “Content only” option**, as the other options will either make your presentation smaller and/or cause your webcam to unintentionally block content on your presentation.

Example of Screen Number Identification



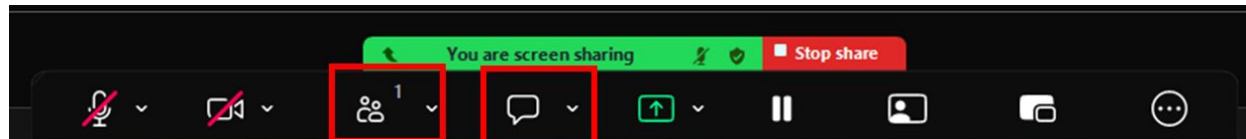
While Sharing Your Screen

Once you have started sharing your screen, the toolbar will briefly appear and then disappear (leaving behind the green “You are screen sharing” and red “Stop Share” buttons visible). To make it reappear, simply hover your mouse over the green or red buttons.

When you share you screen, Zoom automatically removes both the participant list and chat. You should still be able to see a handful of the remaining participants.

If you would like to bring back either the “Participants” window of the “Chat” window,

- Hover over the toolbar to make it reappear
- Click on the desired icon to bring back the window
 - The icon with two people for “Participants”. The “Participants” window is useful for seeing which people have raised their hands
 - The chat bubble icon for “chat”



Stop Sharing

To stop sharing, simply click on the red “Stop Share” button. Zoom will automatically reset to the regular meeting format

