Screen Sharing
Always Show Meeting Controls

Where to find “Always how meeting Controls”

• Click the arrow next to Start Video, then “Video Settings”
• Click on “General” on the left
How to Share Screen
Step 1: Click on “Share Screen” button
Step 2: Choose what you want to share

Click on what you want to share, whether Powerpoint, Internet Browser Choice (ex. Google Chrome for YouTube clips), Word Document, etc.  

**NOTE:** Be sure you have what you want to share already open, otherwise it will not show as an option.
If Sharing Video or Audio while Screen Sharing
Step 3: Click share
Meeting Controls in Screen Share Mode

**NOTE:** Meeting Controls bar will move to the top of the screen. If you want to keep at bottom, click the arrow to the left of “You are screen sharing”
Annotations Bar

Only if you want to draw on the screen during your Screen Share.

**NOTE:** If Screen Sharing a PowerPoint, the annotations exist in Zoom, not PowerPoint. Meaning the annotations will not clear when you go to the next slide. **Be sure to click “Clear” and “Clear All Drawings”**
When sharing something new

Menu for what you want to Screen Share will appear once again. Proceed as you did before.
When you pause (or interrupt) a Screen Share

NOTE: If you accidentally minimize a window (ex. PowerPoint presentation), this may appear. You will have to bring the window to the front.
Trick to switch between windows/apps

**Windows**
Alt & Tab, then keep holding Alt. Click Tab to select which window you want to bring to front, then release Alt

**Mac**
Command & Tab, then keep holding Command. Click Tab to select which window you want to bring to front, then release Command
Minimized Zoom Window

Click this button to return to regular Zoom view
How to enter PowerPoint fullscreen (after doing Screen Share)
<table>
<thead>
<tr>
<th>Nick Farr - OLLI (Host, me)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Doug Hahn (Co-host, Guest)</td>
<td></td>
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<tr>
<td>Ed Reeves (Guest)</td>
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<tr>
<td>Diane Vance (Guest)</td>
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<td>Janice Derrickson (Guest)</td>
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<td>Laura Day DelCotto (Guest)</td>
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<td>Phil Maxson (Guest)</td>
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<td>Susan Straley</td>
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</tbody>
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**Settings**

- Ask All to Unmute
- Mute Participants upon Entry
- Allow Participants to Unmute Themselves
- Play Sound When Someone Joins/Leaves
- Allow Participants to Rename Themselves
- Lock Meeting

Clear All Feedback

Enable Waiting Room