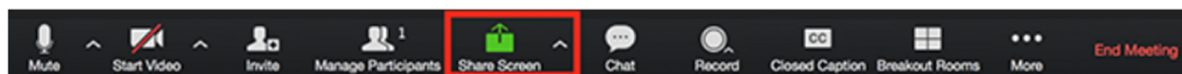


# Screen Sharing

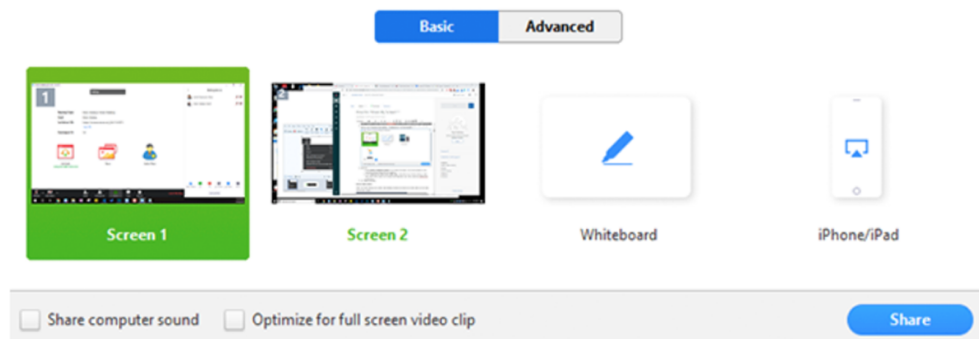
- Sharing your screen
- Video Layout Options While Screen Sharing
- How Do I Start A Screen Share Meeting?
- Switching Windows During Screen Sharing
- Request or Give Remote Control
- Sharing a whiteboard

## Sharing 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.



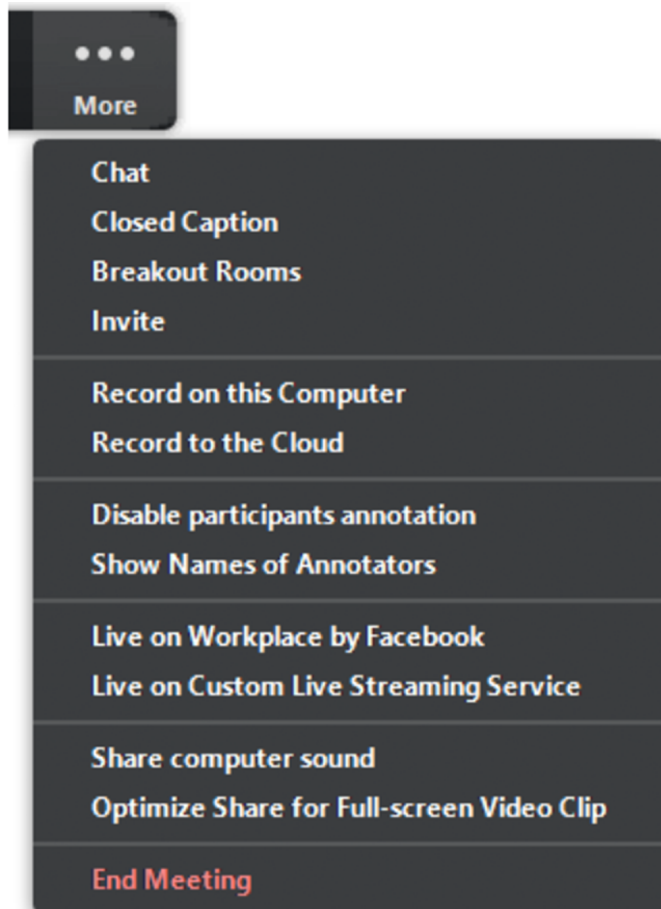
3. (Optional) Enable these features:
  - Check Share Computer Sound: If you check this option, any sound played by your computer will be shared in the meeting.
  - Check Optimize for full screen video clip: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, 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

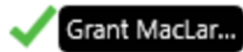
When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.



