

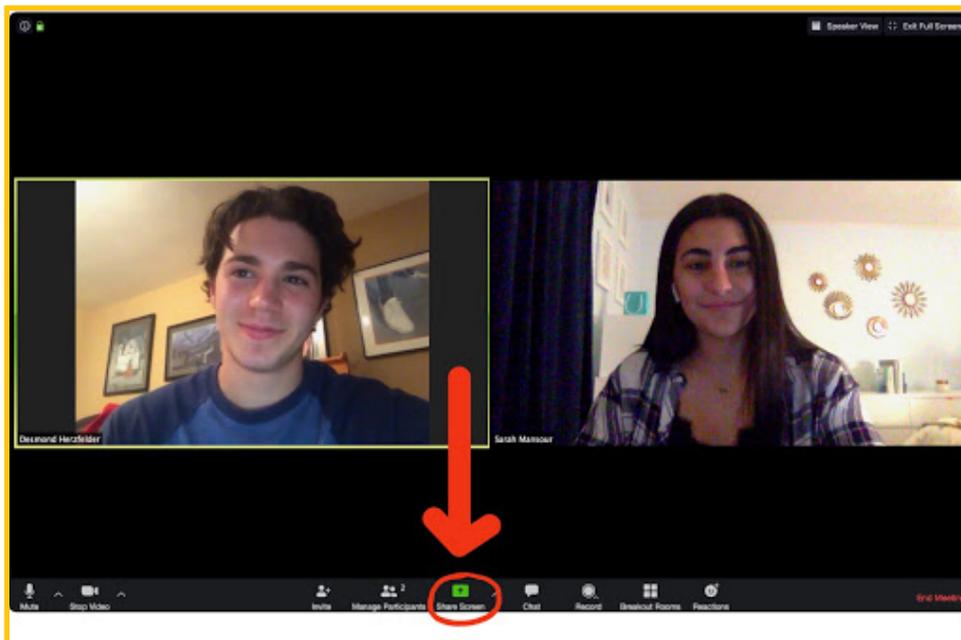
iHelpTeach

Screen Sharing on Zoom

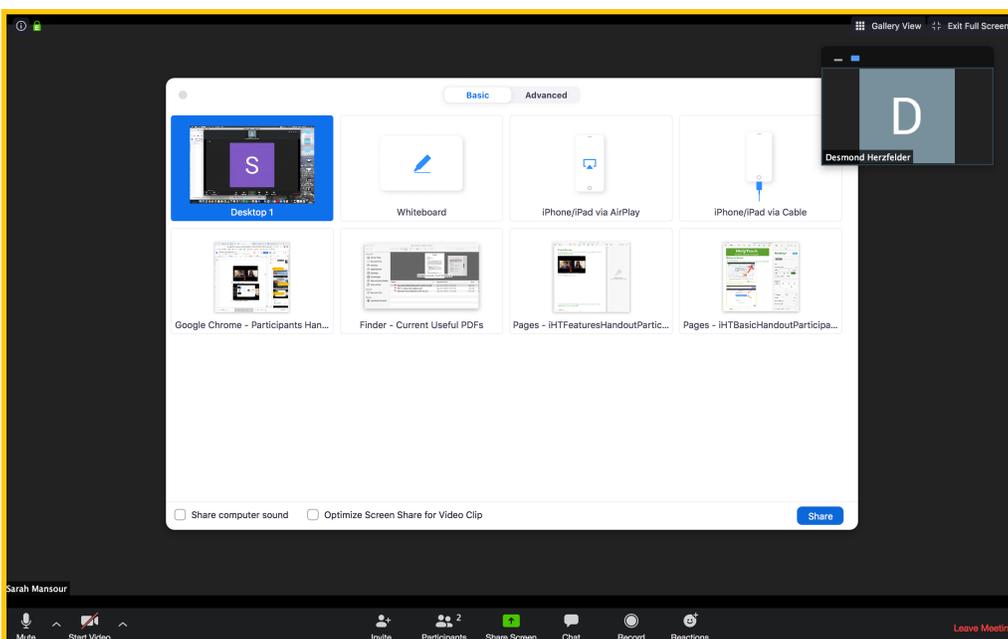
This handout explains how to share your screen to share information during a meeting.

Screen Sharing:

Step 1: To share your screen with the other members of the meeting, click "Share Screen/Share Content" in the tool bar.



