

Zoom Screen Share Tutorial

Last update: March 4, 2021

The Zoom video conferencing platform allows users to “share” their screen with other people in their meeting. Permissions for this option are given by the meeting host, and in most meetings, this is restricted to only the host and co-hosts. If you need to share your screen in a meeting and find that the option is locked, chat message the host in order to be granted permission.

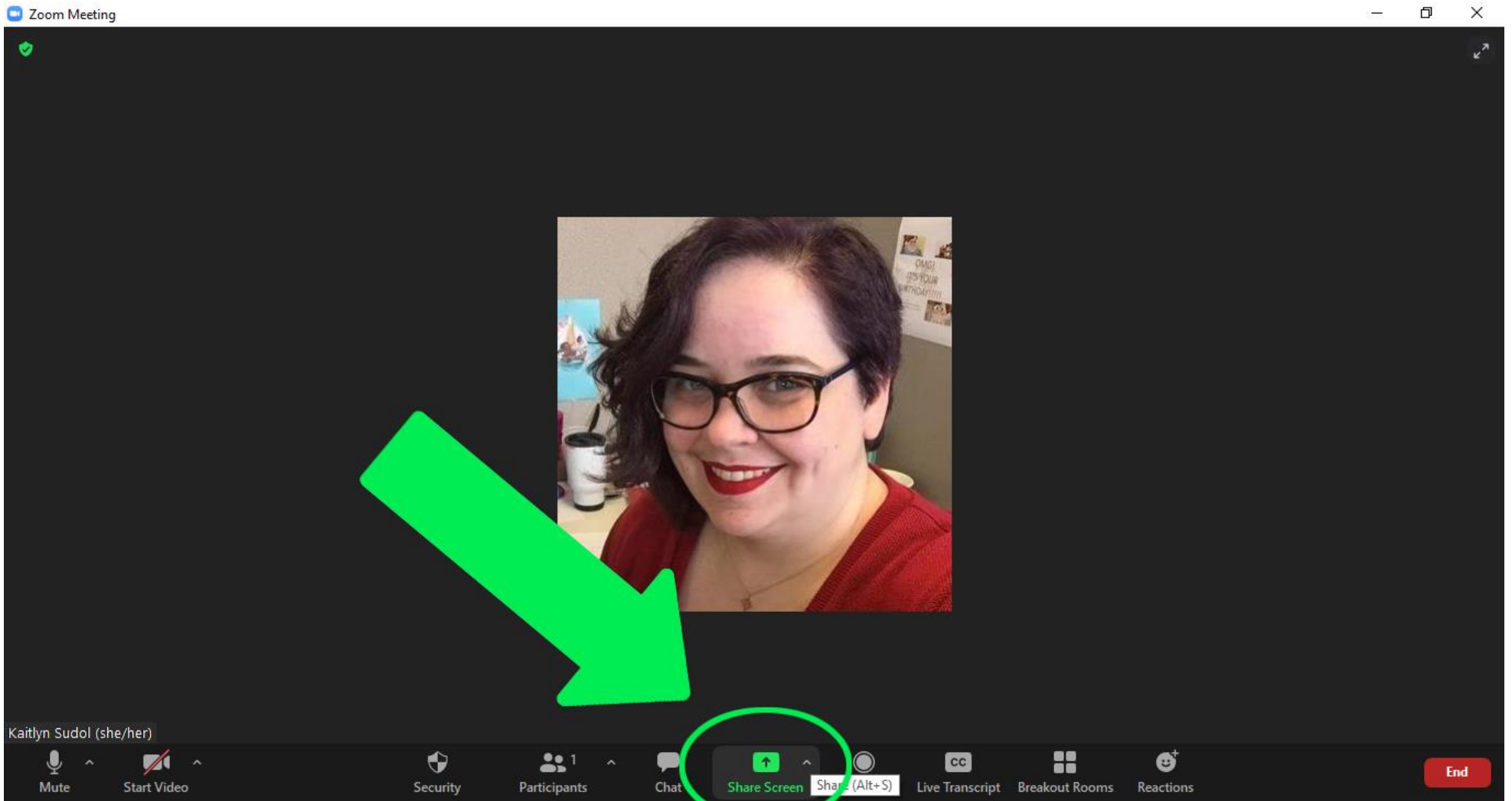
There are two types of screen sharing: sharing your whole screen in real time, and sharing just one document or window.

If you share your whole screen by clicking “Screen” from the “Share Screen” menu, other people in the meeting will watch as you work on your device in real time: they will see everything you see on your screen and everything you do. For example, if you get a new email and a notification pops up, they will see the notification. If you minimize your document and open your email for a moment, they will also see your email.

