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:

   ![ZOOM tools](www.zoom.us)

   ● 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:

![Calendar Image]

- 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!