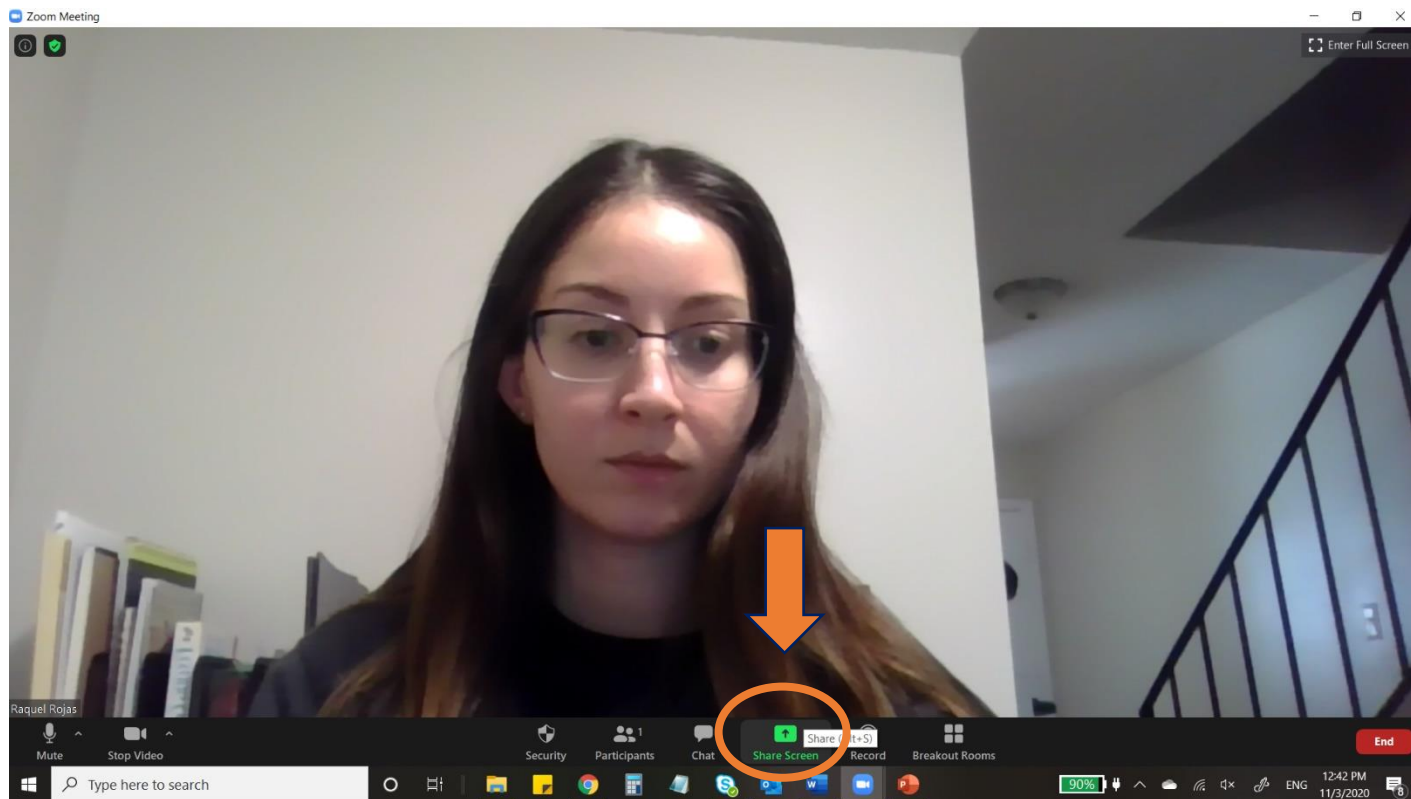
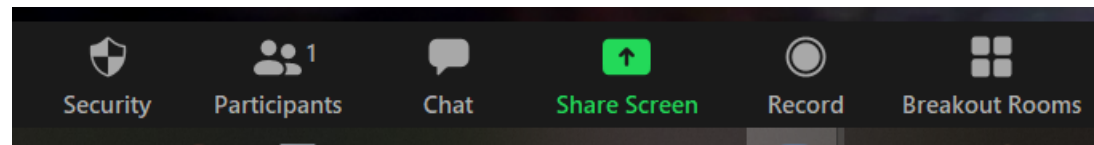