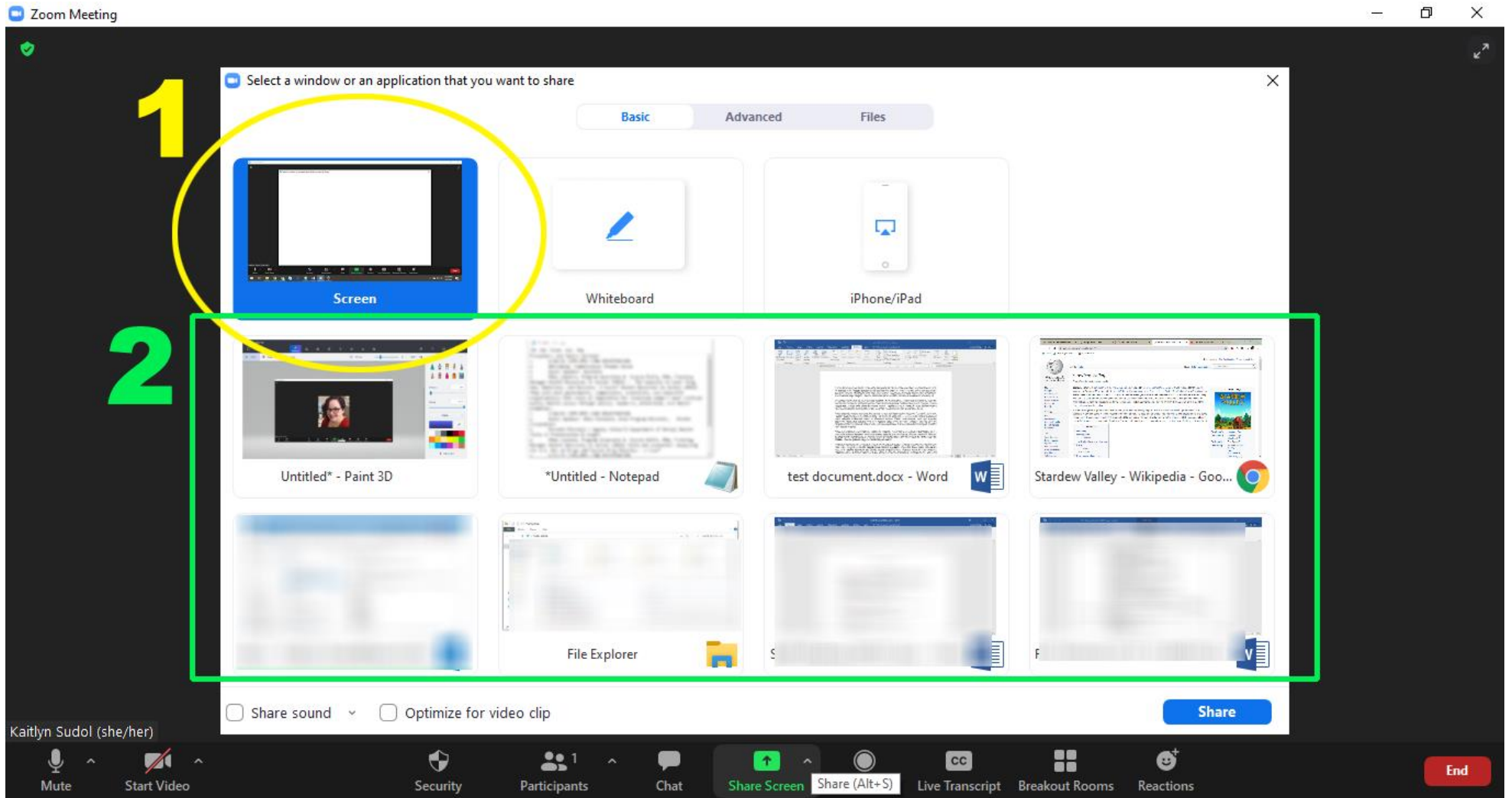
If you share just one document or window by clicking on that document in the “Share Screen” menu, that will be all the other meeting attendees will see for the duration of your share. If you minimize the document and open a new document, the meeting will continue viewing the first document. If you get an IM or open your email, the attendees will not see that, they will continue to see the first document.

It should be noted that **you cannot share your Zoom windows through “Share Screen.”**

The following pages will walk you through how to share a document, how to change the size of the text when you’re sharing the screen, and how to share a video.

