# Screen Sharing in Zoom

Before participants can share the 'host' has to give permission, the attachment shows this process.

1. You have to be in full screen mode -this is the square with a cross in the middle.
2. Photographs should be ready on bottom bar.
3. Press share screen button (green with arrow) which is at bottom of screen.
4. You then see a white screen containing what you can share.
5. Click on what you want to share and then press the blue button 'share' in the bottom right corner.
6. What you have selected appears.
7. Hover the cursor over the bottom bar and you will see 'New Share' for moving onto something else. Press and repeat steps 4, 5, 6. This may be at the top of the screen – blame Zoom!
8. Click the red button 'stop sharing' which appears at the top of the screen but for some reason is at the bottom of mine! Again, blame Zoom!

## Share Your Screen During a Call

As the host of the Zoom call, you can share your screen at any time. During the call, select the 'Share Screen' button at the bottom of the window.
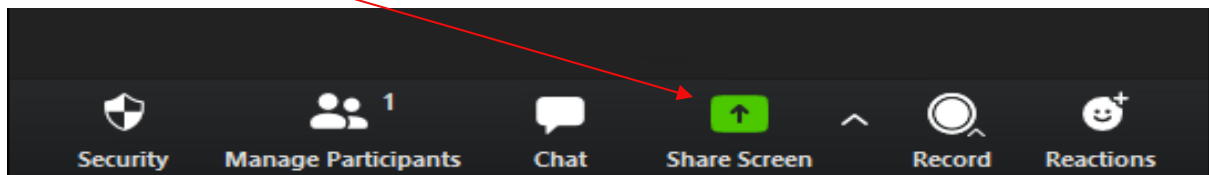
Alternatively, use the Alt+S (Command+Shift+S for Mac) shortcut key on Windows 10.

You'll now be in the "Basic" tab of the share screen options window. Here, you can select which screen you'd like to share (if you're connected to multiple monitors), a specific application that's currently open (like Word, Chrome, Slack, etc.), or a Whiteboard.

The process looks slightly different on each app, and the desktop version offers more options for screen sharing.
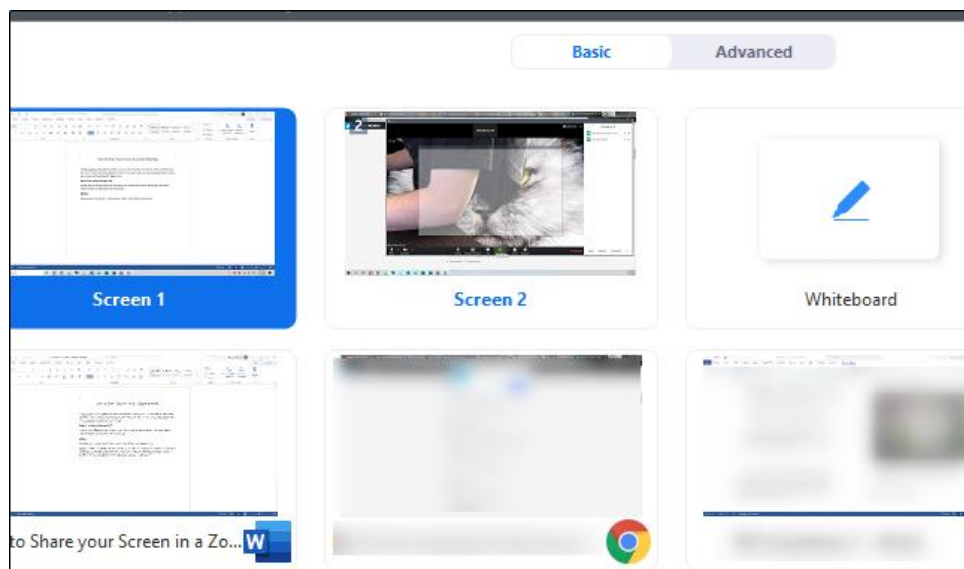
Once you've selected the screen that you'd like to share, click the "Share" button in the bottom-right corner of the window.
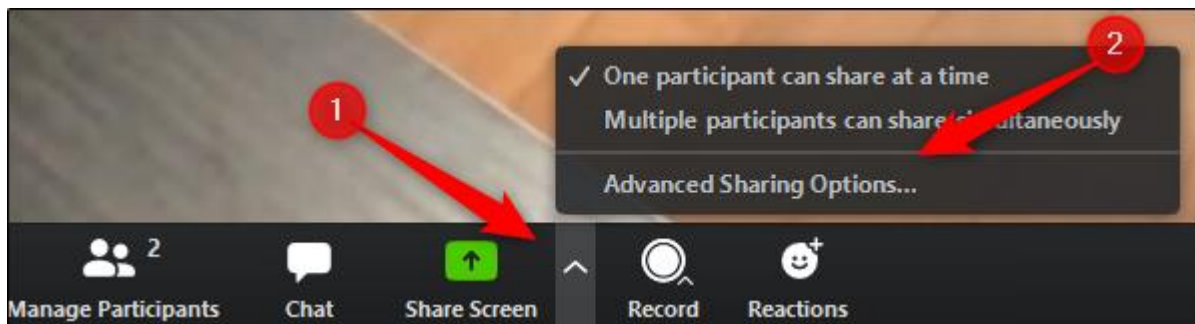

To stop screen sharing, click the red "Stop Share" button at the top of the screen you are currently sharing. Alternatively, use the Alt+S (Command+Shift+S for Mac) shortcut key.
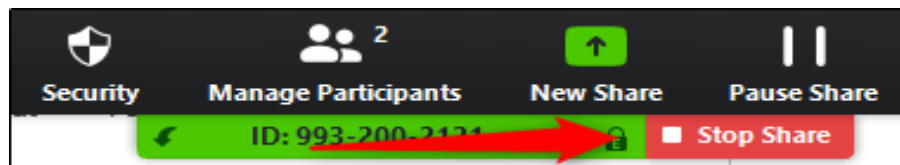
Allowing Participants to Share Their Screen

During the meeting, select the arrow next to "Screen Share" at the bottom of the window. From the menu that appears, select "Advanced Sharing Options."

The "Advanced Sharing Options" window will appear. Here, you can select who can share their screen, when they can share their screen, and how many participants can share their screen at the same time.