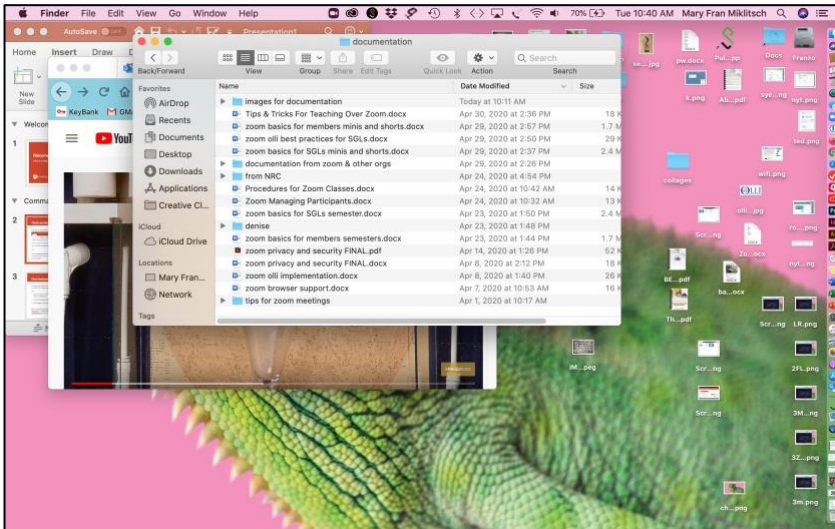
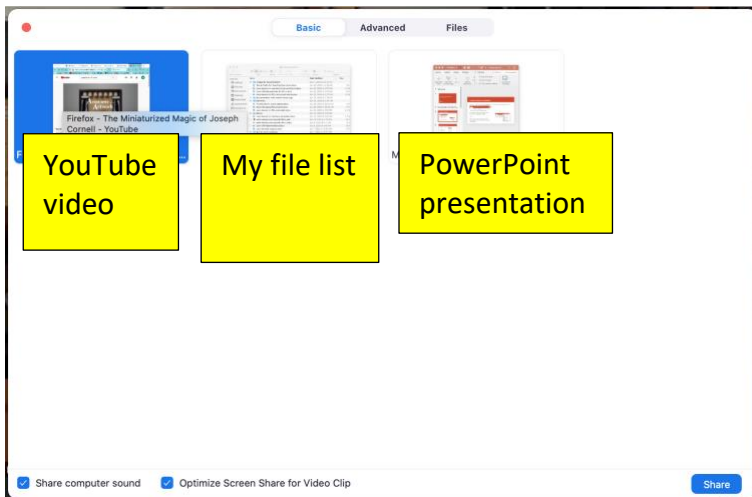


SGLs How to Share Screen in Zoom (Updated 1/22/2021)

This is a step-by-step example of how to share PowerPoint, a video, or other document. **Note:** Before starting my Zoom class, I open the apps and have my presentation and video ready. I minimized PowerPoint, my browser, and my file list to the upper left part of the screen. This is how my desktop looks.



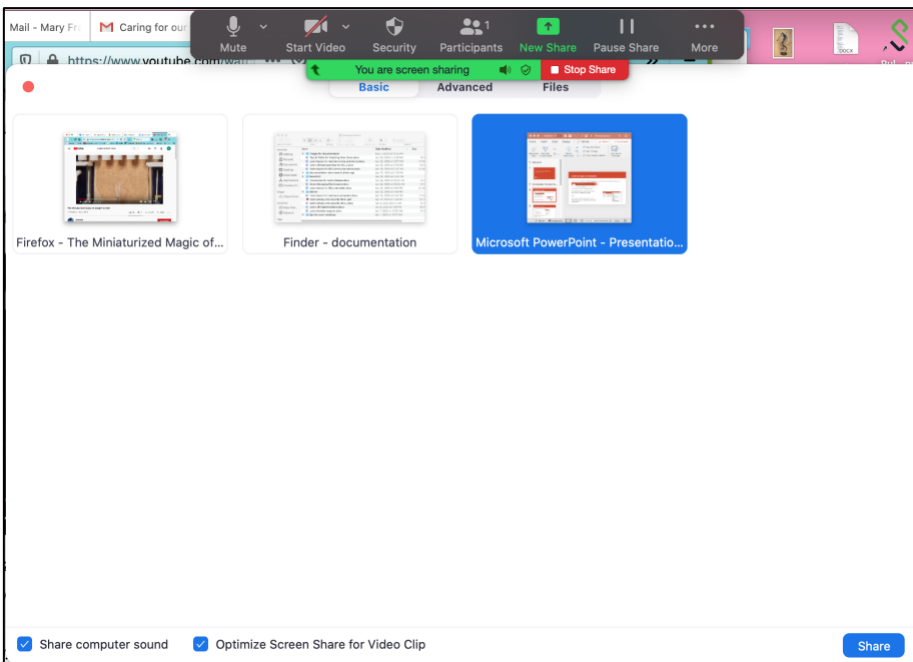
Clicking on **Share Screen**, only those options are available to me (as host) to share. Notice the YouTube video is surrounded by blue. It is the default option to share.



Double-clicking on the YouTube option in the Screen Share window brings YouTube to the front. Make sure to also click on **Share Computer Sound** and **Optimize Screen Share for Video Clip**. This projects the sound from the browser and smooths the video. Click on the arrow to start the video.



When the video is done, click **Stop Share** if you have no other items to present. Otherwise, click on **New Share** to select the next item to present. Double-click on the PowerPoint option. PowerPoint will start. You will need to maximize PowerPoint and start the slideshow.



Continue your class sharing features or simply lecturing. When your class is over, click on Leave in the far right of the bottom menu. **Be sure to stop your class on time or you will be knocked off by the next class.**