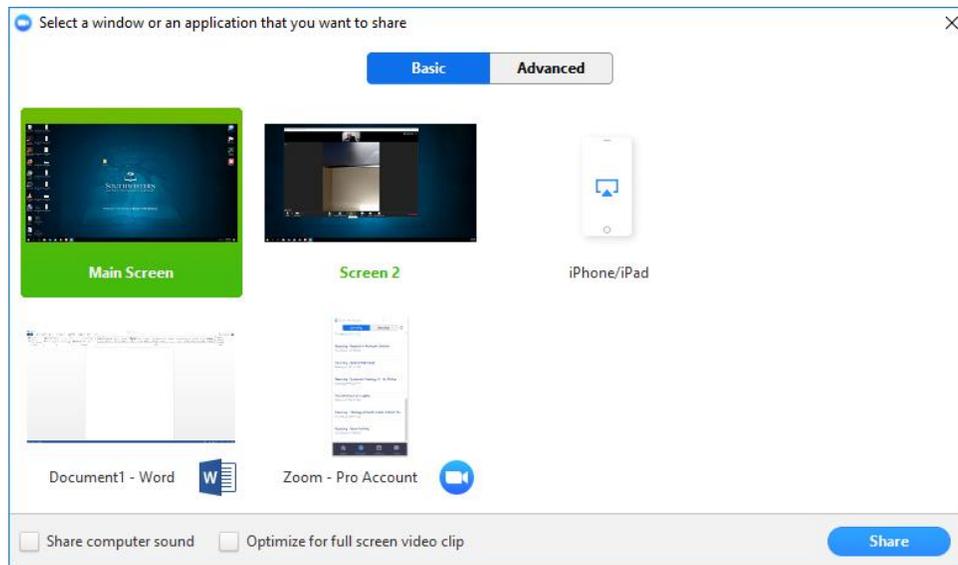


Share Your Screen in Zoom

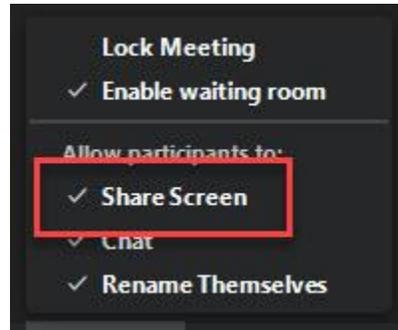
1. If you would like to share something from your computer (such as a PowerPoint), click the green **Share** button at the middle of the menu bar.



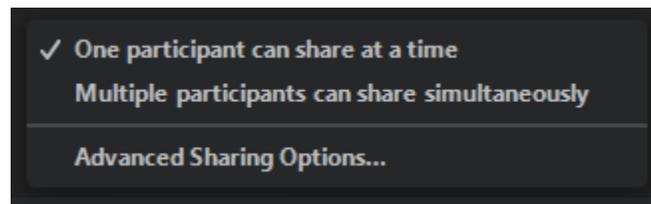
2. This will bring up a screen allowing you to choose what to share, including your desktop or an application you have open. **Important Note:** choose the application you wish to share rather than your desktop. Sharing the application will allow you to resize the camera during the recording, while sharing your desktop will not. If what you are sharing includes audio, make sure to also check the **Share computer sound** checkbox at the bottom left of the share screen before sharing.



3. If you would like to allow participants to share their screen, click the **Security** shield icon and make sure the **Allow participants to: Share Screen** is checked.



Alternatively, if you click the **Arrow** next to the green **Share** button it will give you a settings menu that will allow you to edit the sharing options for other participants in the meeting.



Need further assistance?
Contact Campus Technology at (817) 921-8555 or
campustechnology@swbts.edu