

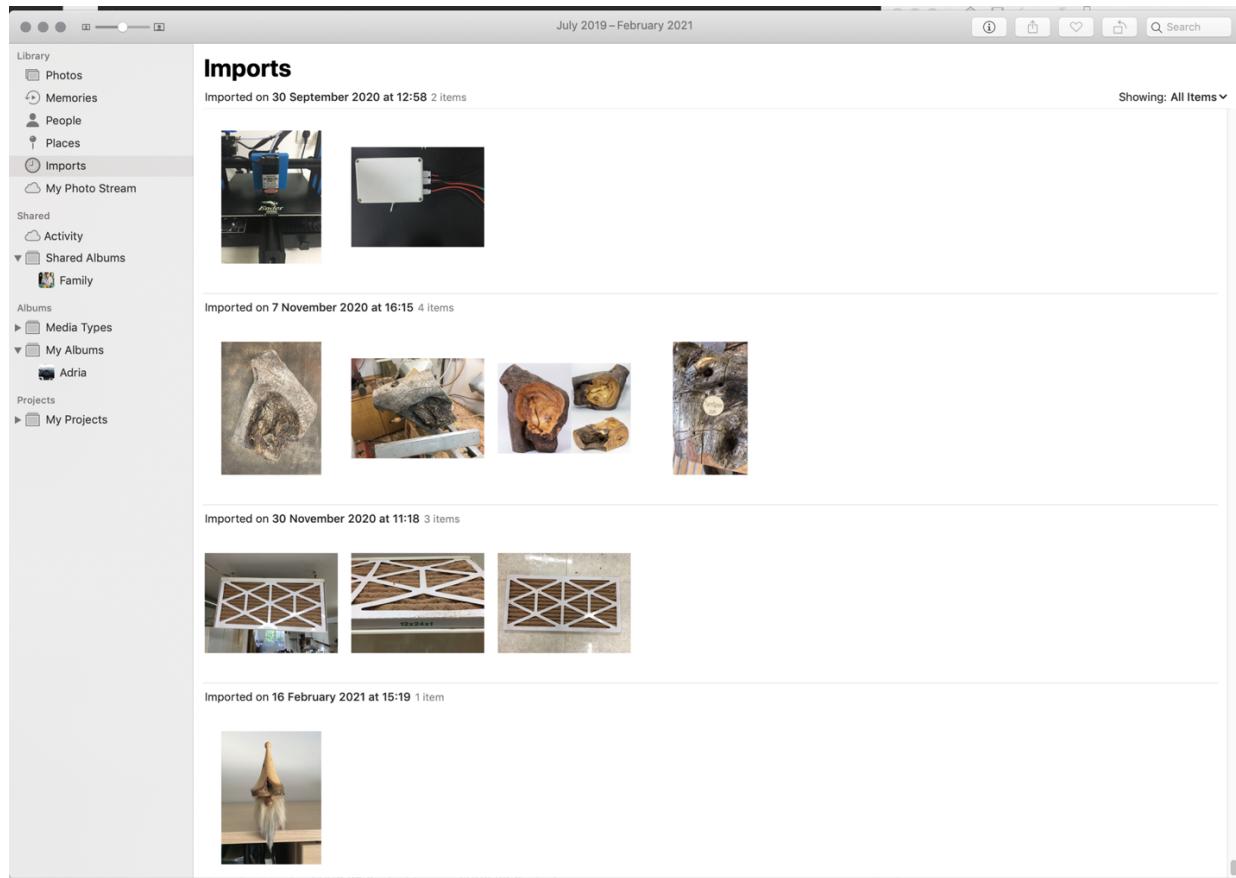
Using screen share on a Zoom Meeting

This article is split into two parts one for Mac Users and the other for Windows users.

