Zoom

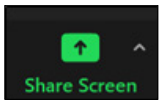
Sharing Your Screen or Content

Quick Reference Guide

Administrative Office of
the Courts
1001 Vandalay Drive
Frankfort, KY 40601
(502) 782-8699

Sharing Your Screen

1. Click Share Screen on the meeting controls toolbar.

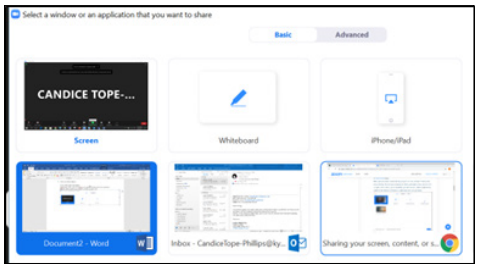


   Note: Only the host or co-host have rights to share their screen. If you are a participant, ask the host or co-host for permission when you need to share your screen.

2. Select one of the screen share options:
   a. Screen: Shares your entire desktop.

      Note: Anything displayed on your screen will be displayed to the participants in the meeting.

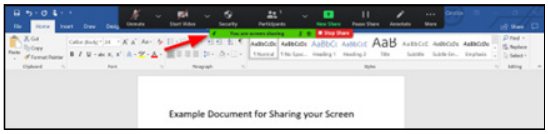
   b. Windows: Shares an individual application that is opened on your computer.



3. Optional features:
   a. Share Computer Sound: Check this option if you will be sharing a video clip with sound. This will project the sound to all devices in the meeting.
   b. Optimize for full screen video clip: Check this only if you will be sharing a video clip in full screen mode, otherwise the video may be blurry.



4. Click Share.
5. When you begin sharing your screen, the meeting controls toolbar will move to the top of your screen. Click the arrow next to You are screen sharing to dock meeting controls to bottom.



   Note: You can share your screen in a breakout room, but it will only be visible to those participants in the breakout room who are using the Zoom application.

6. Click Stop Share, on the meeting controls toolbar when you are finished sharing your screen.



For additional information, please contact Support Services at (502) 782-8699, ext. 50109.