

Overeaters Anonymous
San Diego Intergroup
oasandiego.org/zoom

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SCREEN SHARING

- The screen shots in this class are for computers – PC or Mac, desktop or laptop. Screen sharing on mobile devices – tablets and phones – vary greatly.
- Class materials and schedule of upcoming classes on our Zoom page.

NOTES

<ul style="list-style-type: none">▪ Entire desktop or tablet/phone screen▪ <u>One or more specific apps</u>▪ A portion of your screen▪ Content from a second camera▪ Whiteboard▪ A locally stored video▪ Audio played from a device	<h1>WHAT YOU CAN SHARE</h1>
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<p>Screen sharing can be set to hosts and co-hosts ONLY either by default by the account holder or during a meeting under the Security button.</p> <p>The safest way is to make a person who needs to share a co-host for that purpose.</p>	<h1>ENABLE SCREEN SHARING</h1>
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Limit screen sharing to hosts and co-hosts.

ROOM SETTINGS

Z Advanced Sharing Options... ×

You cannot modify the advanced sharing options as these settings are locked by your admin.

How many participants can share at the same time?

- ☒ One participant can share at a time
☐ Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

- ☒ Host only ☐ All Participants

Who can start sharing when someone else is sharing?

- ☒ Host only ☐ All Participants

FIRST: Start up the program and get ready to show:

Website in your browser

PDF in Adobe Acrobat

Text Document in Word, Google Docs, etc.

You can open multiple pages / tabs within the app.

Practice switching among open apps / windows.

PREPARE TO SHARE

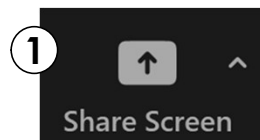
The first time you go to share your screen you will need to give Zoom permission.

Apple Menu >
System Preferences >
Security & Privacy >
Screen Recording >
Zoom

(You need to unlock and enter your Apple password.)

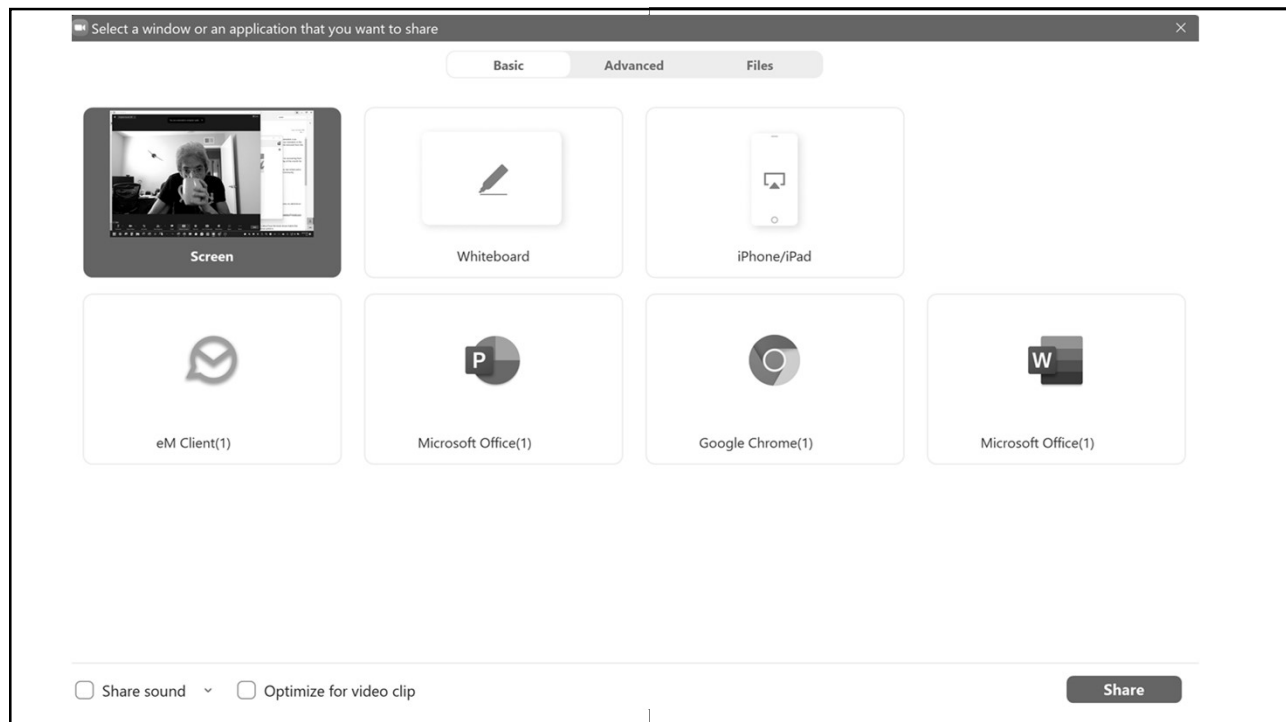
NOTE FOR MAC USERS

1. Click "Share Screen."



2. Select the program to share.
3. Click "Share."

3 SIMPLE STEPS



1. Switch to your browser and go to a web page or open a document on your computer.
2. Optimize it for sharing and leave it open.
3. Switch back to Zoom. Click "Share Screen."
4. Select the program (browser if web page).
5. Click SHARE

A dark gray button with the word 'Share' in white text.