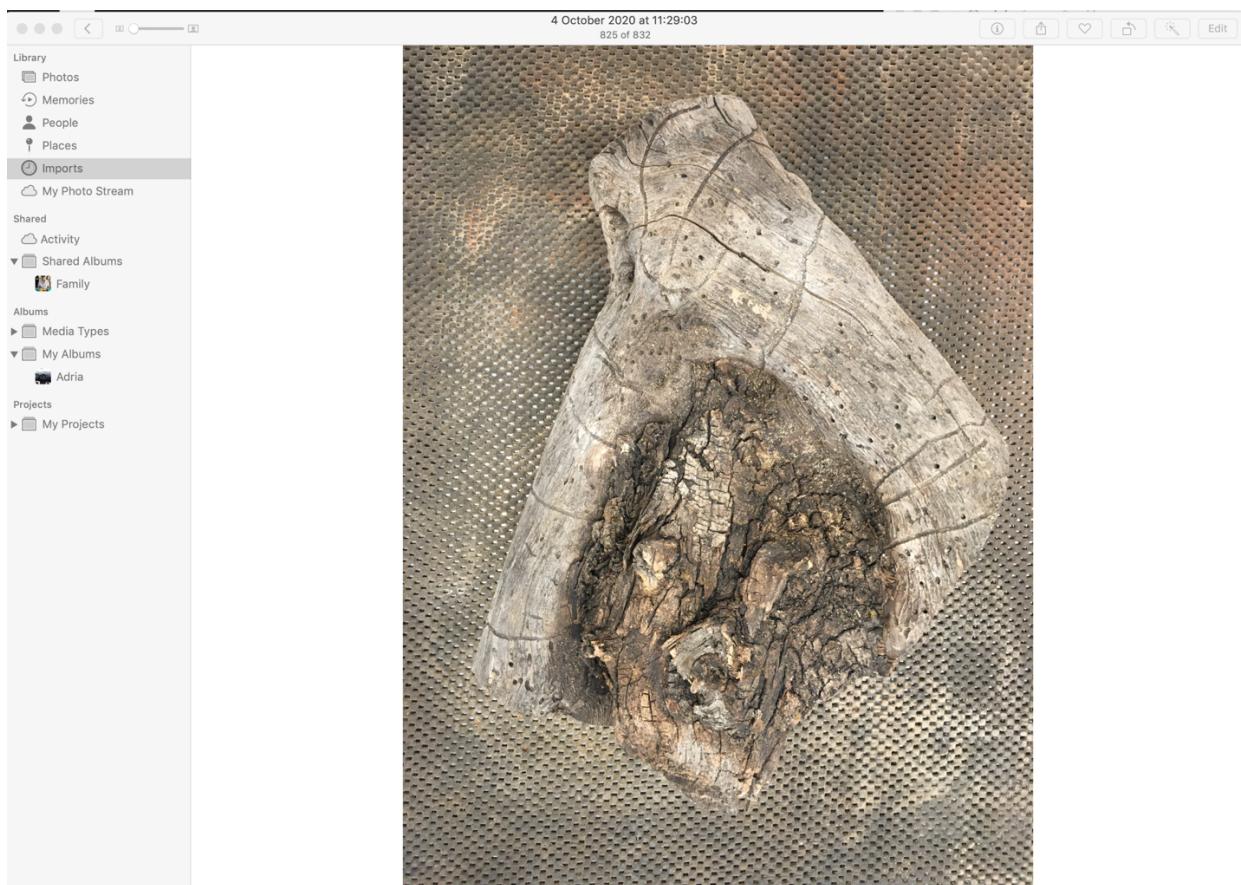
Mac

On Mac OS 10.15 Catalina and later, you need to allow **Zoom** access to **screen recording** to **share your screen**. You can do this in your System Preferences. Select the Security & Privacy option, click the Privacy tab, scroll down to **Screen Recording**, and in the window to the right of the scroll down list check the option for **zoom.us**. You will have to click the padlock and enter your Mac login password before you can tick the **zoom.us** option. Once it is ticked click the padlock again to prevent any further changes to your settings.

