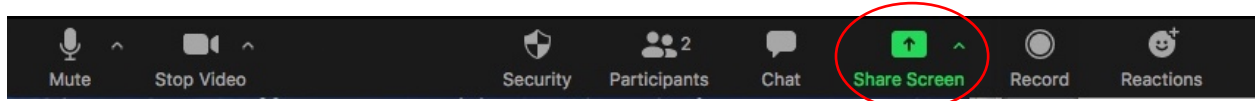


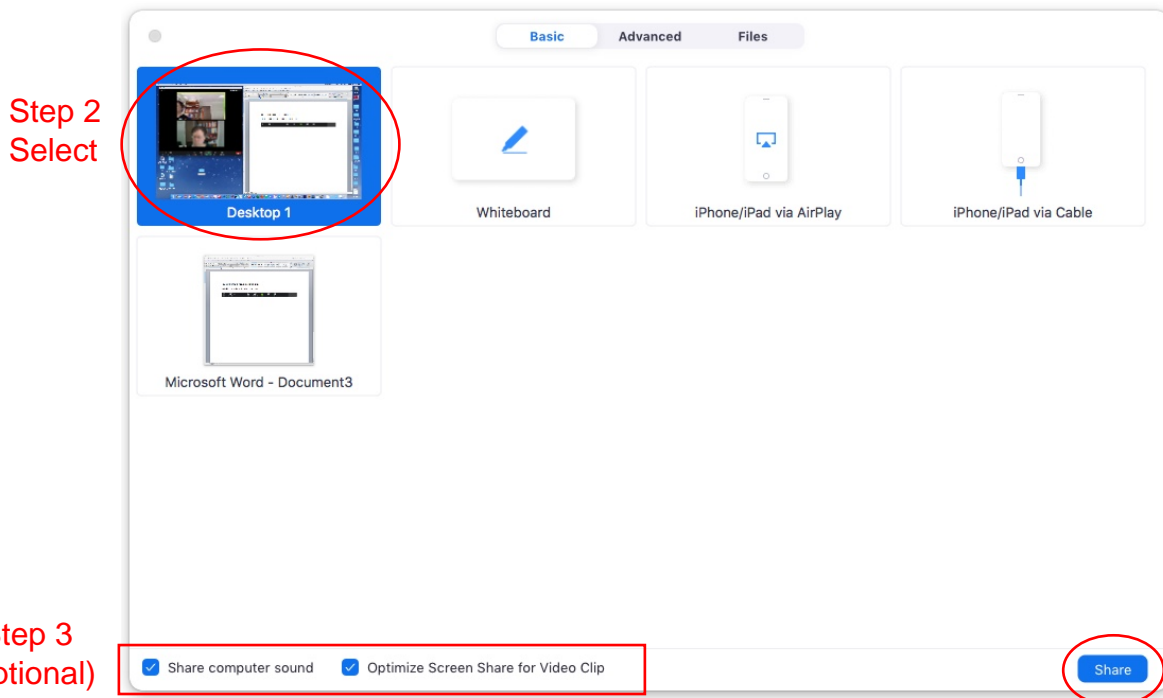
How to share your screen in a Zoom meeting

Go to the control bar at the bottom of your Zoom window and click on **Share Screen**



Step 1

Next, select what you would like to share. The easiest option is to share your **Desktop**, then everyone will see whatever you have open on your screen.



Step 2
Select

Step 3
(optional)

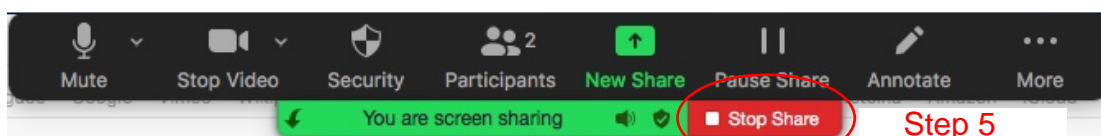
Step 4
Start
Sharing

If you would like to share any **audio or video** clips, put a **check in both boxes** in the lower left corner of the options window. If not, you can leave them unchecked.

When you are ready, click **Share** in the bottom right corner.

While you are sharing, you will see a green border around your computer screen and a toolbar at the top of your screen. The others in the meeting will see everything within the green border, so it's best to zoom in on images and show slides in full screen mode.

When you are finished sharing, go to the toolbar and select **Stop Share**



Step 5
Stop Sharing