- 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.
- 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.

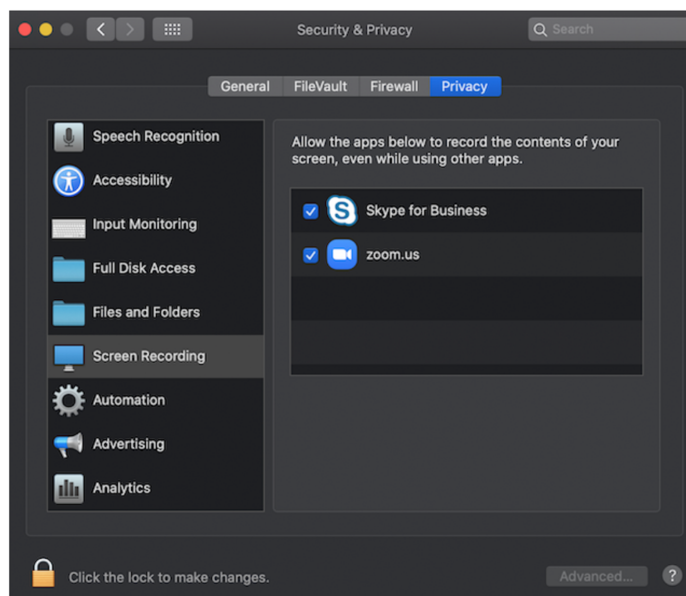


- Live on Workplace by Facebook: Share your meeting or webinar on Workplace by Facebook. Learn more about live-streaming a webinar. Learn more about live-streaming a meeting.
- Optimize Share for Full-screen Video Clip: Start optimizing for a video clip in full screen mode.  
Note: Do not enable this 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.

## 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 > Screen Recording. Check the option for zoom.us. Learn more.



# Video Layout Options While Screen Sharing

## Overview

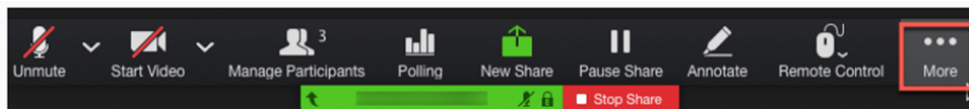
While screen sharing from a Mac or Windows device, video of the other participants will move to an adjustable video panel. If you are looking for video layouts, as a participant viewing a screen share, please see How Do I Change the Video Layout.

### Prerequisites

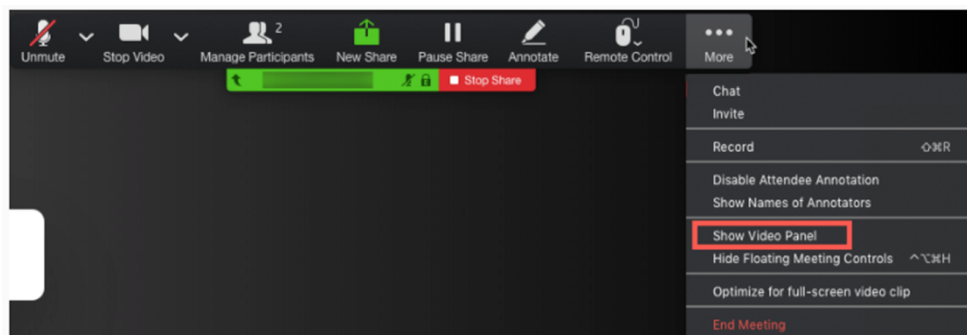
- Zoom Client for Mac or Windows
- For the adjustable Gallery View Grid Panel- Windows Client 4.5.3261.0825

## Showing the Video Panel

1. Start a Meeting and a Screen Share
2. The Participant Video Panel will show by default, but if you do not see it:
  1. Click More in the meeting controls.

