Sharing computer screen & audio in Zoom

UM staff and students are required to sign in to Zoom with their UM IT Account BEFORE starting/joining Zoom lectures in the VLE or clicking Zoom meeting links.

Signing in to Zoom with your UM IT Account enables you to automatically bypass the waiting room of the lecture/meeting. You may not be allowed to join a Zoom lecture/meeting unless you are signed in to Zoom with your UM IT Account.

This guide provides basic instructions on how one can share the content of their computer screen including computer audio (e.g. PowerPoint presentation, browser tab, document, video) during a Zoom meeting.

These instructions are applicable for users that are using the Zoom client (desktop app). IT Services recommends the use of the Zoom client for remote lectures / meetings. This guide therefore, assumes that you have activated your UM Zoom account and downloaded the Zoom client on your device.

Note:
- By default, screen sharing within Zoom is set to *Host only*, meaning that only the meeting host can share content; this setting provides increased security and privacy within meetings. You can change this if necessary to allow participants to share their screens.

To share the screen content during a Zoom meeting:
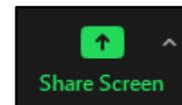
1. Click the **Share Screen** icon located in the meeting controls toolbar.

2. Select the application you want to share. You can share any content which is already displayed on your computer (e.g. a PowerPoint presentation, a webpage, a program that is already open, etc.) and the whiteboard (i.e. a blank page with writing/drawing tools).

   Check **Share sound** if you want any computer audio (e.g. audio from a YouTube clip or a locally stored video clip) shared in the meeting.

   Check **Optimize for video clip** if you will be sharing a video clip. Do not check this otherwise, as it may cause the shared screen to be blurry.
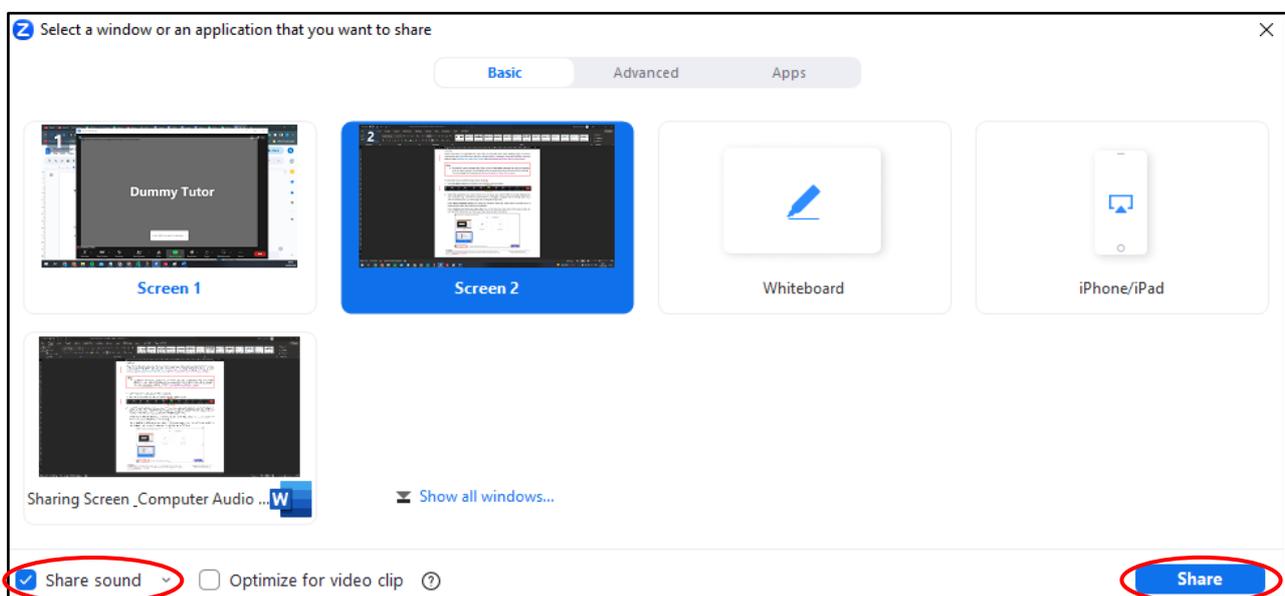
3. Click the **Share** button. Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen press the **Esc** key.