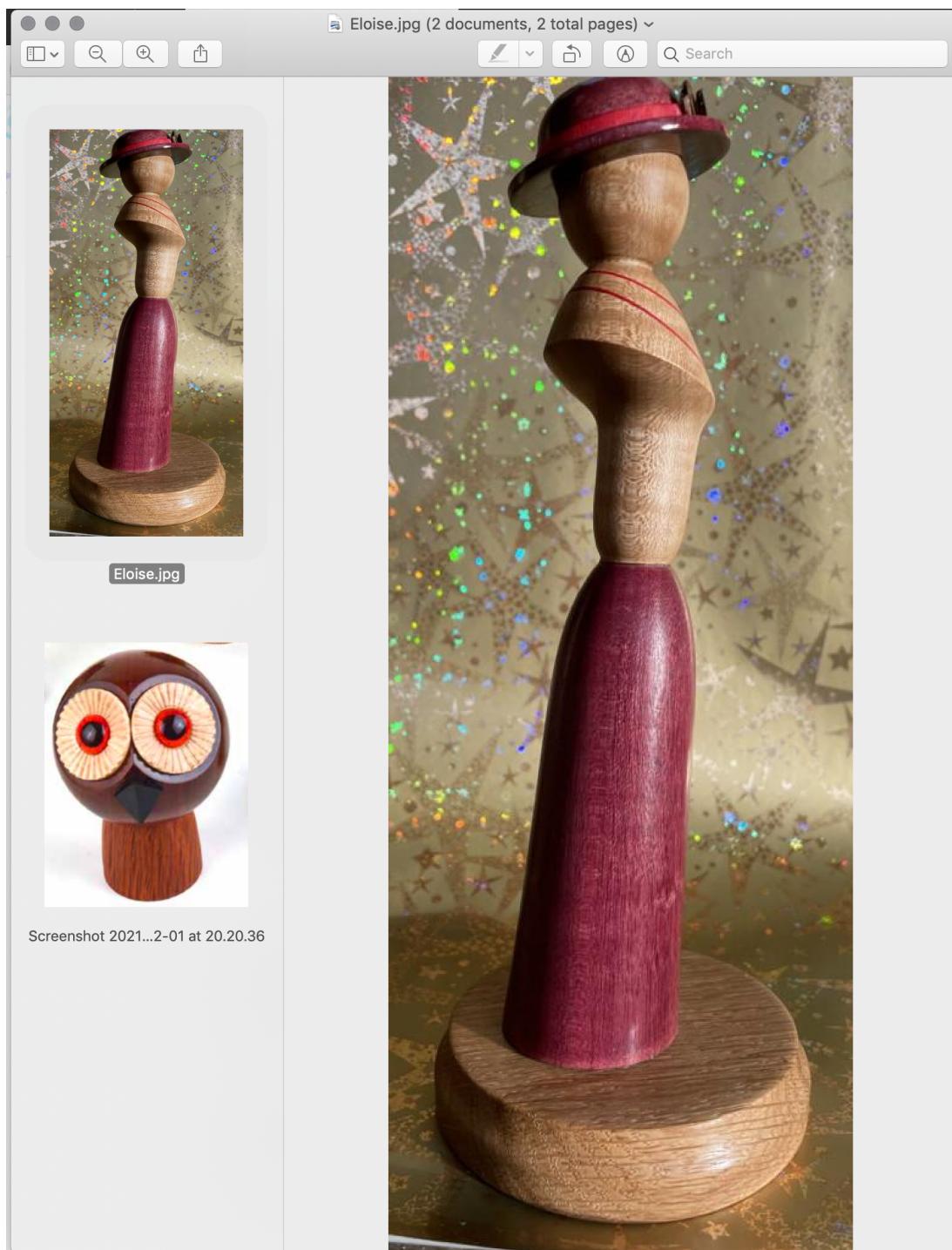
On a Mac if you have your photos that you want to share in the **Photos App** then open the **Photos App** and your display will look similar to this:



