



[www.zoom.us](http://www.zoom.us)

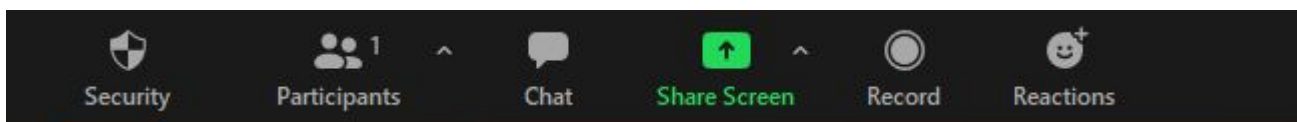
## Screen sharing with ZOOM

### Description of Tool / Website / Service

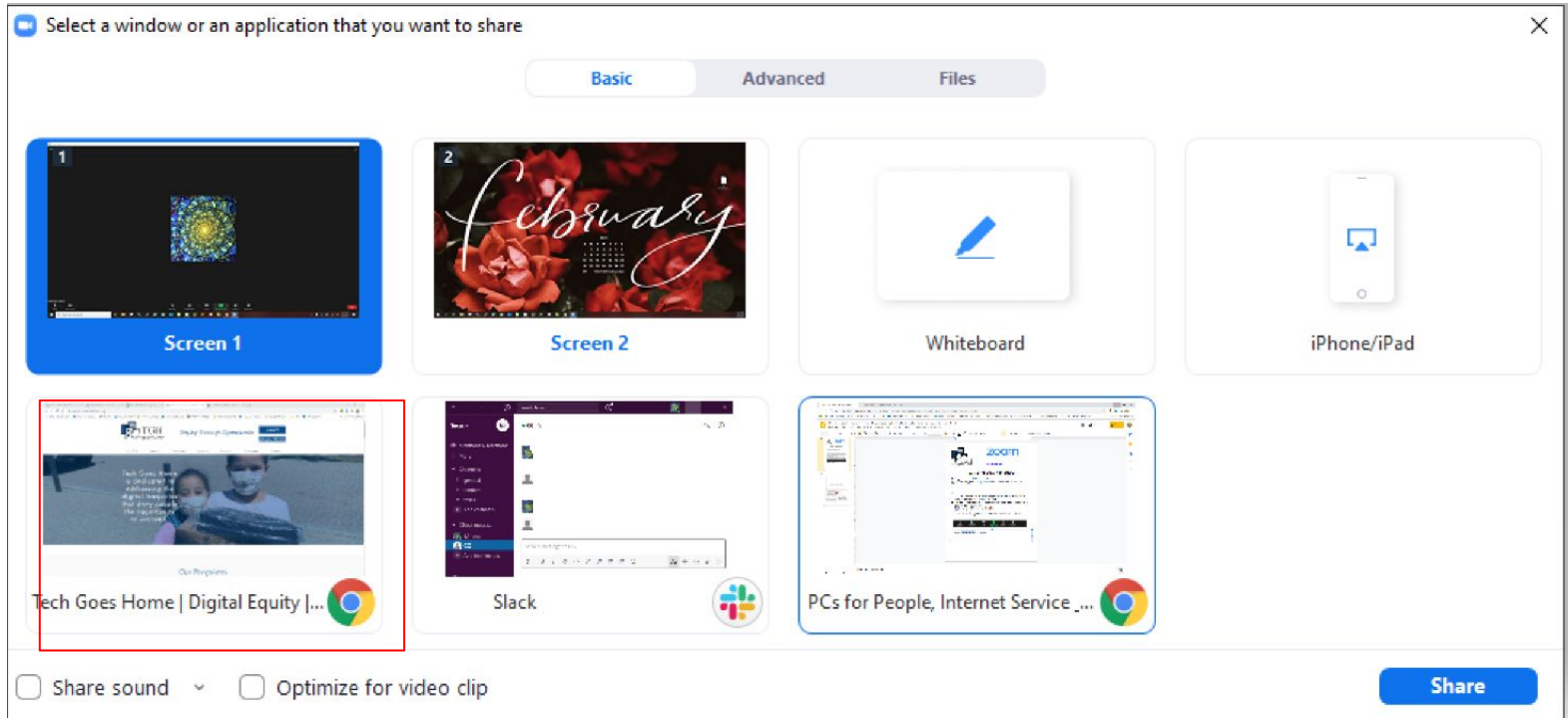
ZOOM is a cloud based software platform and is used for teleconferencing, telecommuting, distance education, and social relations.