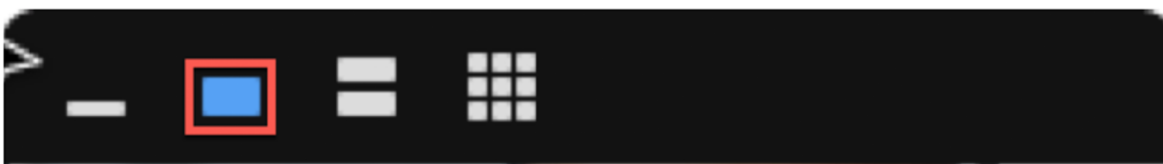


2. Click Show Video Panel.



## Active Speaker View

To view Participant's video as a large Active Speaker panel, click the Active Speaker Panel icon.



## Gallery View Strip

To view participants in Gallery View, click the Film Strip icon at the top of the panel.



Note: By default the participants will be viewed in a vertical film strip, however if you drag the video panel to the top or bottom of your screen, they will be shown in a horizontal strip instead.

## Gallery View Grid

For the Grid option to show, there needs to be at least 6 participants in the meeting (1 person sharing and at least 5 viewers).

To view the participants in an adjustable Grid, click the Grid icon.

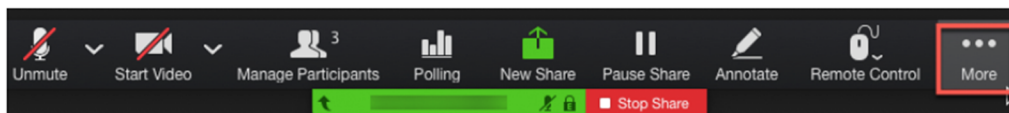


Note: In the grid version of Gallery View, you view up to 25 or 49 participants' videos, depending on your Zoom client settings and computer specifications. For more information please see Display Participants in Gallery View.

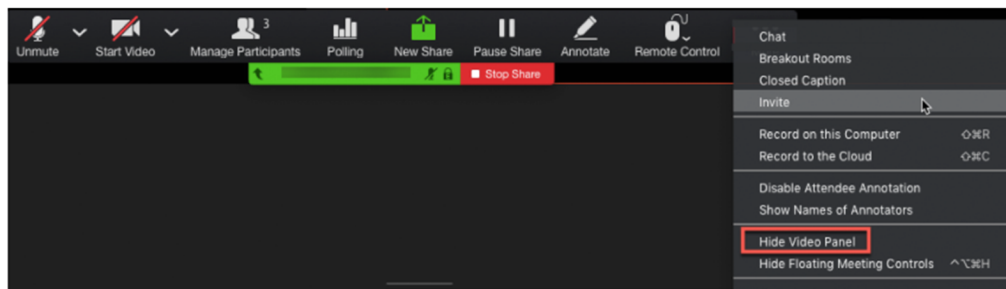
## Hide Video Panel

The video panel can be hidden completely during the meeting as well.

1. Click More in the Meeting Controls.



2. Click Hide Video Panel.



# How Do I Start A Screen Share Meeting?

## Start a Screen Share Meeting:

If you would like to start an instant meeting for screen share (no video) or an audio-only meeting, you can do so by selecting the "Start with no video" at the Home tab.