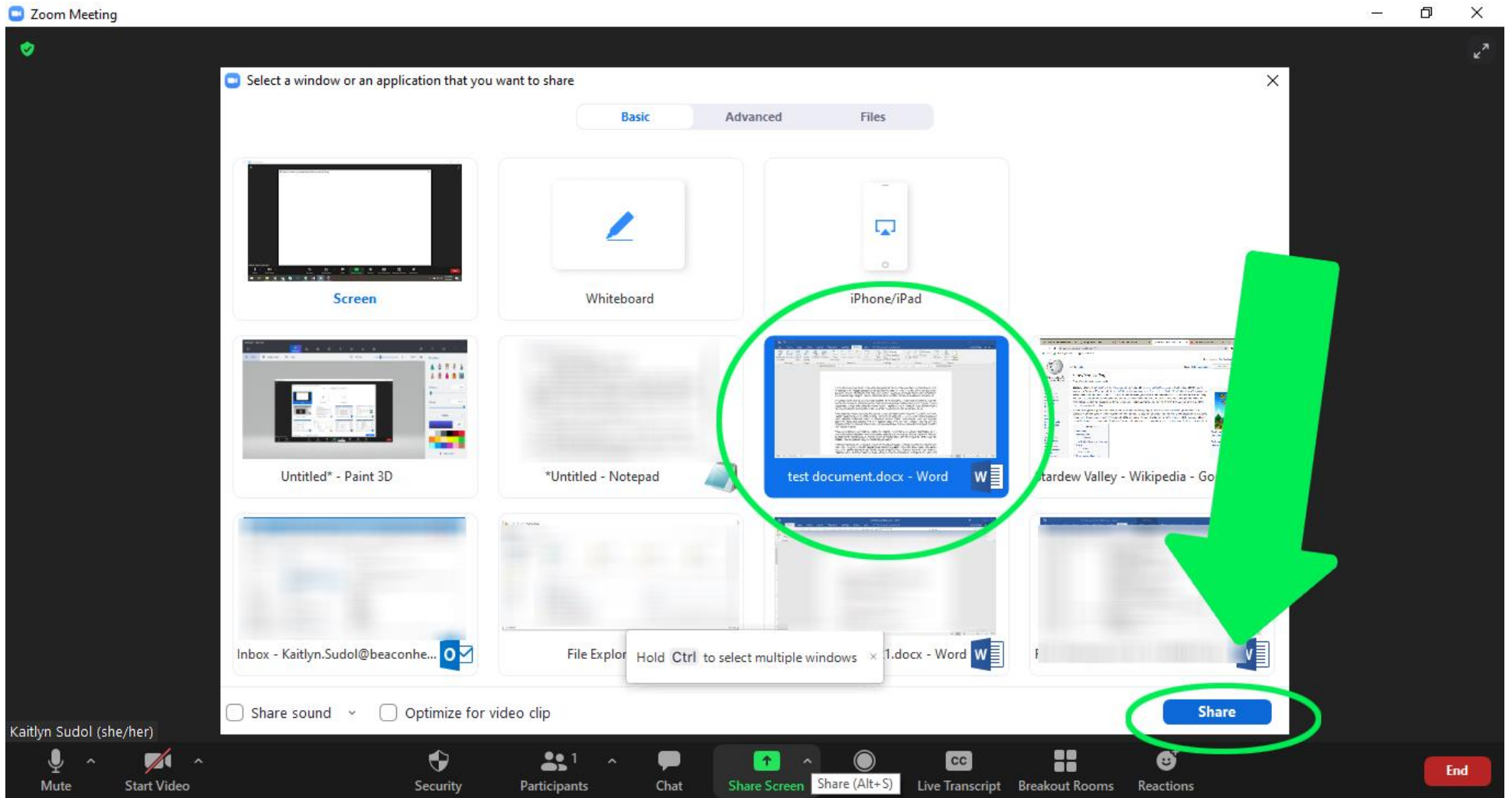


To start, click the green “Share Screen” button in the middle of the Zoom tool bar. If you don’t see the Zoom tool bar, move your mouse to the bottom of the window and it will pop up.

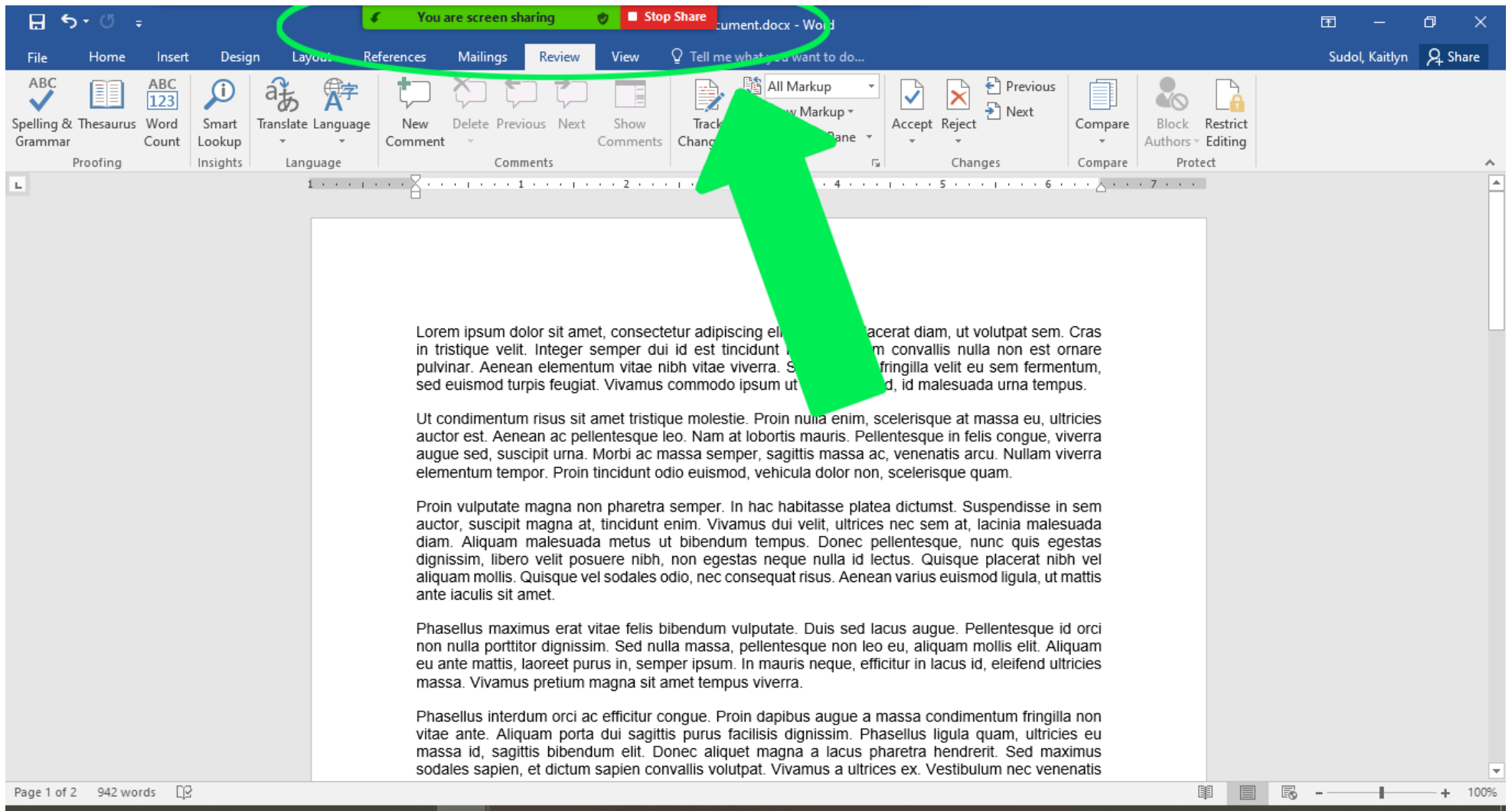


If you want to share **your whole screen** click the first button that says “Screen,” circled in yellow here and noted with **1**. As noted above, if you share your whole screen, meeting attendees will see everything you do on your computer as you do it in real time.