Then double click on the photo that you want to share and it will appear large on your screen like this:



If you have a photo that you want to share that is not available in the **Photos** app then search for it in **Finder** and double click on it and the photo will open in the **Preview** app. If you have two or more photos that you want to show in this way, click on the first and then CMD click on any subsequent photos, once you have selected all of them, they will have a grey background in **Finder** double click and they will open in the **Preview** app and the window will look something like this:

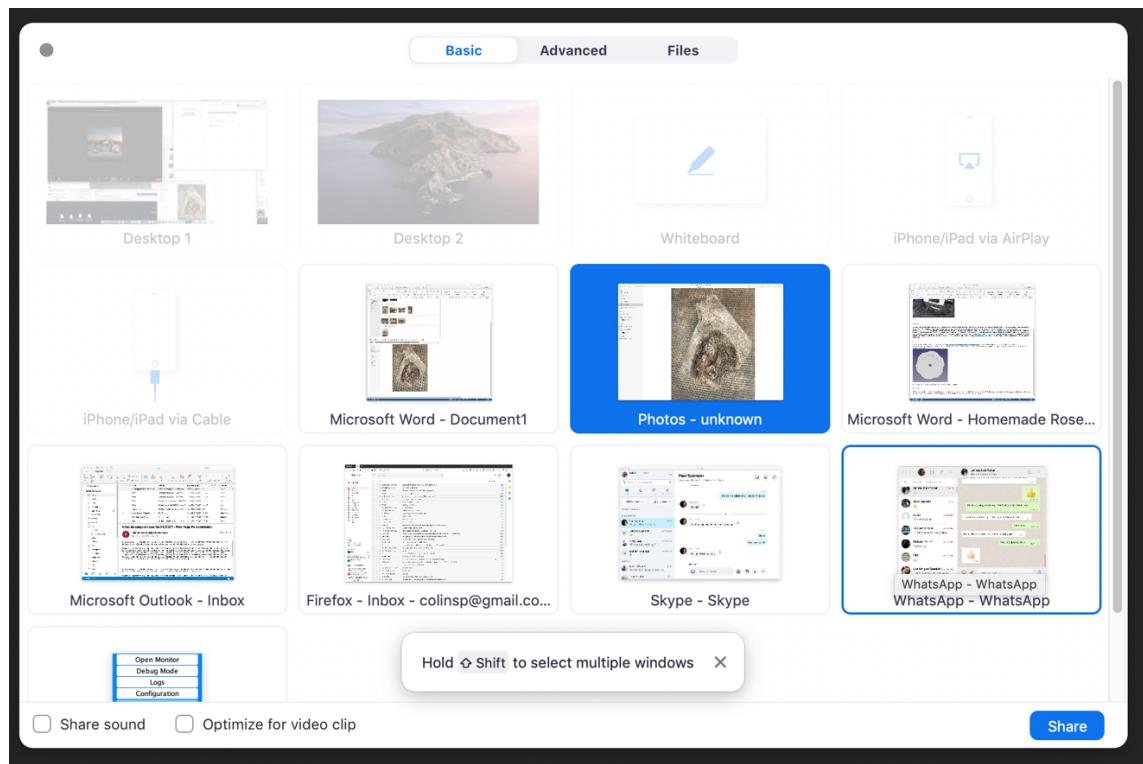


If it is a video that you want to share use the **Finder** app to browse to the video you want to show and double click on it. It will then open in whatever app is your default app for playing videos, in my case I use VLC. It is likely that the video will auto play when you double click it and so you will need to stop the video and rewind to the start.

[Screen share in Zoom](#)

Now that you have the appropriate image or video open you can return to the **Zoom** app, move your mouse over the large picture of yourself (if you are spotlit) and the Zoom menu will show.