### Instructions

- Using the ZOOM screen share function, you can share your entire screen and applications such as Microsoft Office, websites, pictures and other files.
- You need to have permission to share content from the meeting host in order to share, if you are not the host.
- Host or Join a ZOOM meeting
- Hover over the lower part of the ZOOM window to reveal the ZOOM tools:



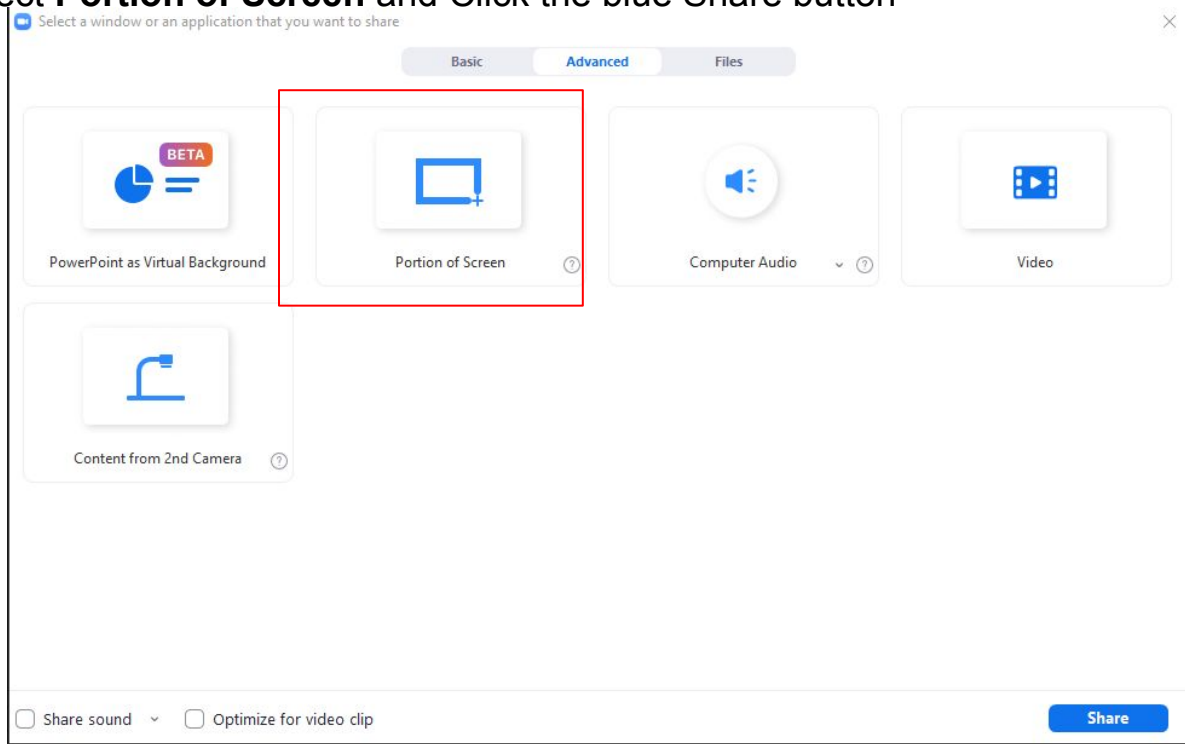
- To share an entire screen, use Basic Mode
- Select **Share Screen** (Up Arrow)
- Select **Basic**.
- Select the **Screen you wish to share**. For example, share the Tech Goes Home site:
  - Highlight the TGH site
  - Click the blue Share button in the bottom right hand corner



- ZOOM will indicate you are screen sharing



- Click the Red Stop button to stop sharing.
- To share a portion of the screen, use Advanced mode:
- Click **Share Screen**
- Select **Advanced**
- Select **Portion of Screen** and Click the blue Share button



- ZOOM will indicate you are screen sharing



- A window will appear:



- Click to resize and drag window around selected content
- Click the red Stop button to stop sharing.
- Note: additional sharing options may be available in this mode.

**Congratulations! You did it!**