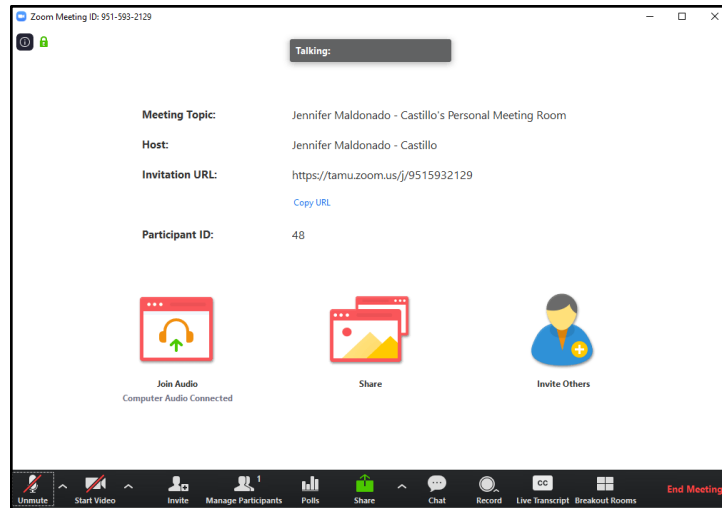
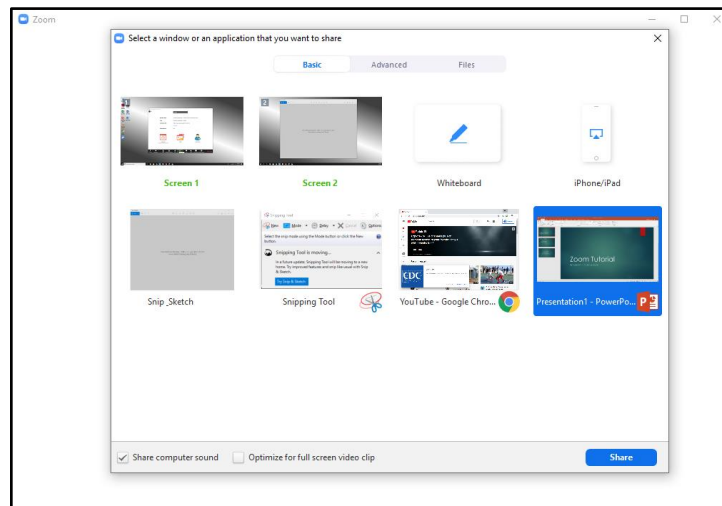


Sharing Your Screen

1. Hover the mouse over the lower portion of the **Zoom** window for the settings bar to appear.



2. Select the green icon labeled **Share**.
3. A new window will appear, locate the content or presentation to be shared.
Note: If planning to share content that includes audio, the box labeled **Share Computer Sound** must be selected. Failure to select this feature will prevent the lecture recording from capturing the audio shared.



- Once selected, the content or presentation to be shared will appear within the **Zoom** window.

Note: When sharing your screen the settings bar will now appear at the top when you hover over your mouse over the green meeting ID.



- To stop sharing your screen, click the red **Stop Share** button located at the top of your screen.

Note: If you wish to start a recording after you started sharing your screen, click the **More** tab located on the settings bar. Select **Record to the Cloud** from the dropdown menu.