Select the green share screen icon at the bottom in the centre and a window like this will pop open:



Choose the window that displays the large photo of the image by single clicking on it so it turns blue as above and click the blue **share** button. You can step forwards and backwards through the photos using the up and down keys on your keyboard. When you have finished sharing your photos click the **red stop share** button that will be on your desktop towards the top and the right to return to the normal **Zoom** window.

Windows 10

Open File Explorer (Windows key and E or the folder icon in the bottom toolbar). Browse to your images be they in the Pictures Folder or elsewhere on your computer. Double click on the first photo that you want to show and the Photos app will open. It will look similar to this:

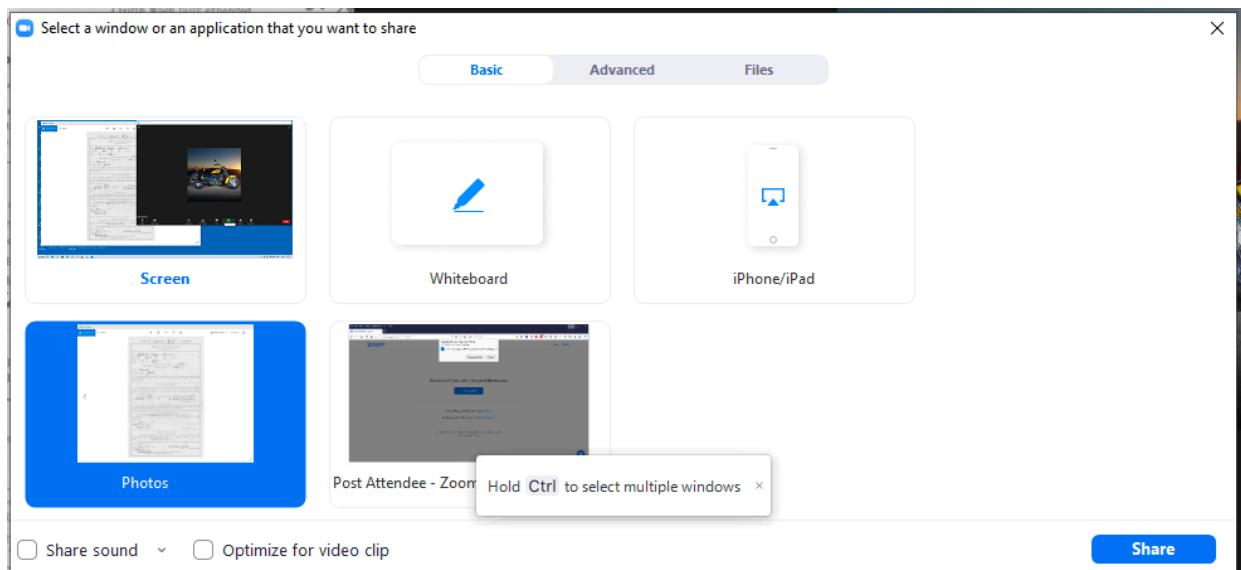


If it is a video that you want to share again use **File Explorer** to find it and double click on it. It will then open in whatever app is your default app for playing videos, in my case I use VLC. It is likely that the video will auto play when you double click it and so you will need to stop the video and rewind to the start.

Screen share in Zoom

Now that you have the appropriate image or video open you can return to the **Zoom** app, move your mouse over the large picture of yourself (if you are spotlighted) and the Zoom menu will show.

Select the **green share screen** icon at the bottom in the centre and a window like this will pop open:



Choose the window that displays the large photo of the image or video by single clicking on it so it turns blue as above and click the blue **share** button. You can step forwards and backwards through the photos using the left and right arrows that appear when you hover your mouse over the right or left side of the photo app OR by using the left and right keys on your keyboard. When you have finished sharing your photos click the **red stop share** button that will be on your desktop towards the top and the right to return to the normal **Zoom** window.