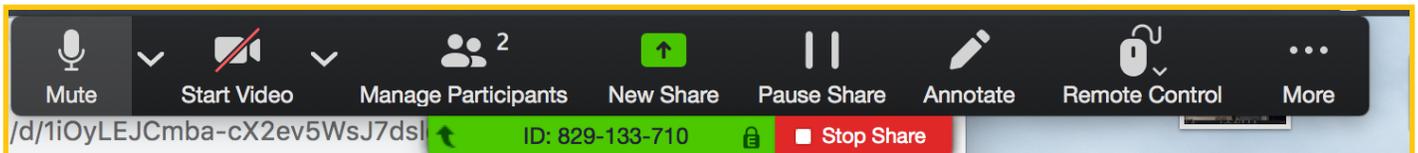
Step 2: A number of options will appear:



By clicking “Desktop,” a user can share their entire desktop, where viewers will see the whole screen and the zoom window will disappear.



At the top of the screen will be a toolbar that appears when the mouse hovers over the green ID and red “Stop Share” pictured below:

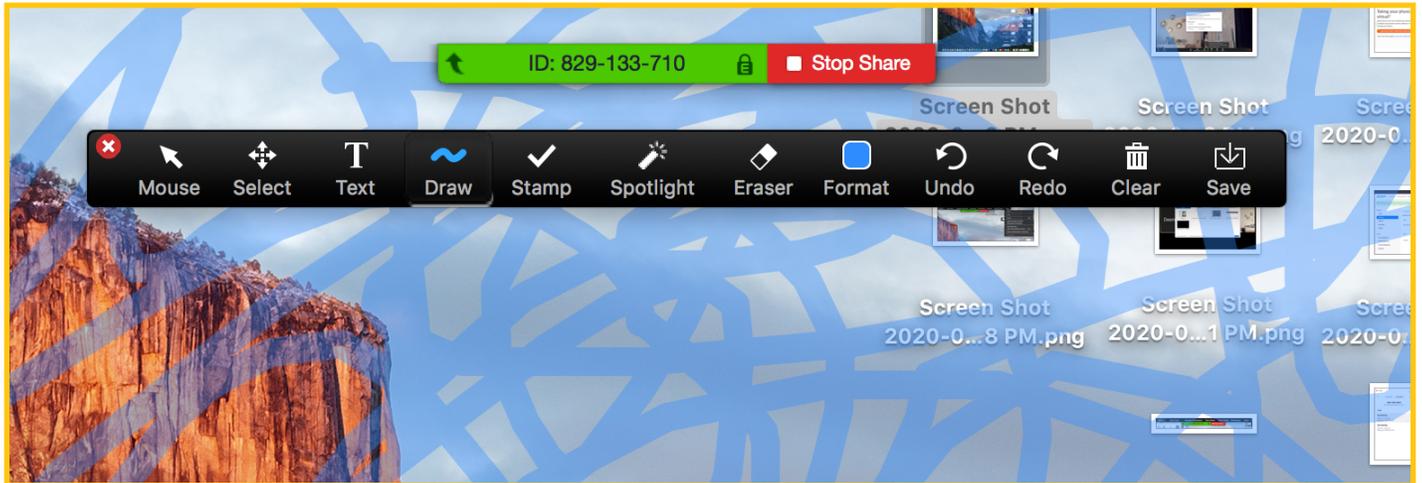


With this toolbar, you can access other tools of Zoom such as participants or chat (which is under More). You can also pause your screen share, stop your screen share, or start sharing a new screen.

