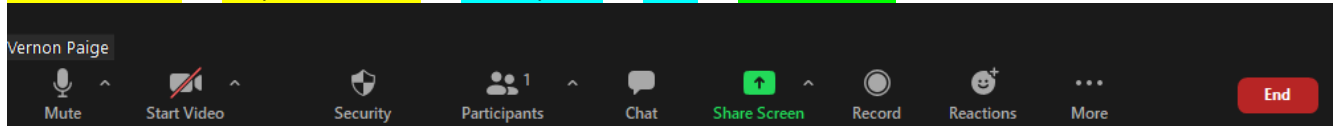


Share Screen in a Zoom meeting

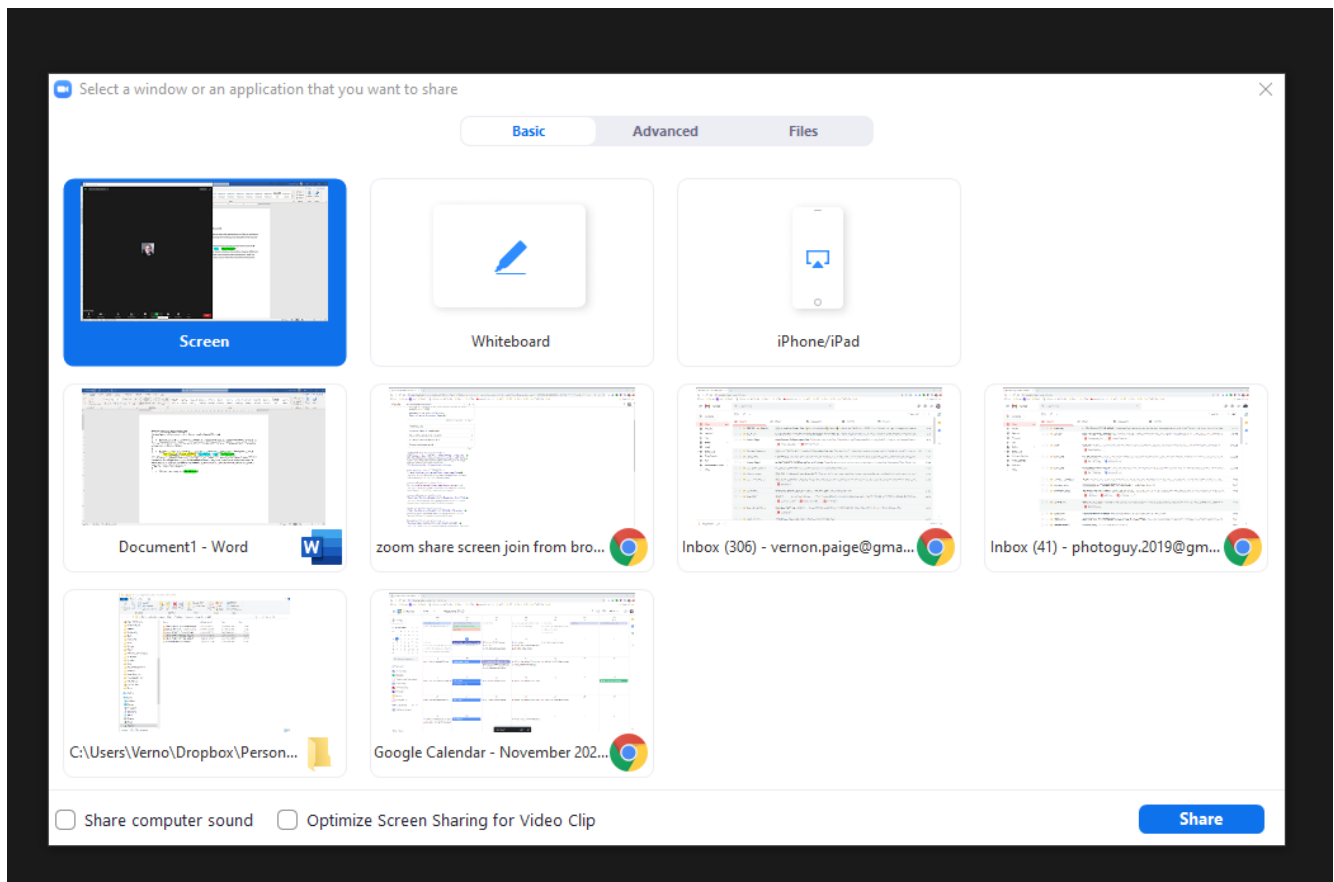
(using a Windows 10 computer, other devices may be slightly different)

