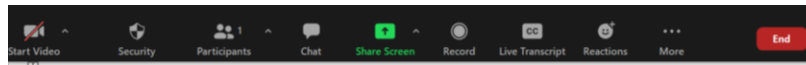




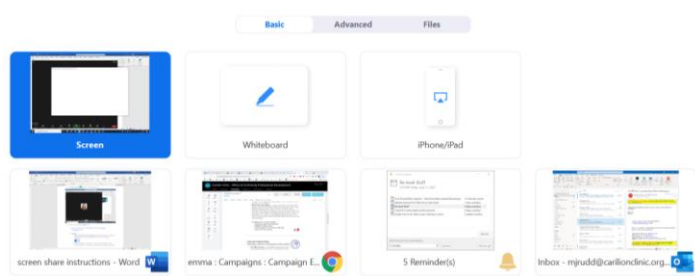
## Screen Sharing in Zoom

### Single Monitor

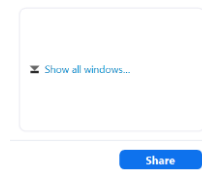
1. Click **Share Screen**  located in your meeting controls.



2. Select what you would like to share: entire **desktop**, specific **application window** (i.e. PowerPoint\*), **whiteboard** or **iPhone/iPad** screen.

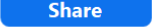


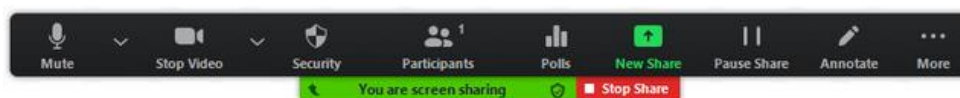
\* **To view PowerPoint presenter notes, make sure to share PowerPoint application NOT screen** - Open the PowerPoint file you wish to share before selecting your sharing selection, if your PowerPoint does not appear in the list of open applications click "Show all windows.."



3. If your presentation has audio/video files embedded select "Share Sound"



4. Click **Share**   
When the sharing process is started, you will see a notification banner stating **Participants can now see your shared screen**, or whatever you have chosen to share.
5. When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.



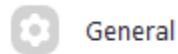


## Dual Monitors (view PowerPoint on one monitor while viewing presenter's notes on another)

1. Enable the dual monitors feature:
  - a. Sign in to the Zoom Client.
  - b. Click your profile picture then click **Settings**.

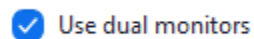



- c. Click the **General** tab.

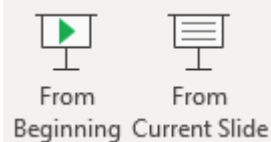


- d. Navigate to the **Use dual monitors** option and verify that the setting is enabled.

### Content Sharing

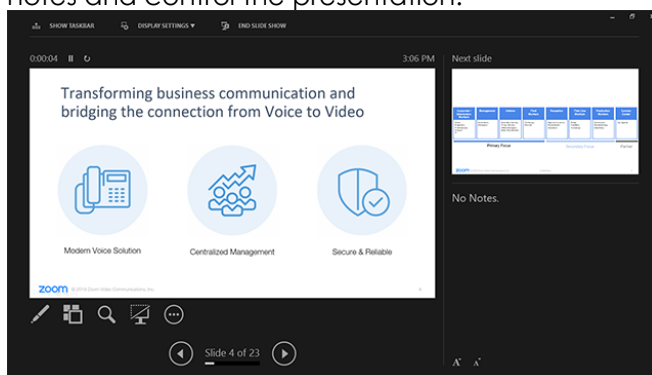


2. Open the PowerPoint file you want to present.
3. Click **Share Screen**  in the meeting controls.
4. Select your primary monitor then click **Share**. If you are not sure which monitor is your primary, select the one that PowerPoint opens in.
5. While sharing your screen, switch PowerPoint to slide show mode by clicking the **Slide Show** tab > **From Beginning** or **From Current Slide**.



If you correctly shared your primary monitor, participants **will** see the PowerPoint in slides show view. The green border indicates the monitor you are currently sharing.

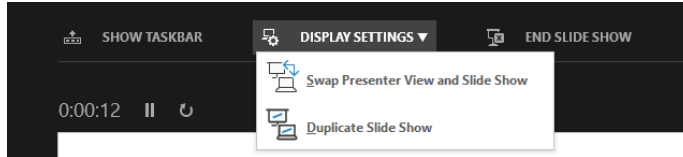
6. The presenter's view will appear on your secondary monitor. Use this to view your slide notes and control the presentation.



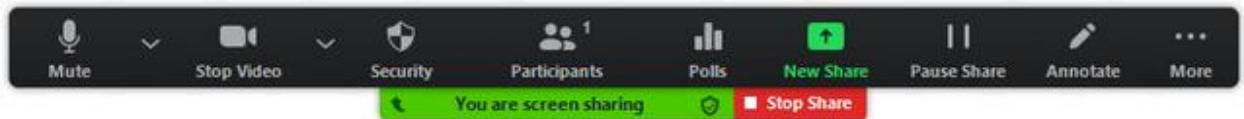


**If you are NOT sharing the correct monitor:**

Click **Display Settings** then **Swap Presenter View and Slide Show**. PowerPoint will switch the monitor that is used for slide show view.



Or click **New Share** on your screen share controls and select the screen showing the PowerPoint in slide show view.



**For more Zoom screen sharing information:**

- <https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen-content-or-second-camera>
- [https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation#h\\_5d209211-d4f6-4d5e-8182-94f3d213f856](https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation#h_5d209211-d4f6-4d5e-8182-94f3d213f856)