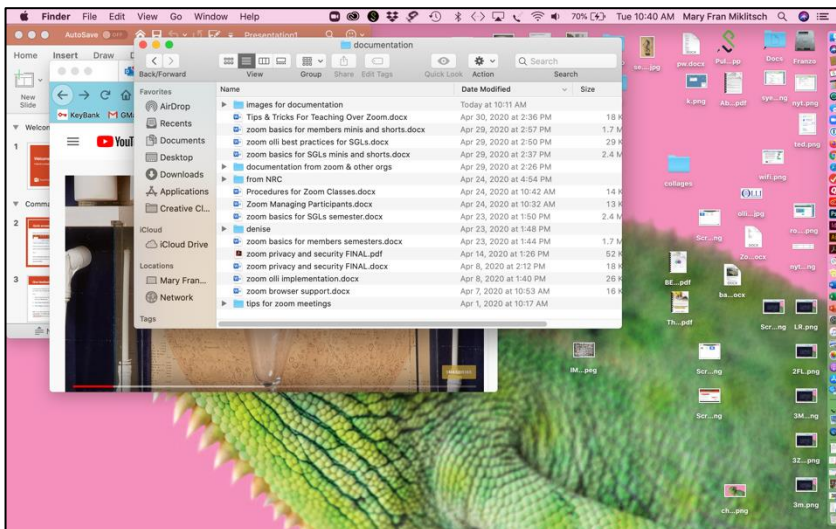
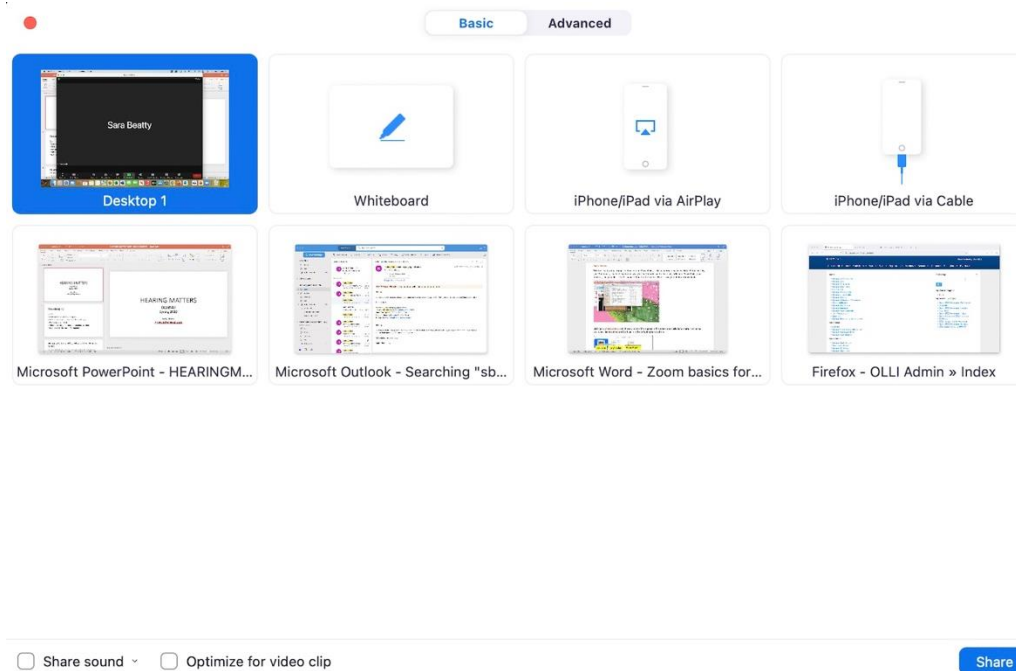


## Share Screen (Updated 5/5/2022)

This is a step-by-step example of how to share PowerPoint, a video, or other document. **Note:** Before starting your Zoom class, I open the apps and have your presentation and video ready.

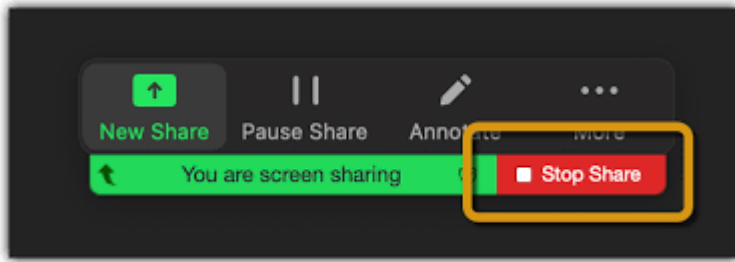


Clicking on **Share Screen**, only those windows that appear in this screen are available to share. Notice the Desktop option is surrounded by blue. It is the default option to share.



Always share using the Desktop option. That way, you can pull up both PowerPoint and videos without having to stop sharing. If you're sharing a video, be sure to also click on the **Share Sound** and **Optimize for Video Clip** boxes towards the bottom of the window. This projects the sound from the browser and smooths the video. Click on the blue Share button to share your screen. Then, open your PowerPoint or video(s).

To stop sharing your screen, click the **Stop Share** button at the top where the controls are.



When your class is over, click on Leave in the far right of the bottom menu. **Be sure to stop your class on time or you will be knocked off by the next class.**