1. Before you start Zoom or join the meeting It is a good idea to open the applications or files or windows that you intend to share. It's not necessary, you can open them during the meeting, but doing this first may be a little easier or less confusing.
2. Be sure you know where your "Zoom controls" are, and the functions of these important controls: **Mute/Unmute**, **Stop/Start Video**, **Participants**, **Chat**, **Share Screen**

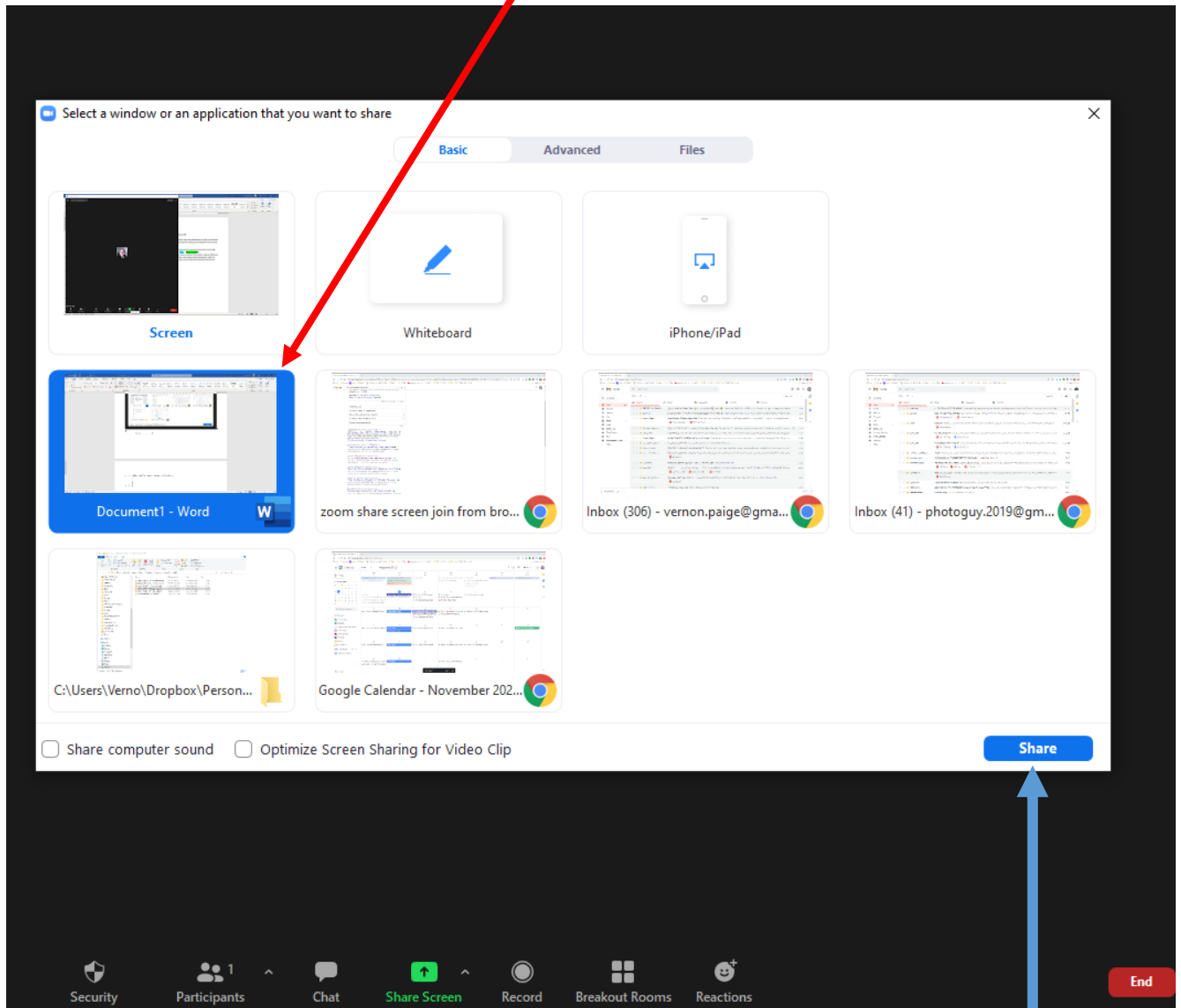


On a Windows 10 computer they should be at the bottom of your Zoom window, the location may be different on other devices. Depending on your device and your Zoom Settings, the controls may sometimes "hide" to reduce clutter on your screen; they should reappear if you move your cursor into the area where they were originally, or if you click in that area.

3. When you are ready, click **Share Screen**. If you don't see the screen below, the meeting Host or Co-Host may have to "give you permission" first then you can try again.



4. Click to select the window that you wish to share.



Then click **THIS** **Share** button

5. While sharing, your Zoom controls will probably move to the **TOP** of your screen, with 4 new controls.

