

# CUSTOMISING YOUR SCREEN SHARING OPTIONS WITHIN ZOOM

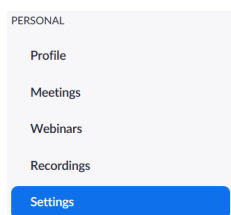
NUIT AV & Digital Media Services

By default, screen sharing within Zoom is set to “*Host only*”, meaning that **only the meeting host** can share content; this setting provides increased security and privacy within meetings. You can however change this setting, either within your personal Zoom profile, or in-meeting if you wish.

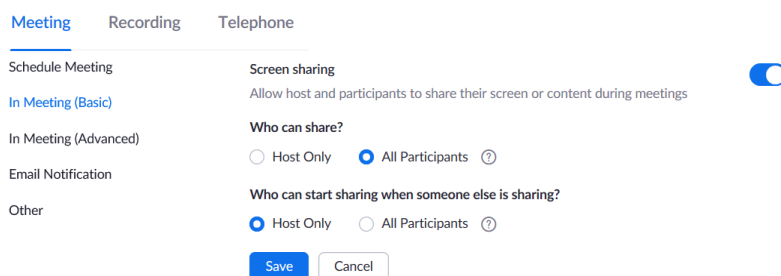
## Changing screen sharing settings in your personal Zoom Profile

**Note:** Once changed these settings will be applied for **all** future scheduled meetings

1. Sign into your Zoom account at <https://newcastleuniversity.zoom.us/> and select **Settings** from the **Personal** menu on the left



2. From the **Meetings** tab, select **In Meeting (Basic)** and scroll down to **Screen Sharing**



3. Configure your preferred screen sharing options and click **Save** to save your changes.

## Changing screen sharing settings whilst in-meeting

**Note:** Once changed, these settings will only apply to the **current meeting** you are in.

1. Click the up arrow next to the Share Screen button within your Zoom meeting and select **Advanced Sharing Options**



2. Configure your preferred screen sharing options within the window that pops up. Once done, click **x** to exit back to your Zoom meeting