YOUR TURN

<p>You see a notification – “Participants can now see...”</p> <p>Meeting controls move into a menu that you can drag around. Controls will depend on what features are enabled.</p> <p>Green: “You are screen sharing”</p> <p>Red: “Stop Share.”</p>	<h1>TIPS</h1>
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<p>Queue it up – Be prepared!</p> <p>Just show the content. Use presenter view, resize windows, etc.</p> <p>Don’t open up screen sharing to all. Make a participant a co-host.</p> <p>Practice, practice, practice.</p>	<h1>TIPS</h1>
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YOUR SETTINGS

Settings

- General
- Video
- Audio
- Share Screen**
- Team Chat
- Background & Effects
- Recording
- Profile
- Statistics
- Keyboard Shortcuts
- Accessibility

Window size when screen sharing:

☐ Fullscreen mode
 ☒ Maximize window
 ☐ Maintain current size

☒ Scale to fit shared content to Zoom window
☐ Show my Zoom Windows to other participants when I am screen sharing
☐ Enable the remote control of all applications
☒ Side-by-side mode ⓘ
☒ Silence system notifications when sharing desktop

Share applications

☐ Share individual window
☒ Share all windows from an application

When I share my screen in a meeting

☐ Automatically share desktop ⓘ
☒ Show all sharing options

When I share directly to a Zoom Room

☐ Automatically share desktop ⓘ
☒ Show all sharing options

Advanced

BASIC OPTIONS

Basic Advanced Files

Share Sound: In addition to sharing your screen, share sound directly from computer.

Optimize for video clip.

Do not enable if you are not sharing a full screen video clip, as it will blur your screen share.

☐ Share sound ▼
 ☐ Optimize for video clip ⓘ
 ☐ Share to breakout rooms

Basic
Advanced
Files

ADVANCED OPTIONS

PowerPoint as Virtual Background

Portion of Screen: Click and draft to adjust green border.

Computer Audio: Uses speaker in audio settings. Click arrow to switch between mono, stereo.

Video: Share locally stored video through Zoom's video player.

Content from 2nd Camera: If connected.

PowerPoint as Virtual Background

Portion of Screen

Computer Audio

☒ Mono
☐ Stereo (High-fidelity)

Video

Content from 2nd Camera

Whiteboard

Annotate

WHITEBOARD

Select
Text
Draw
Stamp
Spotlight
Eraser
Format
Undo
Redo
Clear
Save

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Who can see what

Line Width

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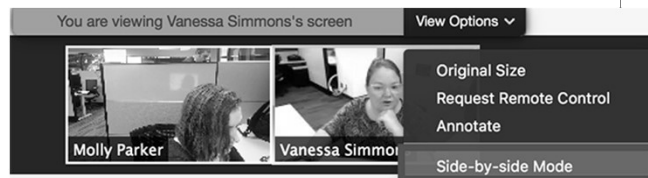
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SEE MORE

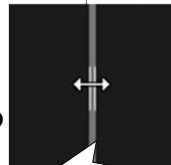
When someone is sharing...

1. View options: Side-by-side mode



2. Hover pointer over boundary between shared screen and videos until it changes to a double arrow and you see a grey line separating both views.

3. Click and drag the separator to adjust the size of each view.






EXTRA: View Options – change size

See more!

TRY IT

SEE MORE
When you are sharing...

	<p>See more! (Windows)</p>  <ul style="list-style-type: none">Show / Hide Video PanelMinimize video panelActive speakerGallery view stripGallery view grid
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	<p>See more! (Mac)</p>  <p>Show / Hide Video Panel Minimize video panel Active speaker Gallery view Large active speaker</p>
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<p>Be prepared. Open in tabs.</p> <p>Use a second monitor.</p> <p>Hide your menus and side panels Use presentation view.</p> <p>Keep the mobile user in mind.</p> <p>Use a mouse spotlight.</p> <p>Keep latency in mind.</p> <p>Limit scrolling</p> <p>Try some advanced features.</p> <p>Practice, practice, practice.</p>	<p>SHARE LIKE A PRO</p>
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MORE INFO

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