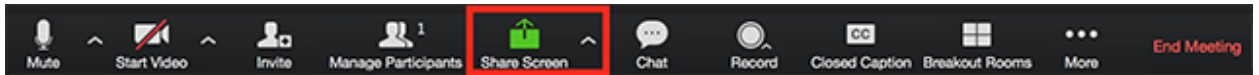


## Zoom: How to Share Your Screen

### Zoom: How to Share Your Screen

1. Click the **Share Screen** button located in your meeting controls.



2. Select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a whiteboard, or an iPhone/iPad.
3. (Optional) Enable these features:
  - Check **Share Computer Sound**: If you check this option, any sound played by your computer will be shared in the meeting.
  - Check **Optimize for full screen video clip**: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.
4. Click **Share**.
  - Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click **Exit Full Screen** in the top-right corner or press the **Esc** key.
  - To disable automatic full screen when viewing a shared screen, disable this option in your desktop client settings: **Enter full screen automatically when a participant shares screen**.

### Share screen menu

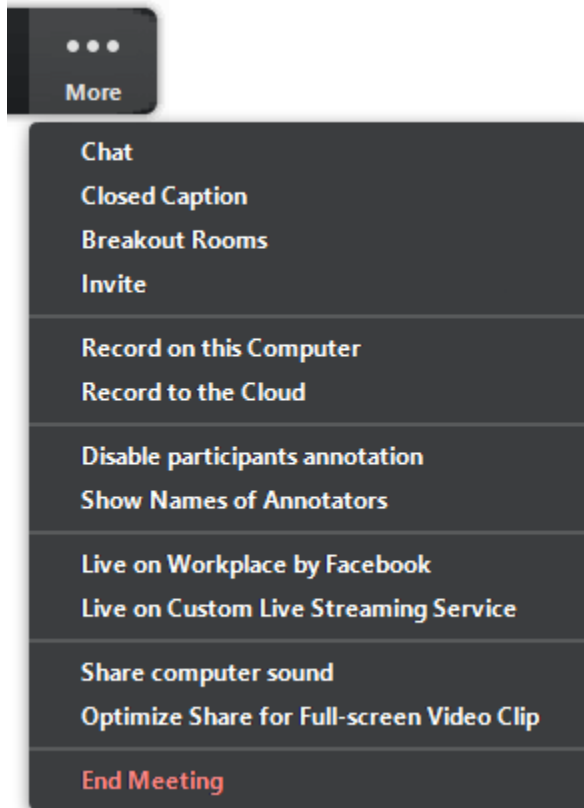
When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.



- **Mute/Unmute**: Mute or unmute your microphone.
- **Start/Stop Video**: Start or stop your in-meeting video.
- **Participants/Manage Participants**: View or manage the participants (if the host).
- **New Share**: Start a new screen share. You will be prompted to select which screen you want to share again.
- **Pause Share**: Pause your current shared screen.
- **Annotate / Whiteboard**: Display annotation tools for drawing, adding text, etc.

## Zoom: How to Share Your Screen

- **More:** Hover over more for additional options.



- **Chat:** Open the chat window.
- **Invite:** Invite others to join the meeting.
- **Record:** Start recording locally or to the cloud.
- **Allow/Disable participants annotation:** Allow or prevent the participants from annotating on your shared screen.
- **Show/Hide Names of Annotators:** Show or hide the participants' name when they are annotating on a screen share. If set to show, the participant's name will briefly display beside their annotation.



- **Live on Workplace by Facebook:** Share your meeting or webinar on Workplace by Facebook. Learn more about live-streaming a webinar. Learn more about live-streaming a meeting.
- **Optimize Share for Full-screen Video Clip:** Start optimizing for a video clip in full screen mode.  
**Note:** Do not enable this setting if you are not sharing a full screen video clip, as it will blur your screen share.
- **End Meeting:** Leave the meeting or end the meeting for all participants.

## Zoom: How to Share Your Screen

### Using dual monitors

If you are using a dual monitor set-up, you can turn on the **Use Dual Monitors** feature to see the screen sharing on one monitor and participants on the second.

**Note:** On Mac OS 10.15 Catalina, you need to allow Zoom access to screen recording to share your screen. You can do this in your **System Preferences > Security & Privacy > Privacy > Privacy > Screen Recording**. Check the option for **zoom**.