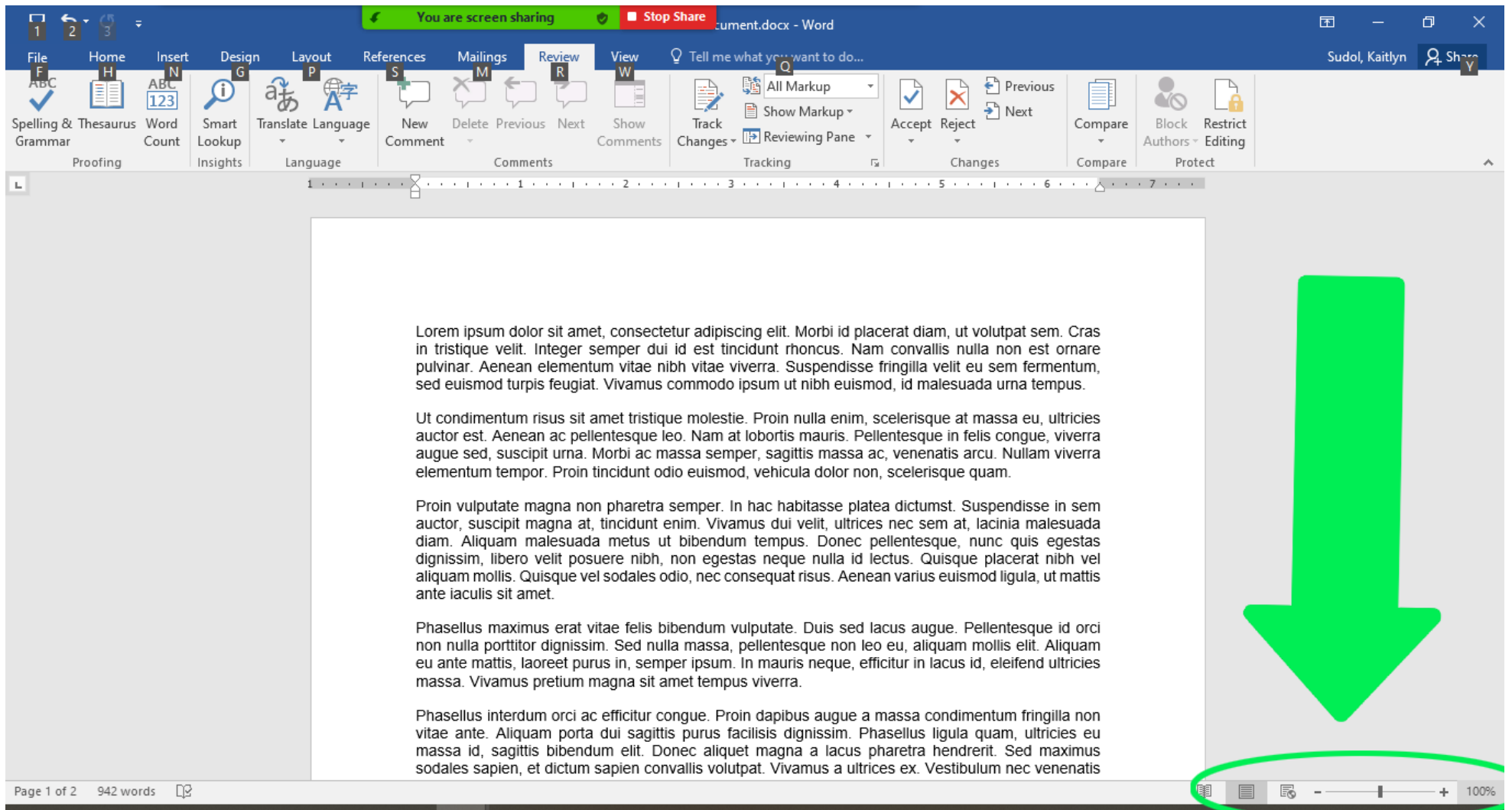
In the green box above labelled **2**, thumbnails of all your open windows and their file names will appear. If you want to share **one document or window**, click the document or window you would like to share.



Once you have selected the document or window you would like to share, the box around it will turn blue to show it's selected. You can then hit the "share" button on the bottom right, indicated by the green arrow above.



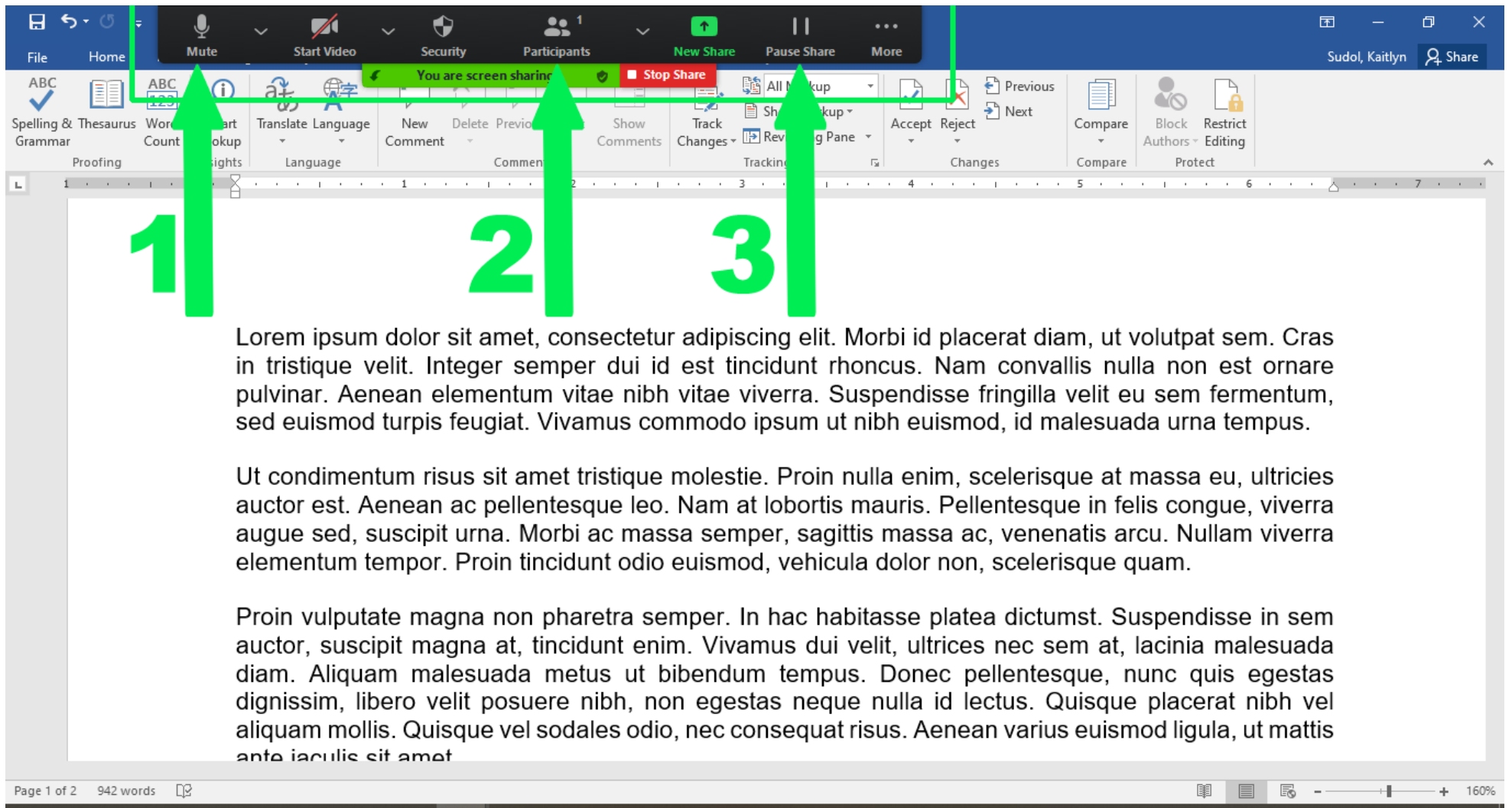
For the entire time you are sharing your screen, there will be a green bar at the top of the screen indicating as such, along with a red button that will stop your screen sharing. **Reminder:** If you minimize this document/window or open an alternate document/window, **the meeting attendees will continue to view this first document.**



