
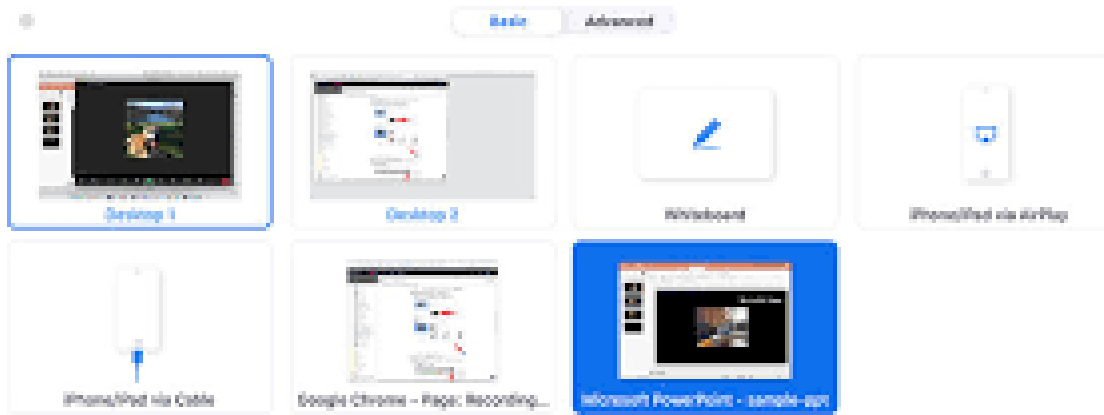


# Checklist for Sharing Your Screen

(FINAL, 1-25-21)

1. Click the Zoom "Share Screen" button  located in your meeting toolbar.
2. You will see numerous screens appear in a box on your screen.
3. Select the screen you want to share. You should choose an **individual application** that is open on your computer. For example, choose a PowerPoint application or a Microsoft Word application that you've worked on. (**We advise that you open your application before entering the Zoom meeting**, otherwise it can be confusing.)
4. The screen in the **upper left** is your entire desktop and should typically **not** be selected. You should only choose this option if you have various applications you want to display and you don't mind other attendees seeing your full desktop, i.e., emails, personal applications, etc.
5. There are two check boxes on the bottom of the box. The first check box reads "Share Computer Sound." The second one reads something like "Optimize Screen Share for Video Clips"
6. If your application includes any sound, check "Share Computer Sound" box
7. If your application includes a video, **also** check "Optimize Screen Share for Video Clips" box
8. Click "Share" in blue at bottom right.
9. Zoom will automatically switch to full screen to optimize the shared screen view.

**The screen shot on the next page is blurry, but will give you an idea of what you'll see when you first select "Share Screen" in Zoom.**



Share computer sound  Exclude Screen Share for Video Clip

Share

Check this box if share has sound

Also check this box if share has a video

"Share" button