SCREEN SHARING IN ZOOM
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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
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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.