    When you start sharing your screen, the meeting controls will appear in a floating toolbar that you can drag around your screen.
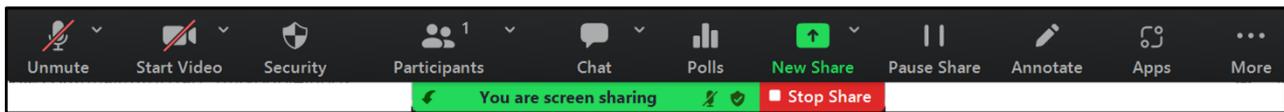
    To stop screen sharing:

    ▪ Click **Stop Share**.

Meeting controls while sharing

The floating toolbar (above) has the standard meeting options, and some additional screen sharing options (click **More** to display extra options):

- **Annotate**: Display annotation tools for drawing, adding text, etc.

- **Enable / Disable Annotation for Others:** Allow or prevent the participants from annotating on your shared screen.

- **Hide / Show Names of Annotators:** Show or hide the participants' name when they are annotating on a screen share. If set to show, the participant's name will briefly display beside their annotation.

- **Optimize for video clip:** Start optimizing for a video clip. **Note:** Do not enable this setting if you are not sharing a full screen video clip, as it will blur your screen share.

Enabling participants to share their screen

Screen sharing for Zoom meeting participants is disabled by default. You can enable screen sharing for all participants in different ways. The recommended option is to temporarily assign the **co-host permission** to the participant that will be sharing their screen:
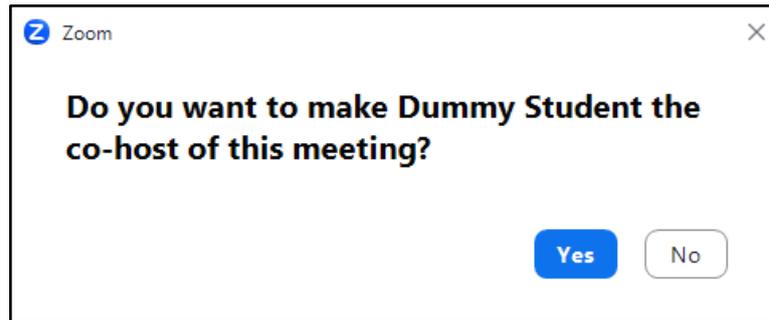
1. During the Zoom meeting, click the **Participants** button from the control bar.

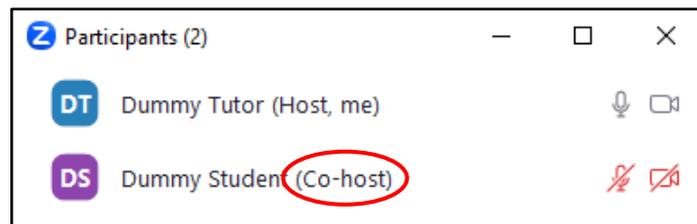   A list of participants will appear in the right-hand pane.

2. Hover over the name of the participant to whom you'd like to assign the co-host role.

3. Click the 3-dots button.

4. Choose **Make Co-Host**.
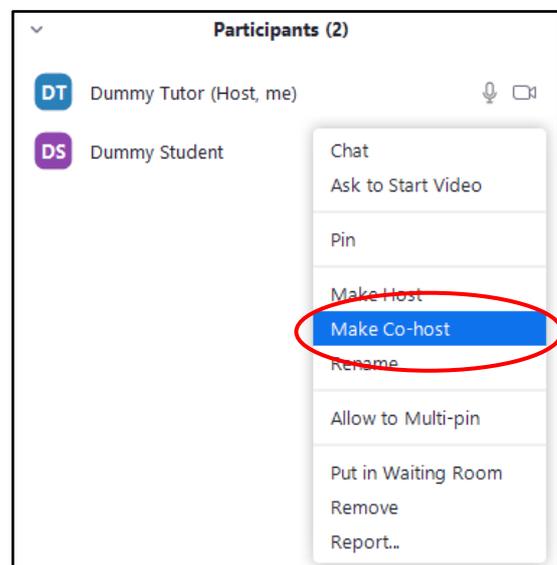
5.   A confirmation dialog box is displayed. Click the **Yes** button to proceed.

The newly assigned co-host participant will have the label **(Co-host)** next to their name within the *Participants* pane.

Note:

- The assigned *co-host* will not be able to end the meeting or set another user as *host*. The co-host is also unable to create polls or manage breakout rooms. More information about the co-host permissions is available.

To revoke a co-host role assignment:

1.   Click the **Participants** button from the control bar.

     A list of participants will appear in the right-hand pane.

2.   Hover over the name of the participant for whom you'd like to revoke the co-host role.

3.   Click the 3-dots button.

4.   Choose **Remove Co-Host Permissions**.