How to Share your Screen in Zoom

1. Once you are logged into your Zoom Meeting, make sure your audio is working correctly. Hover over the bottom of the meeting to see your different options and tools. If your audio is working, the microphone below will be green when you speak. If it is not green, click the ^ to the right of the microphone and select the correct audio. Hover over the bottom of the meeting and click the “Share Screen” button.
2. Once you have clicked “Share Screen,” you will have the option to click which screen you would like to share. Select the appropriate screen and click “Share Screen.”
3. The other participants in the Zoom meeting can now see your screen. Once you are in sharing your screen, your controls now move to the top of the screen. Hover over the green bar to see your options. From here you can “Stop Share” in the red button, “Annotate,” “Pause Share,” and more. Once you “Stop Share” the controls will return to the bottom of the screen again.