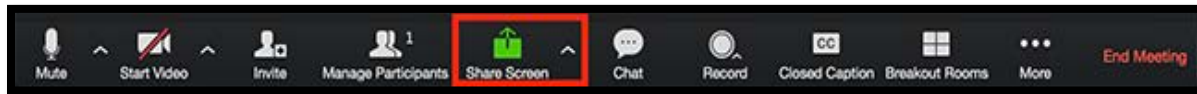


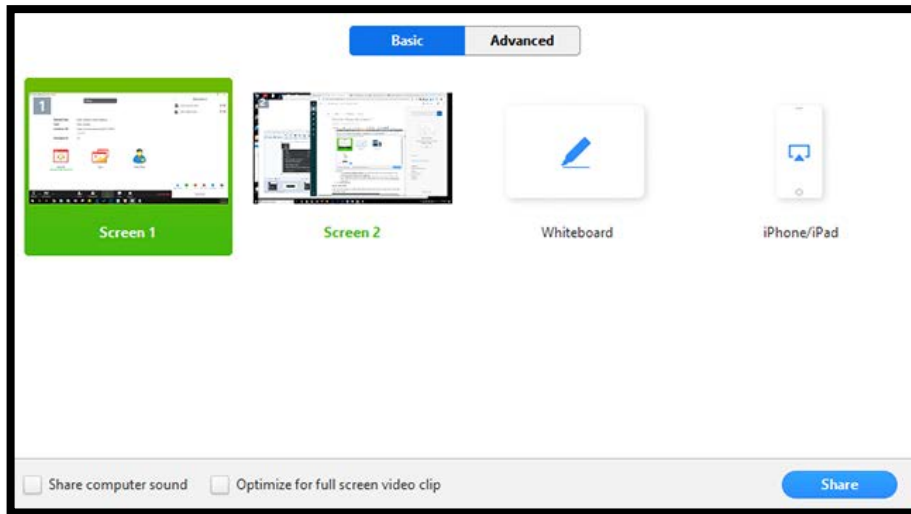
Sharing your screen as a Host

You must open the file that you want to share.

1. Click the **Share Screen** button located in your meeting controls.



2. Select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a whiteboard, or an iPhone/iPad.



3. (Optional) Enable these features:

- Check Share Computer Sound: If you check this option, any sound played by your computer will be shared in the meeting.
- Check Optimize for full screen video clip: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.

4. Click Share.

- Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click Exit Full Screen in the top-right corner or press the Esc key.

By default, MC has locked the screen share option for all participants. To allow a participant to share their screen, the host must make the participant a Co-Host during the meeting.

Make a participant Co-Host during the meeting

In the meeting, the host hovers over the user's video, clicks on the three dots, and chooses Make Co-Host. For more information, [Zoom Co-Host Options](#) job aide.

The Co-Host can then share their screen:

1. At the bottom of the meeting window, click the **Share Screen** button
2. In the popup window, select the screen that you want to share.

Once the co-host is done presenting, the host can remove the co-host permission. If the participant has not stopped sharing, the host can share their screen and that will force the participant to stop sharing. F

See [Managing Participants in a Meeting](#)

If you need additional assistance, please contact the IT Service Desk at:
ITServiceDesk@montgomerycollege.edu or (240) 567-7222.