If you are sharing a document on Microsoft Word, Microsoft Excel, or most other Microsoft programs and the text is too small for your meeting attendees to read, you can zoom in on the text. The zoom function is located on the bottom right of the screen, as indicated above by the green arrow.

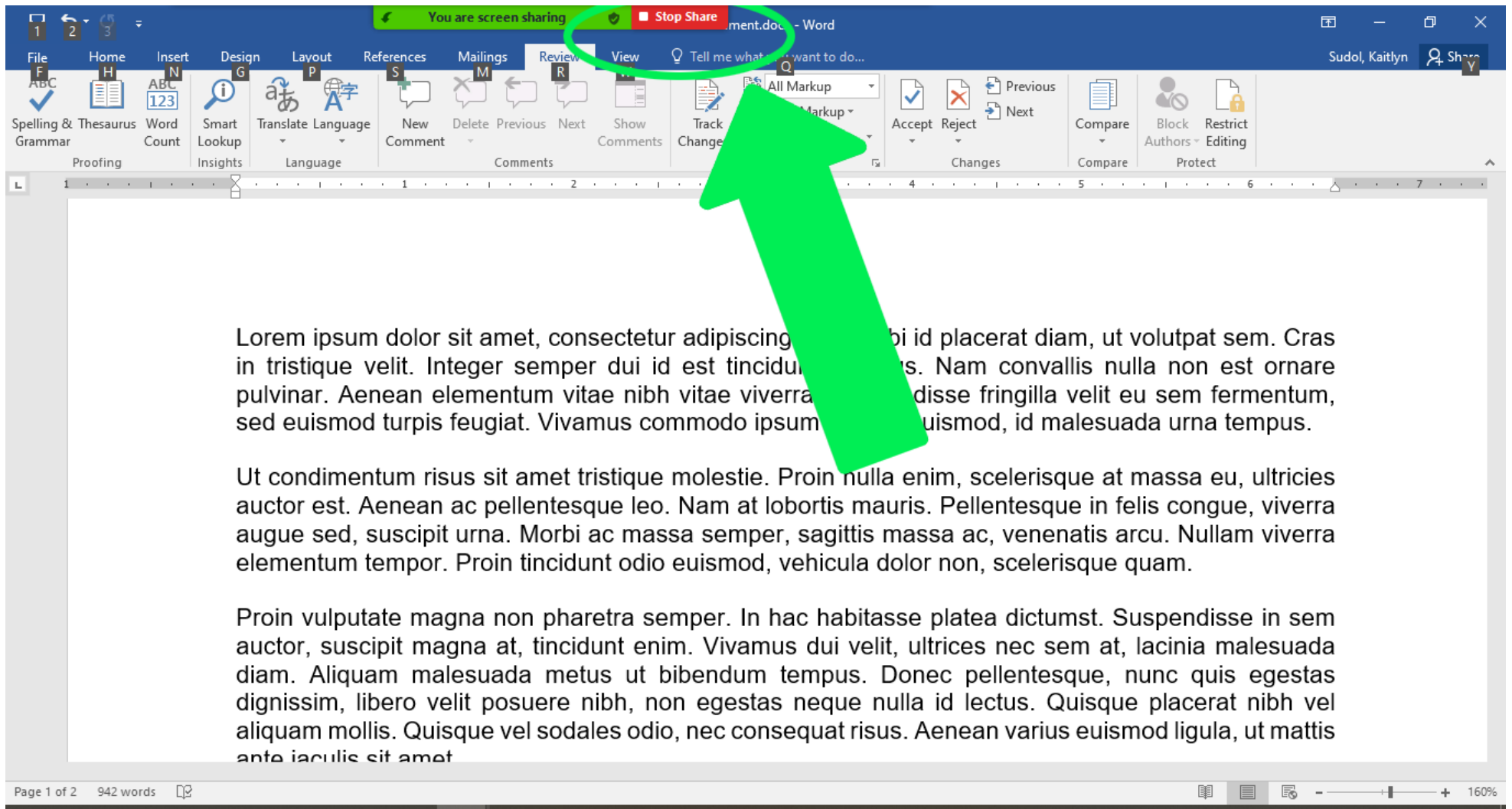
The image shows a screenshot of the Microsoft Word application window. The title bar at the top indicates the document is named "document.docx - Word" and is currently in "Review" mode. The ribbon is set to the "Review" tab, which includes groups for "Comments", "Tracking", "Changes", "Compare", and "Protect". The main content area contains three paragraphs of placeholder text (Lorem ipsum). A large green arrow points from the right side of the screen towards the zoom bar at the bottom right. The zoom bar shows the current zoom level is 160%, with minus and plus buttons for adjusting the zoom. The status bar at the bottom left indicates "Page 1 of 2" and "942 words".

