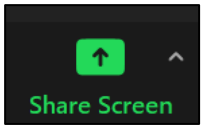
Zoom
Sharing Your Screen & Content
Quick Reference Guide

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

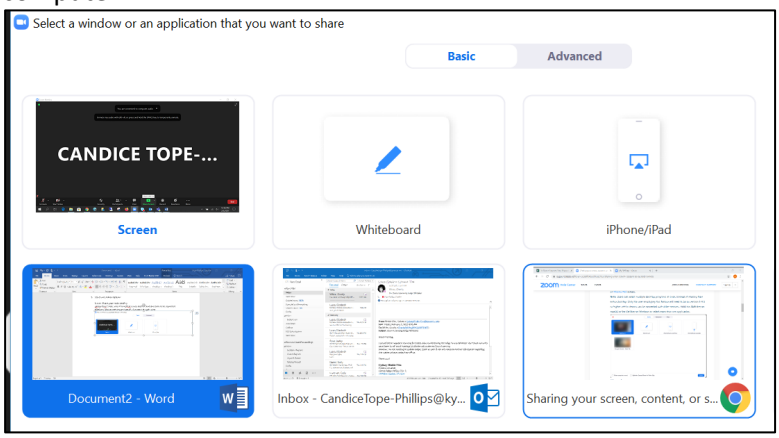
Legend: Look for ***Helpful Hints*** | Click=Select w/ Mouse or Touch Pad | Bold Text = **Action** | Italicized Text = Object of Action | Bracketed Text<> = button or link | Single Quotes = Description

Step	Objective	Action
1	**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 cohost for permission when you need to share your screen.

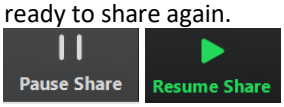
2. **Select** one of the screen share options:
   a. **Screen:** Shares your entire desktop
      Note: Anything displayed on your screen will be displayed to the participants in the meeting.
   b. **Windows**: Shares an individual application that is opened on your computer.



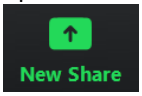
3. Optional features:
   a. **Share Computer Sound: Check** this option if you will be sharing a video clip with sound. This will project the sound to all devices in the meeting.
   b. **Optimize for full screen video clip: Check** this only if you will be sharing a video clip in full screen mode, otherwise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

4. **Click** <Share>.

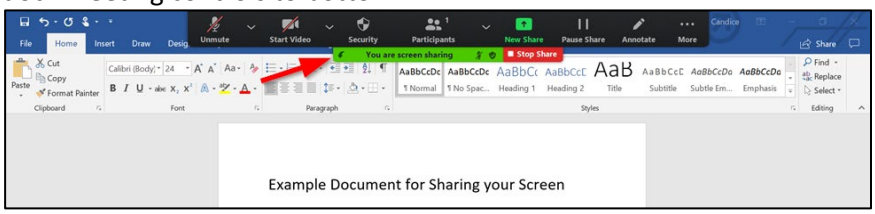
Helpful Hints: You can **click** <Pause Share> to take a break or prepare other materials, then **click** <*Resume Share*> when ready to share again.



Click <*New Share*> if you want to share a new piece of content, then **select** the content from the sharing options.



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.