# How Do I Share My Screen?

## <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->

## Overview

Zoom allows for screen sharing on desktop, tablet and mobile devices running Zoom.

* The host and attendee can screen share by clicking the **Share Screen** icon.
* The host does not need to "pass the ball" or "make someone else a presenter" to share.
* The host can "lock screen share" so no attendee can screen share.

## Prerequisites

* Zoom desktop client
* Zoom mobile app

## Sharing your Screen

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](https://support.zoom.us/hc/en-us/articles/205677665-Share-a-Whiteboard), or an [iPhone/iPad](https://support.zoom.us/hc/en-us/articles/201379235-iOS-Screen-Sharing-with-the-Zoom-Desktop-Client).

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**.

## Screen Share Menu

When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.



* **Mute/Unmute**: Mute or unmute your microphone.
* **Start/Stop Video**: Start or stop your in-meeting video.
* **Participants/Manage Participants**: View or [manage the participants](https://support.zoom.us/hc/en-us/articles/115005759423-Managing-Participants-in-a-Meeting) (if the host).
* **New Share**: Start a new screen share. You will be prompted to select which screen you want to share again.
* **Pause Share**: Pause your current shared screen.
* **Annotate**: Use screen share tools for drawing, adding text, etc.
* **More**: Hover over move for additional options.

	+ **Chat**: Open the chat window.
	+ **Invite**: [Invite others](https://support.zoom.us/hc/en-us/articles/201362183-How-Do-I-Invite-Others-To-Join-a-Meeting-) to join the meeting.
	+ **Record**: Start recording [locally](https://support.zoom.us/hc/en-us/articles/201362473) or [to the cloud](https://support.zoom.us/hc/en-us/articles/203741855).
	+ **Allow/Disable participants annotation**: Allow or prevent the participants from [annotating on your shared screen](https://support.zoom.us/hc/en-us/articles/115005706806-Annotation-as-a-Viewer).
	+ **Show/Hide 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.
	
	+ **Live on Workplace by Facebook**: Share your meeting or webinar on Workplace by Facebook. [Learn more about live-streaming a webinar.](https://support.zoom.us/hc/en-us/articles/115004793783-Streaming-a-Webinar-on-Facebook-Workplace) [Learn more about live-streaming a meeting.](https://support.zoom.us/hc/en-us/articles/115005460286-Live-Stream-Meetings-on-Workplace-by-Facebook)
	+ **Optimize Share for Full-screen Video Clip:** Start optimizing for a video clip in full screen mode. We do not recommend using this if you are not sharing a full screen video clip, as it will blur your screen share.
	+ **End Meeting:** Leave the meeting or end the meeting for all participants.

## Annotation

Select **Annotate** to begin annotating on your shared screen.


This will open the annotation menu.


You can use the following annotation tools:

* **Mouse**: Deactivate annotation control and switch back to your mouse pointer.
* **Select**: Select, move, or resize your annotations.
* **Text**: Insert text.
* **Draw**: Insert lines, arrows, and shapes.
* **Stamp**: Insert predefined icons like a check mark or star.
* **Spotlight**/**Arrow**: Turn your cursor into a spotlight or arrow.
* **Eraser**: Click and drag to erase parts of your annotation.
* **Format**: Change the formatting options of the annotation tools.
* **Undo**: Undo your latest annotation.
* **Redo**: Redo your latest annotation that you undid.
* **Clear**: Delete all annotations.
* **Save:** Save all annotations on the screen as a screenshot. The screenshot is saved to the [local recording](https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording) location.

## Dual Monitors

If you are using a dual monitor set-up, you can turn on the [**Use Dual Monitors**](https://support.zoom.us/hc/en-us/articles/201362583-How-To-Use-a-Dual-Monitor-Display) feature to see the screen sharing on one monitor and participants on the second.

**Note**: On Mac OS 10.15 Catalina, you need to allow Zoom access to Screen Recording to share your screen. You can do this in your **System Preferences** > **Security & Privacy** > **Privacy** > **Screen Recording**. Check the option for **zoom.us**.