By hitting the “+” and “-” buttons in the zoom bar (indicated by the green arrow above), you can increase or decrease the size of the text.



If you would like to access the Zoom program tools while you are screen sharing, hover your mouse over the green bar that says “You are screen sharing.” As shown above, this will pop out the Zoom tool bar that you normally see at the bottom of the screen when you are in the meeting. All of the commands should be available to you here. Notably:

1. Mute, if you need to mute your microphone while sharing
2. Participants, if you need to mute someone else or see who is currently in the meeting
3. Pause Share, if you would like to temporarily stop sharing



Once you are finished sharing your screen, hit the red “Stop Share” button at the top of the screen, as indicated above by the arrow.

The image shows a web browser window with several tabs. The active tab is 'Stardew Valley - Wikipedia'. The address bar shows the URL 'en.wikipedia.org/wiki/Stardew_Valley'. A green arrow points to the three-dot menu icon in the top right corner of the address bar. The main content area displays the Wikipedia article for 'Stardew Valley', including a table of contents and a metadata table.

Article [Talk](#) [Read](#) [Edit](#) [View history](#)

Stardew Valley

From Wikipedia, the free encyclopedia

Stardew Valley is a simulation role-playing video game developed by Eric "ConcernedApe" Barone. It was released for Microsoft Windows in February 2016, and later for macOS, Linux, PlayStation 4, Xbox One, Nintendo Switch, PlayStation Vita, iOS, and Android. Players take the role of a character who takes over their deceased grandfather's dilapidated farm in a place known as Stardew Valley. The game is open-ended, allowing players to take on activities such as growing crops, raising livestock, crafting goods, mining for ores, selling produce, and socializing with the townspeople, including marriage and having children. It also allows up to three other players to play together online.

Barone developed the game by himself over four years. He was heavily inspired by the *Harvest Moon* video game series, with additions to address some of the shortcomings of those games. He used it as an exercise to improve his own programming and game design skills. British studio *Chucklefish* approached Barone midway through development with the offer to publish the game, allowing him to focus more on completing it. *Stardew Valley* was both a critical and commercial success, selling over 10 million copies by 2020.

Contents [hide]
1 Gameplay
2 Development
2.1 Release
2.2 Chucklefish's involvement
3 Reception
3.1 Sales
3.2 Awards
4 Board game adaptation

Developer(s)	ConcernedApe
Publisher(s)	ConcernedApe Chucklefish ^[a]
Designer(s)	Eric Barone ^[b]
Platform(s)	Microsoft Windows macOS Linux PlayStation 4 Xbox One

You may also find yourself sharing content on your web browser. In order to increase the size of the text on Google Chrome, you can access the zoom tool by clicking the three dots at the far end of the address bar, as indicated above by the green arrow.

The image shows a web browser window with the Wikipedia page for "Stardew Valley" open. The browser's address bar shows "en.wikipedia.org/wiki/Stardew_Valley". The page content includes the Wikipedia logo, a navigation menu, and the main article text. The Chrome menu is open, and the zoom controls are circled in green. The zoom controls show a slider set to 100% and a button to toggle full screen.

Wikipedia: The Free Encyclopedia

Article Talk

Stardew Valley

From Wikipedia, the free encyclopedia

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The Chrome menu will drop down when you click those three buttons. About halfway down the menu, as circled in green above, are the zoom tools.

Inbox (5) - fourteenacross@gm x fangirl island You are screen sharing Stop Share x W Stardew Valley - Wikipedia x Detective Jigsaw - MBMBAM A x

