

## SHARING PRESENTATION OR VIDEO ON ZOOM

- In Zoom click the Share icon at the bottom of the screen. This will open a new window that allows you to select whether to share your screen, a specific window, or a specific document.
  - Note that the window or document must be open before you click on the Share icon in order for it to be available as a share option.
- If your presentation has audio or visual components, we recommend checking the boxes next to “Share sound” and “Optimize for video sharing” before you share your screen.

### Share options

- Share sound ▾
- Optimize for video sharing ⓘ

- You can also change the layout for how your screen is shared by clicking the layout icons. The different layout options change how your video will appear while you are sharing.