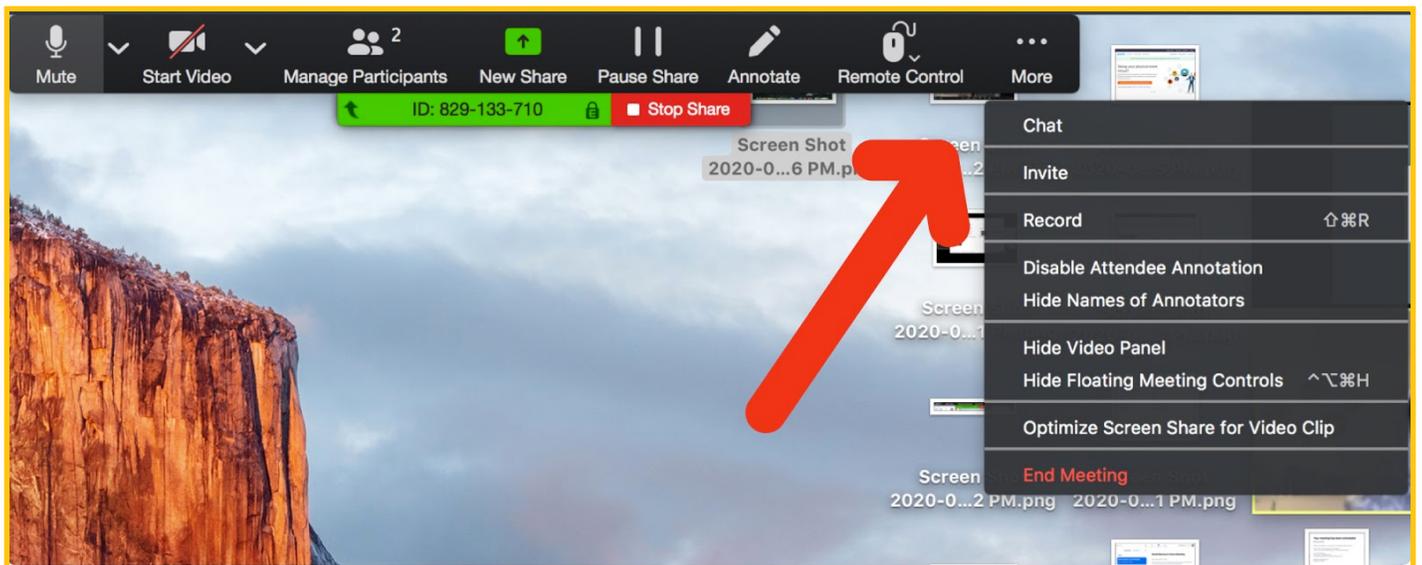
The user can use the annotate feature by clicking “Annotate.”

Annotate: With annotate, the toolbar below will appear, and the user will no longer interact with the pages they have open, and instead will be able to draw, text, erase, or clear all drawings from their screen.

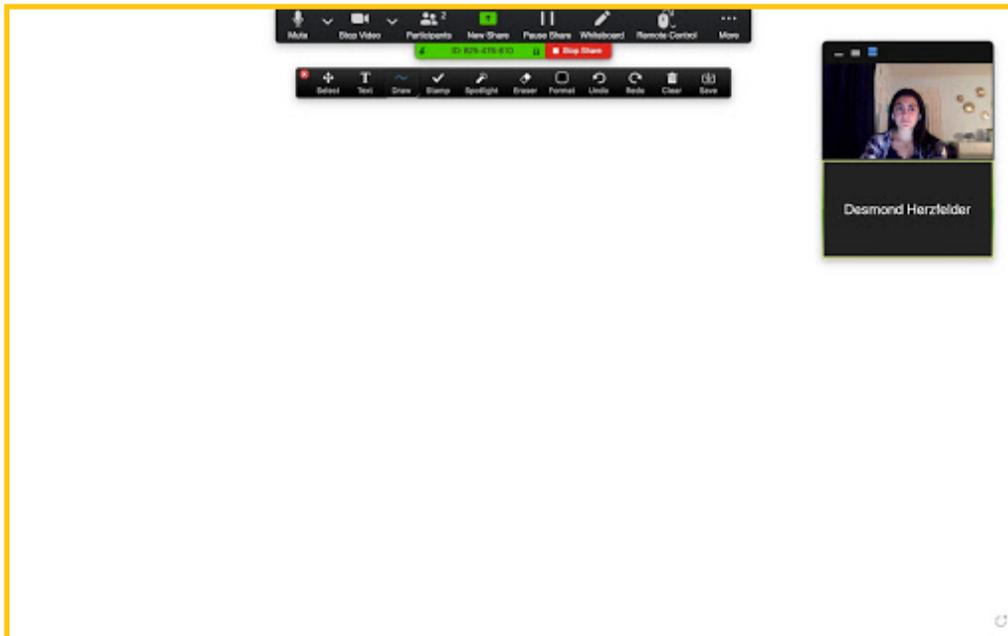
To stop annotating and return to the windows they have open, they can close out of annotate (click the red x in the top left corner of the bar).



The sharer can disable, enable, or name participants' annotations using the "More" drop down menu of the main toolbar.



Whiteboard: Another option is to share a whiteboard on which you can write and all participants can see or potentially contribute. The annotate bar is the same, and the sharer can still control annotations under "More".



Other Options: The user can also share another device, or share a specific app/window they have open, like their messages, a document they have open in chrome or pages, or netflix.

If you've received this handout and found it helpful, please email ihelpteach.iht@gmail.com with your thoughts or feedback!