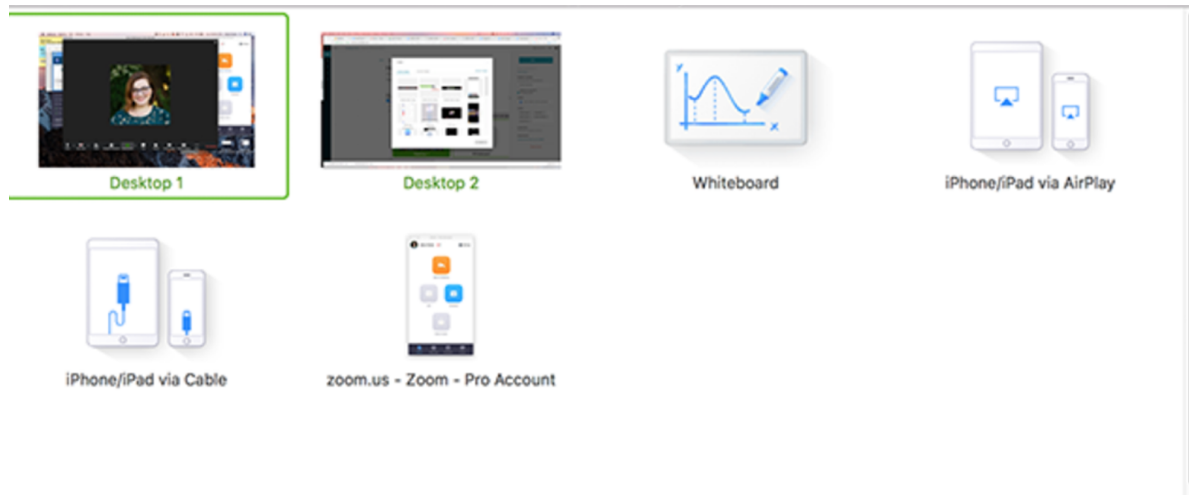
After selecting "Start without Video" your meeting will start.

- Audio Conference: Meet with no video or content sharing(audio only).
- Share Screen: Share content with audio only(video is off)
- Invite Others: Send invitations for others to join your meeting.

Note: Video is not automatically turned on during a screen share meeting. You will need to "Start" your video/camera during the meeting.

## Select a window, desktop or iPad/iPhone:

Once you click on share screen, you will be prompted to select the desktop, a specific window or an iPhone/iPad app to share.



## Switching Windows during Screen Sharing:

During screen sharing, you can switch between different Windows or Desktop by moving your mouse/pointer to the top of the meeting window. Select - "New Share"

[add screen shot]

Other options during screen sharing includes- mouse/keyboard control, annotate, record, mute, chat, etc.

To end your screen share meeting simply select "Stop Share."

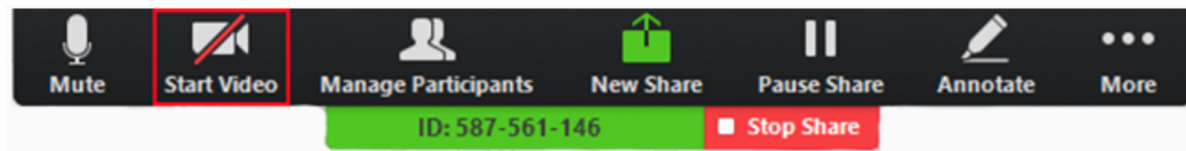
## Leave meeting or End Meeting For All:

You can choose to -

- Leave meeting - Leave the meeting but, leave the meeting open and running.
- End the meeting for all - As the "Host" you can choose to End the meeting.

## Start Video:

To start your video during your screen share meeting, select the "Video icon" in your meeting menu.



Note: If you started your video during your screen share. When you click "Stop Share" your meeting will return to the "Video Meeting" mode.

## Video Layouts:

There are 4 video layouts for single-monitor. Click here to learn more.

- Window View
- Full Screen View
- Gallery View
- Mini View

For "dual-monitor setup", you can view your screen share presentation on one monitor and the participant(s) video on the second monitor

## Video Layout during Screen Sharing:

There are 3 layouts if you enabled video during screen-sharing

- Minimized View - shows who's talking
- Active Speaker - shows active speaker (Click and drag bottom-right corner to resize)
- All Speakers - shows all speakers (4 at a time) with up and down scrolling

Note: You can move the drag and move the window layout at any time.

## Fit to window:

When you are viewing a shared screen, it is in original size for optimal quality. You can click on "fit to window" during screen sharing to change the layout. Original size will maintain the original quality. Fit to window can reduce the viewing quality for the shared screen.

There is also an option to set "fit to window" as default.

## Switching Windows During Screen Sharing

If you would like to switch windows such as Powerpoint to a browser during screen sharing, please share your desktop during screen sharing.

- If you share a window, the screen sharing will only show that window.
- If you share a desktop, you can switch between windows and applications.

