Sharing your Screen in Zoom

If you plan to share your screen, we recommend closing all programs (especially web browser windows) except for Zoom and the program you plan to share (like PowerPoint). This prevents students from seeing things on your computer that you did not intend to share.

Once you are logged into Zoom and have started your class

1. Click on “Share Screen”
2. Select a “Desktop” or Program from the list provided on your computer, click “Share”
   a. If your list shows “Desktop 1” and “Desktop 2” this means Zoom sees that you have two monitors
   NOTE: If you choose Desktop, it will share everything on your desktop
3. Once you share your screen you will see a Toolbar show up at the top of your screen
   a. This Toolbar has similar options as the main window
4. There is a small window in the upper right-hand corner that will show you the webcam video
5. To stop Sharing your Screen, click “Stop Share” at the top