How to Share Screen in Zoom

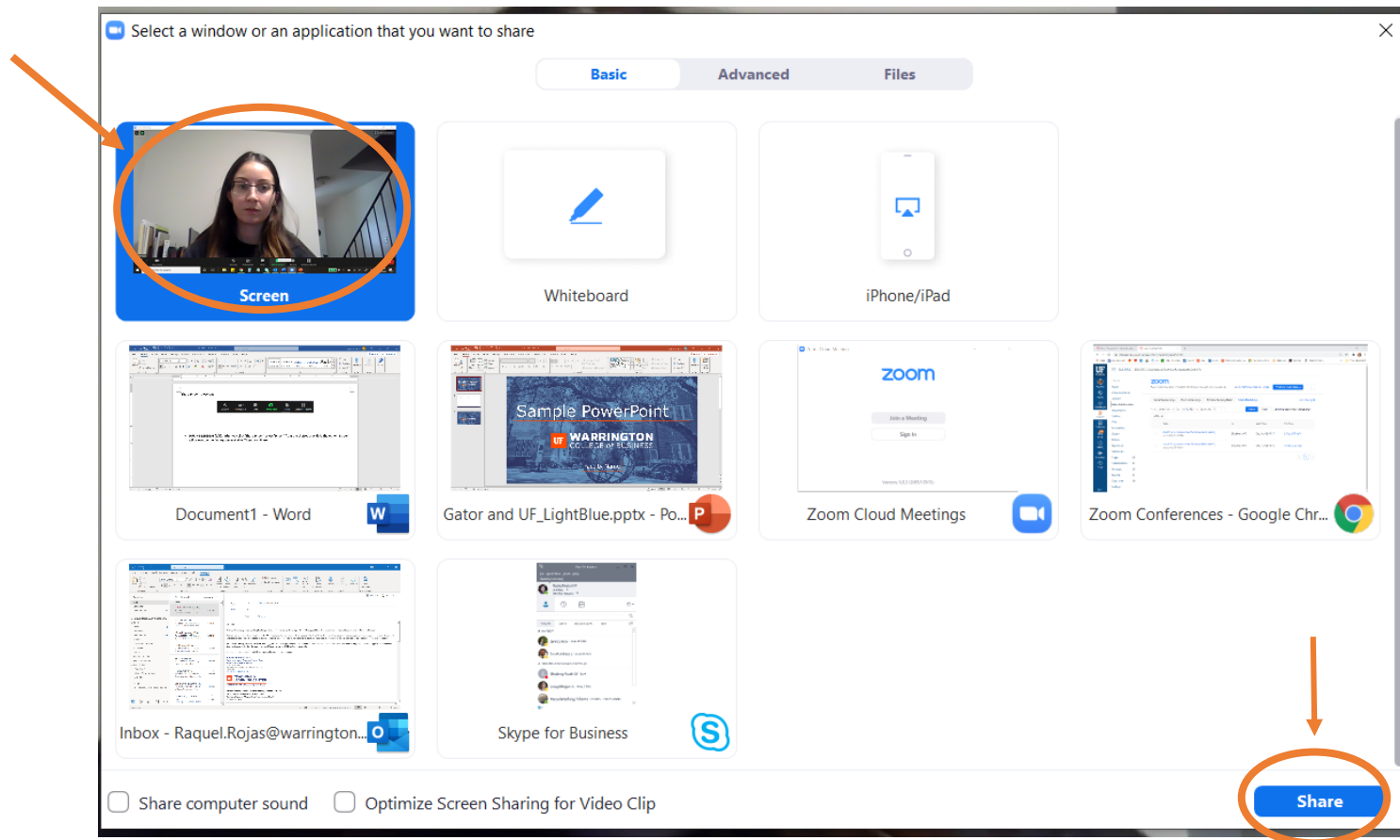
1. **BEFORE MEETING:** Open the File or PowerPoint on your computer that you want to share with the class.
2. Go to your Canvas Course site and start the Zoom meeting through Zoom Conferences. You should do this on the same computer where the File or PowerPoint are open.
3. **DURING MEETING (1/3):** When you are in the meeting, select 'Share Screen' from the bottom toolbar. You may need to move your mouse pointer over where the toolbar should be to make it appear.



'Share Screen' Close Up:



- 4. DURING MEETING (2/3):** After you click 'Share Screen' select 'Screen' from the choices provided. The option 'Screen' will always be the first option available. Then click 'Share'.



5. DURING MEETING (3/3): After you click 'Share', your students will be able to see anything on your computer screen. They will see your image small and your screen large (note #2 below). When you are done sharing your PowerPoint and no longer need to, click 'Stop Share' (note #3 below). That will make your image large again.

1

This green border shows everything you are sharing with participants in the meeting.

Lecture

- If you can see this, that means I am screen sharing!



2

The video of your face will appear small in the corner. You can move this around for yourself, but it will stay small while you are screen sharing.

3

Here is another indication you are screen sharing successfully. When you don't want to screen share anymore click 'Stop Share' (in red box below).