en.wikipedia.org/wiki/Stardew_Valley

Apps How to give public... Citrix Receiver

Not logged in Talk Cont

Article Talk Read Edit View history

Stardew Valley

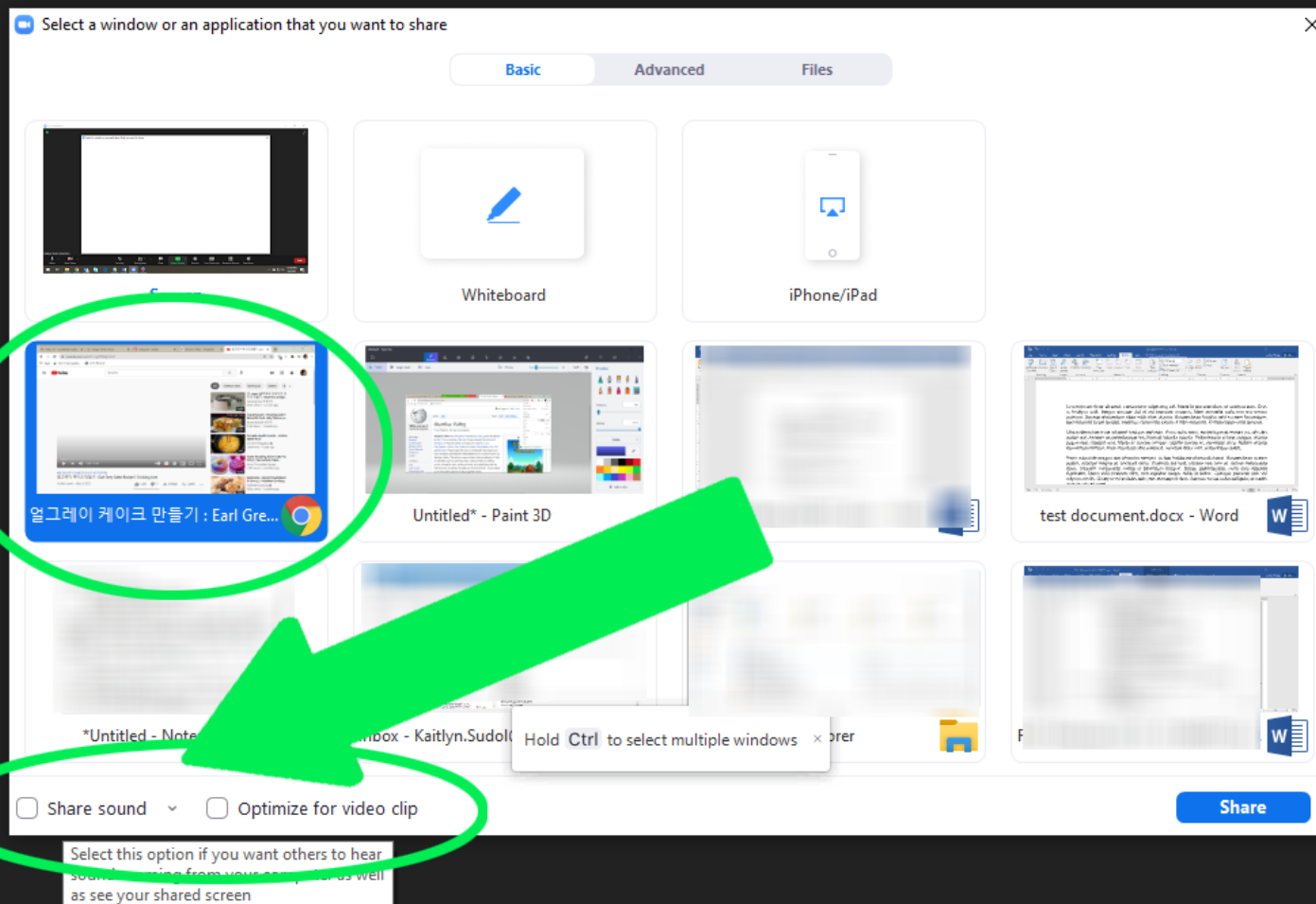
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By clicking the “+” and “-” you can increase and decrease the size of the text. On most websites, the entire page will realign and enlarge, including any pictures or videos.



Kaitlyn Sudol (she/her)

If you would like to share a video, you need to fix the settings in order to allow your meeting attendees to hear the video's sound. If you don't do this, they will continue to hear your voice through the microphone, but will not hear any sound from the video you are displaying.

Once you have selected the window that your video is in, look to the bottom left side of the screen, as indicated by the arrow above. Make sure you have clicked the boxes for "Share sound" and "Optimize for video clip."

Select a window or an application that you want to share

Basic Advanced Files

Screen Whiteboard iPhone/iPad

얼그레이 케이크 만들기 : Earl Gre... Chrome

Untitled* - Paint 3D

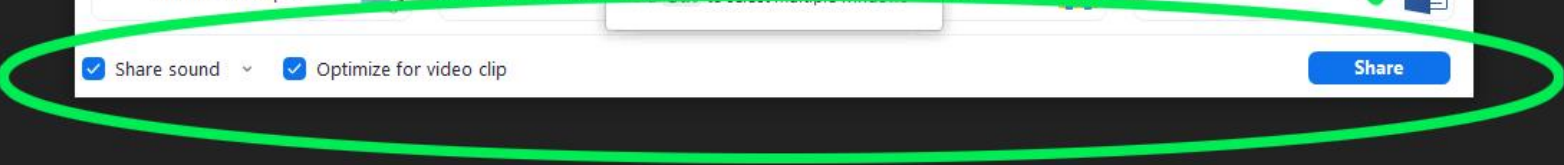
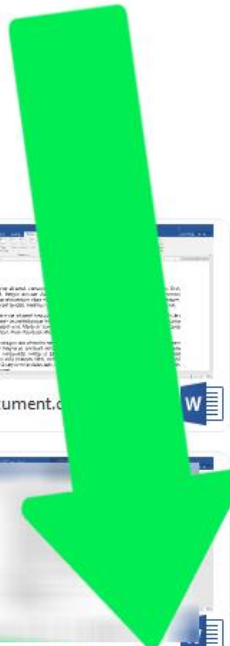
test document.docx Word

*Untitled - Notepad

Inbox - Kaitlyn Sudol

Share sound Optimize for video clip

Share



Once you have clicked those two boxes, you can click the blue “Share” button on the bottom right corner of the screen.

The image shows a browser window with a YouTube video player. The video is titled "21 Layer! 블루베리 크레이프 케이크 만들기 : Blueberry Crepe Cake Recipe | Cooking tree" and has 956,562 views. The video player interface includes a search bar, a list of ingredients for the Blueberry Crepe Cake, and a video player with a progress bar at 0:11 / 11:59. A green arrow points to the "Full screen (f)" button in the bottom right corner of the video player. The video player also shows a list of recommended videos on the right side, including "Cherry blossom Strawberry Ri...", "[SUB] Steamed Custard Buns :: Soft & fluffy :: Easy Recipe", "いちごのレアチーズケーキの作り方 No-Bake Strawberry...", "Grapefruit revived with cake", and "촉촉한 우유 크림이 듬뿍~ 우유 마카롱 만들기 : Milk Macaron...".

Ingredient

Blueberry Crepe Cake

- 150g Blueberry 블루베리
- 30g Sugar 설탕
- 7g Lemon juice 레몬즙
- 4 Eggs 달걀
- 40g Sugar 설탕
- 1g Salt 소금
- 3g Vanilla extract 바닐라익스트랙
- 200g Cake flour 박력분
- 500g Milk 우유
- 50g Blueberry puree 블루베리푸레
- 70g Melted unsalted butter 녹인 무염버터
- 200g Heavy cream 생크림
- 30g Sugar 설탕
- 250g Cream cheese 크림치즈
- 40g Blueberry puree 블루베리푸레

0:11 / 11:59

#크레이프케이크 #블루베리케이크 #블루베리크레이프

21 Layer! 블루베리 크레이프 케이크 만들기 : Blueberry Crepe Cake Recipe | Cooking tree

956,562 views · Jan 28, 2021

45K 189 SHARE SAVE ...