## Request or Give Remote Control

### Overview

The remote control feature allows you to take control of another participant's screen in a meeting. You can either request remote control of another participant's screen or the other participant can give control to you.

If you need admin functionality such as the ability to restart another participant's computer, see Remote Support Session.

Note: For Mac OSX, you will need to give Zoom access in the Accessibility tab in the Privacy and Security preferences of your Mac.

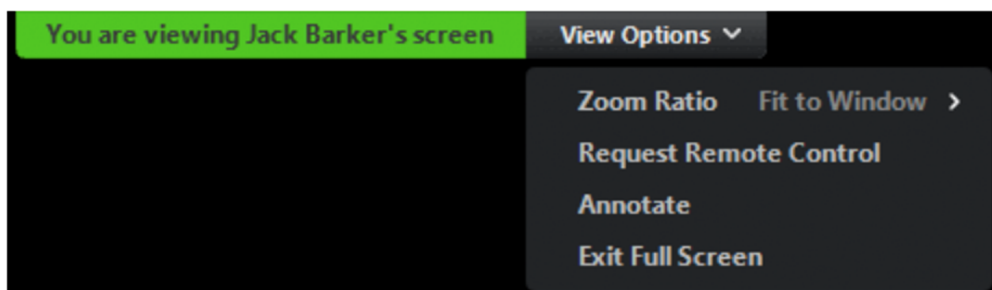
### Prerequisites

- Zoom Desktop Client for Windows, Mac, or Linux
- iPad with Zoom Mobile App
- For use in webinars, must be the host, co-host, or panelist

### Requesting Remote Control

You can request remote control from the host or participant who is sharing their screen.

1. While viewing another participant's screen share, click the View Options dropdown menu located at the top of your in-meeting window.



2. Select Request Remote Control, then click Request to confirm. The host or participant will get a notification asking if they want to allow you to control their screen.

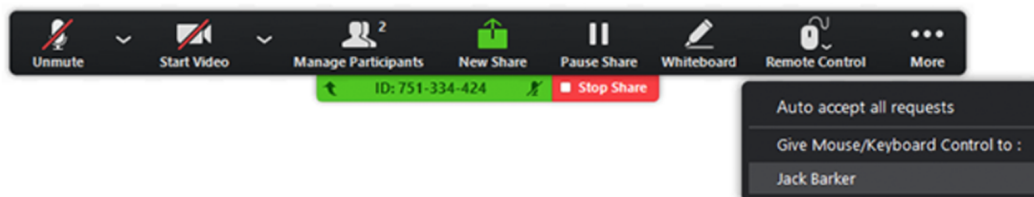


3. Click inside the screen share to start controlling the participant's screen.
4. To stop remote control, click the View Options dropdown and select Give Up Remote Control.

## Giving Remote Control

While screen sharing, you can give remote control to another participant who is in the meeting. If the participant is on iOS or Android, they can remote control your screen using their mobile device.

1. While screen sharing, click Remote Control and select the participant you want to give control to.



The participant can click anywhere on their screen to start control.

2. To regain control, click anywhere on your screen. The other user can still restart remote control by clicking on their screen.

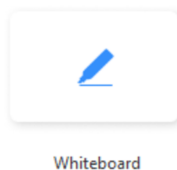
Tip: You can also click Stop Share to regain control and not allow the other participant to start remote control again.

## Sharing a whiteboard

1. Click the Share Screen button located in your meeting tool bar.



2. Click Whiteboard.



3. Click Share.
4. The annotation tools will appear automatically, but you can press the Whiteboard option in the meeting controls to show and hide them.
5. Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.



Note: Only the participant or host that started sharing the whiteboard has access to create and switch pages.

6. When you are done, click Stop Share.



## Multiple whiteboards in a meeting

If you have simultaneous screen sharing on, multiple participants will be able to share a whiteboard at once. However, to see two whiteboards at once, or your own whiteboard and another participant's, you will need to have dual monitors enabled.