

5. How to Show Computerized Presentations, Discussion Questions, Videos, and other Files: **Share Screen**

“Share Screen” (which may be labeled **“Share Content”** in some Zoom apps) at the bottom of the Zoom meeting window enables showing presentation files such as as PowerPoint or Keynote, playing videos, and showing Word or PDF questions (or a window in your email system with questions in the body of an email).

The Omnilore SDG Zoom accounts (+ the other accounts for officer, committee, and ad hoc meetings) are set up to allow the host OR any participant, one at a time, to select an open window in any application on her/his computer or smart device, and share the contents of that other app's window with all other meeting attendees.

- Clicking the green **“Share Screen”** button in the middle of the dock at the bottom of the Zoom window brings up a list of open windows in all applications on that computer/device. Click on the desired window and then click the blue **“Share”** button at lower right of the list.
 - The participant sharing her/his screen (the **“Sharer”**) will now be executing the application for the window being shared.
 - The Sharer may find an unintended window in that app is displayed, in which case the desired window needs to be brought to the front via that app's "Windows" menu (or just by clicking in the desired window if part of it is visible).
 - All operations in the Sharer's window will be seen by all other meeting participants who receive video. For example, changing PowerPoint from **Edit** mode to **SlideShow** mode causes everyone to see the expected enlarged PowerPoint show. Similarly, for playing a video in a video player window in “Full Screen.”
- **BUT BEWARE:** If the presenter clicks a hyperlink on a PPT chart, she/he must **Stop Share** and then **Share-Screen/Choose-Window/Click-Share** again, this time choosing the browser or video window that opened. Same, to return to PPT.
- Sharing the screen is *First-Come/First-Served*. No other participant can **Share Screen** until the current Sharer relinquishes control by clicking **Stop Share**.
 - The meeting Host is the exception, and can override the current Sharer by clicking **“View Options”** and select **“Stop Participant’s Sharing.”** Or, click **“Share Screen”** and answer **“Continue”** to Zoom’s question about stopping the other screen currently being shared.
 - It will be the meeting the coordinators’ responsibility to control the meeting, just like any Omnilore class meeting, by verbally directing who is to gain control of the shared screen. And, reminding each Sharer to **Stop Share** when done.
- **Note:** Participant thumbnails may overlap a full-screen Shared window, but they can be collapsed or moved by each participant as desired.