Full screen (f)

Crêpes Strawberry

Cherry blossom Strawberry Ri...
Cooking tree 쿠킹트리
1M views · 1 year ago
11:40

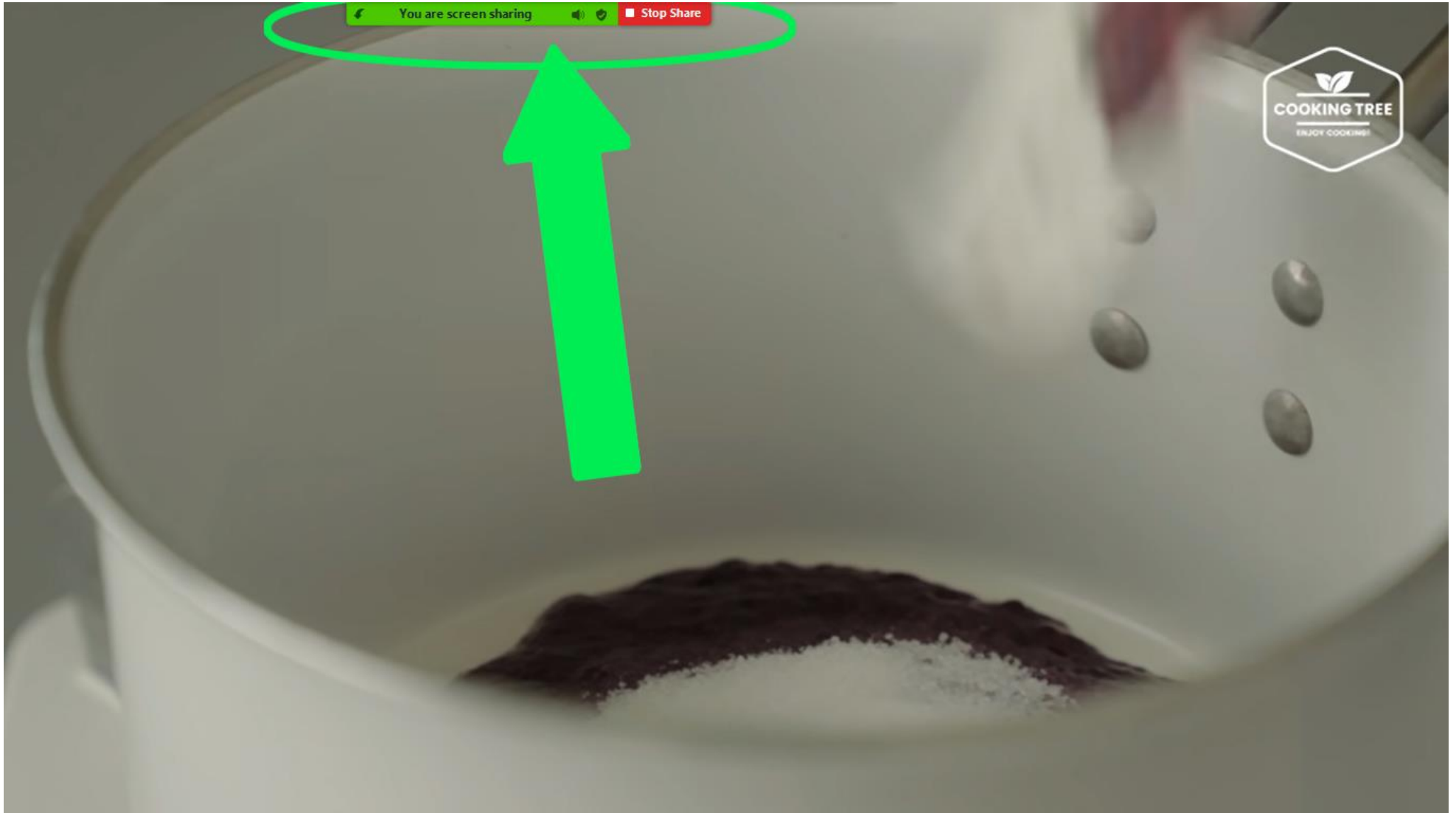
[SUB] Steamed Custard Buns :: Soft & fluffy :: Easy Recipe
매일맛나 delicious day
1.4M views · 3 months ago
7:41

いちごのレアチーズケーキの作り方 No-Bake Strawberry...
HidaMari Cooking
18M views · 11 months ago
11:51

"Grapefruit revived with cake"
조공드 Joconde's Baking
1M views · 1 month ago
13:40

촉촉한 우유 크림이 듬뿍~ 우유 마카롱 만들기 : Milk Macaron...
Cooking tree 쿠킹트리
872K views · 5 months ago
10:50

Once you've shared the video, you should put the video in "Full screen" mode. To do this, click the "expanding box" button. On YouTube, that button is in the bottom right corner, as indicated above. On other video sites, the location of the button may be different, but it should be visually similar.



Once you click to expand into full screen, you can still access the Zoom tool bar, which will remain at the top of the screen, even in full screen mode. You can also stop sharing in full screen by clicking the red “Stop Share” button.



To exit “Full screen” mode, you can either hit the “Esc” key on your keyboard or click the “Exit full screen” collapsing box button. This button is located on the bottom right corner on YouTube but will likely be somewhere else on some other video platforms. Again, it will look visually similar to the one indicated above by the green arrow.

The image shows a browser window with a YouTube video player. The video is titled "21 Layer! 블루베리 크레이프 케이크 만들기 : Blueberry Crepe Cake Recipe | Cooking tree" and has 956,562 views. A red button labeled "Stop Share" is circled in red in the top right corner of the video player. A large green arrow points from the bottom of the screen up to the "Stop Share" button. The browser's address bar shows the URL "youtube.com/watch?v=TPygun-JCsE". The video player interface includes a search bar, a video player with a whisk in a bowl, and a list of recommended videos on the right side.

And once you have left “Full screen” mode, you can stop sharing by clicking the red “Stop Share” button.