

Zoom Screen-Sharing and Audio Sharing

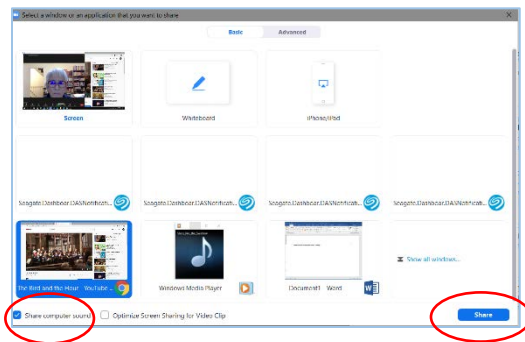
Before the session starts:

- Confirm with the meeting host that they have enabled participants to screenshare.
- Have open the item(s) that you plan to share. In applications like Word or Excel, you may wish to minimize the top toolbar for a cleaner look. If you need to zoom in on part of the document or image, do that in advance.
- If you plan to show a youtube video, open your browser and get to the video you want. Get to the end of any ads and then pause the video. Set the volume to maximum, decide on settings such as closed captions, and make the video full screen.

1. Click on Share Screen from the toolbar:



2. A window will open offering you all the applications that you have open.

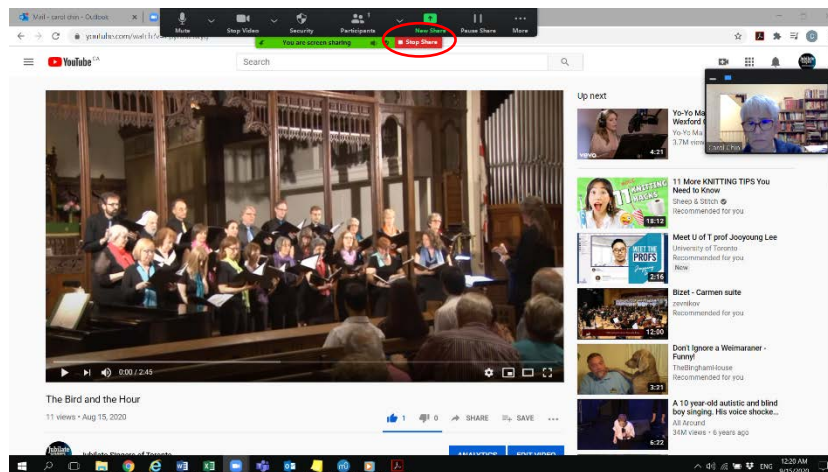


This is also where you find the whiteboard.

If you're sharing a document or spreadsheet, you can type and edit live.

If you need sound, be sure to click "Share computer sound." Then click Share.

3. Everyone now sees what you're seeing.

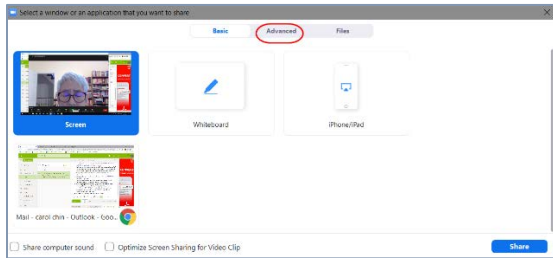


Depending on the settings, you may have a thumbnail of the zoom window here. If you clicked Optimize screen sharing for video clip, or if the host pre-set that setting, you will not have this little window.

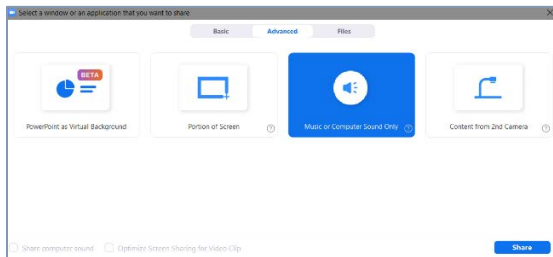
(If you didn't make the youtube fullscreen before sharing, go ahead and do that!)

4. To stop sharing, click the red button at the top. Don't make the mistake of just closing the browser or document, because everyone will still see whatever else is open on your computer.

5. To share audio only, click the Advanced tab:



6. Choose Music or Computer Sound only:



7. Everyone will now hear the sound from your computer. In this case, Zoom will not offer you a choice of the apps that are open, so I usually have my mp3 files handy on my desktop, clearly labelled so I can open them without a lot of delay.



The rest of my desktop, with icons for the mp3 files where I can see them.

Zoom window

Volume is controlled by whatever app you're using; changing your computer volume only affects what you hear, not what is being broadcast to the group. Similarly, wearing headphones or muting your own microphone does not affect the sound being broadcast, though either one may improve the sound you're broadcasting, because you're not transmitting the music twice: the computer sound and the sound in the room.

If you're sharing a recorded accompaniment for the group to sing along with, mute your microphone unless you want everyone to hear your voice. If you're playing audio clips as part of a presentation (for instance, to analyze a piece of music), you can leave your mic on and talk over the shared sound.

8. "Stop share" is the same red button as on the previous page. NB: If your microphone is on and the audio file is still playing, people will still hear the sound playing in your room. Either stop the media player or mute your microphone, whichever you can do faster!