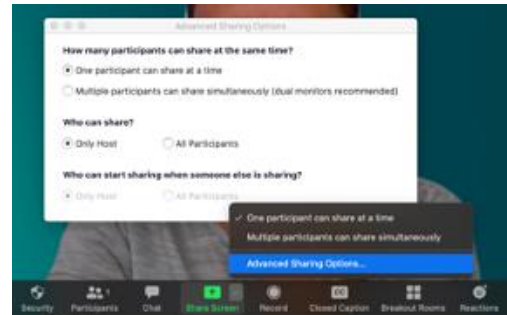
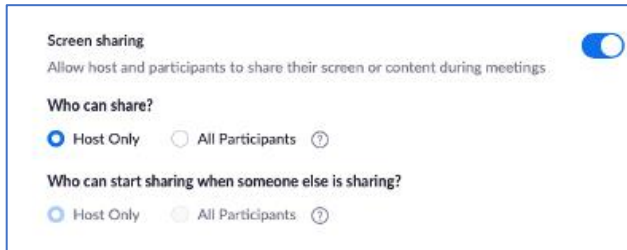


SCREEN SHARING IN ZOOM

NUIT AV & Digital Media Services

Who can share their screen?

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.

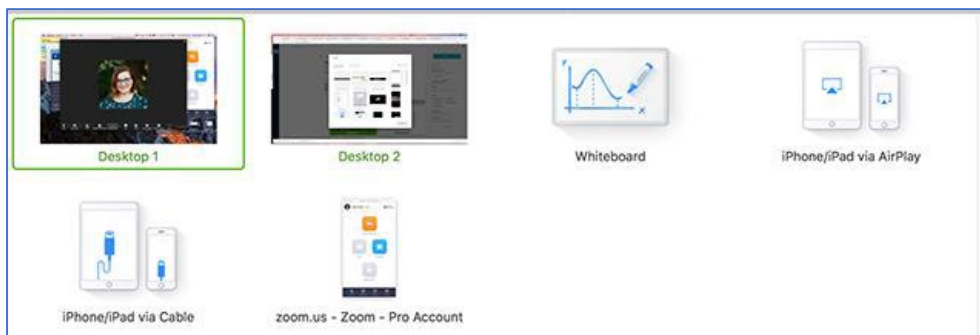



How to share your screen

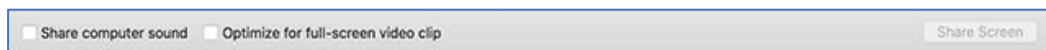
Once in a meeting, click the green ‘Share screen’ button in the bottom menu.



You will be presented with a pop-up window with options showing what you can share - you can choose your whole desktop or specific apps. **Please note** that viewers will be able to see everything if you choose desktop mode, so make sure you have **nothing sensitive** visible.

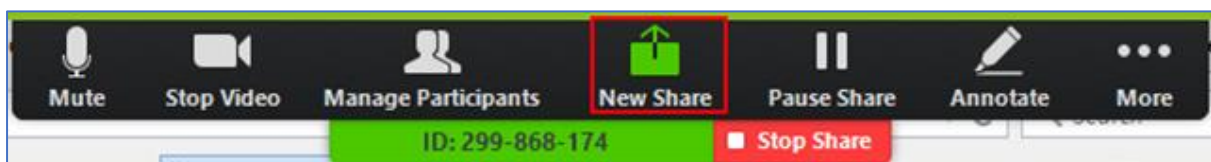


 Tip: if you plan to share audio or video check the ‘Share computer sound’ or ‘Optimise for full-screen video clip’ boxes prior to sharing



How to switch apps whilst screen sharing

Once sharing, to switch to a different window or application, click ‘New Share’ at the top of the screen (*note that the menu moves to the top*) and you will see a similar pop up window to select what you would like to share next



SCREEN SHARING IN ZOOM

NUIT AV & Digital Media Services

Additional screen sharing features and functionality

ANNOTATION

Hosts (and participants if enabled) can annotate on a shared screen or a whiteboard if encouraged to by the host by clicking 'Annotate' from the menu bar whilst screen sharing is taking place

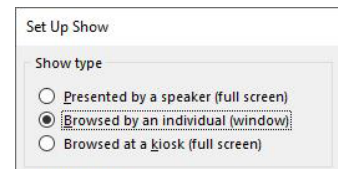
REQUEST REMOTE CONTROL

If enabled, a participant can request to take remote control of a host's screen via the 'Request remote control' function from the menu bar whilst screen sharing is taking place

ADVANCED POWERPOINT SHARING FUNCTIONALITY

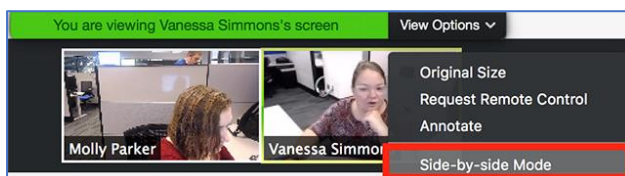
If you want to share your PowerPoint but still be able to access other Zoom features like chat and participants - and you can do this by setting the slides up in a smaller window and only share that. To do this you need to configure PowerPoint to display in an individual window as follows:

- In PowerPoint click the Slide Show tab > Set Up Slide Show.
- Under Show type, select Browsed by an individual (window), then click OK.
- Begin your slideshow and select that window to from the screen sharing pop-up in Zoom.



FULL SCREEN MODE

By default, Zoom will automatically switch to **Full Screen** to optimise the shared screen view. This can occasionally make your Zoom window appear cluttered if you have chat and/or participants windows open. By clicking **Exit Full Screen** (top right corner) or pressing **Esc** you should be able to rearrange to suit.



SIDE-BY-SIDE MODE

This feature enables you to see the shared screen alongside the video of participants in gallery/speaker view. You can also adjust the side of the shared screen / participants video windows to suit your viewing style. To enable side-by-side mode in an active meeting select 'view options' (when screen sharing is in progress) and then side-by-side view from the menu.

Customising your screen sharing experience

You can change the default screen sharing settings for **all** your future meetings from within the **screen sharing options** in your **Zoom Profile** settings via the Zoom app

