

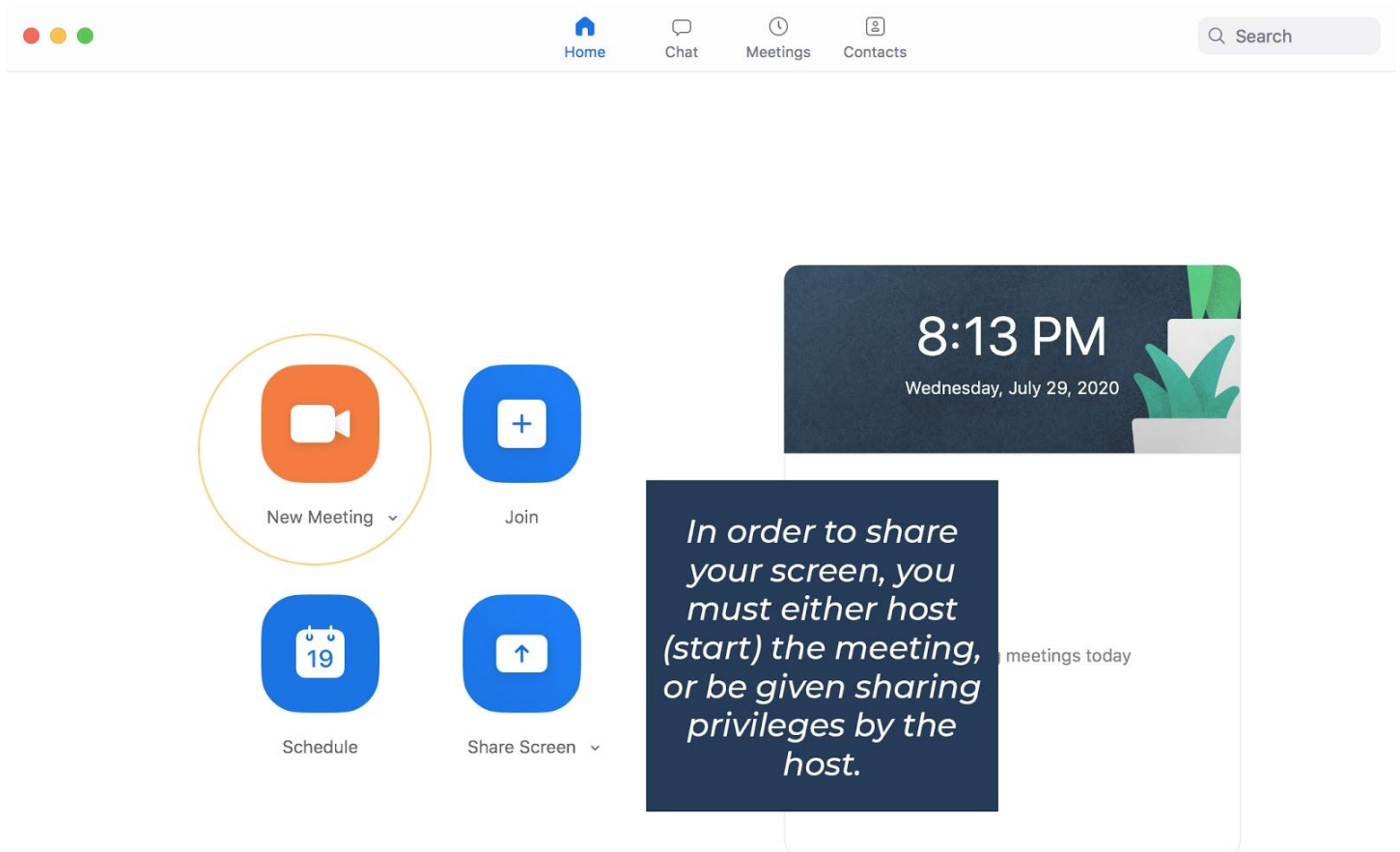
# Zoom.us Screen Sharing Computer Guide

A quick guide to help you understand how to share your screen for watching SGPC Online Sunday Celebrations Services, Friday Focus videos or other videos for times of fellowship. For the basic guide on how to set up or use Zoom.us, [click here](#).

## BEFORE YOU BEGIN

- Please note that if you are using a free Zoom account, your meeting will be limited to 40 minutes.
- Make sure you have a Web Browser open with the video you wish to play as your only open "tab" *before* you try to Share your Screen.
  - Read this guide entirely before trying it out.
  - Follow along by reading the directions in the navy text boxes and looking for a yellow circle in the photo.
- We encourage you to test this out on Zoom with a friend before screen sharing with many others.

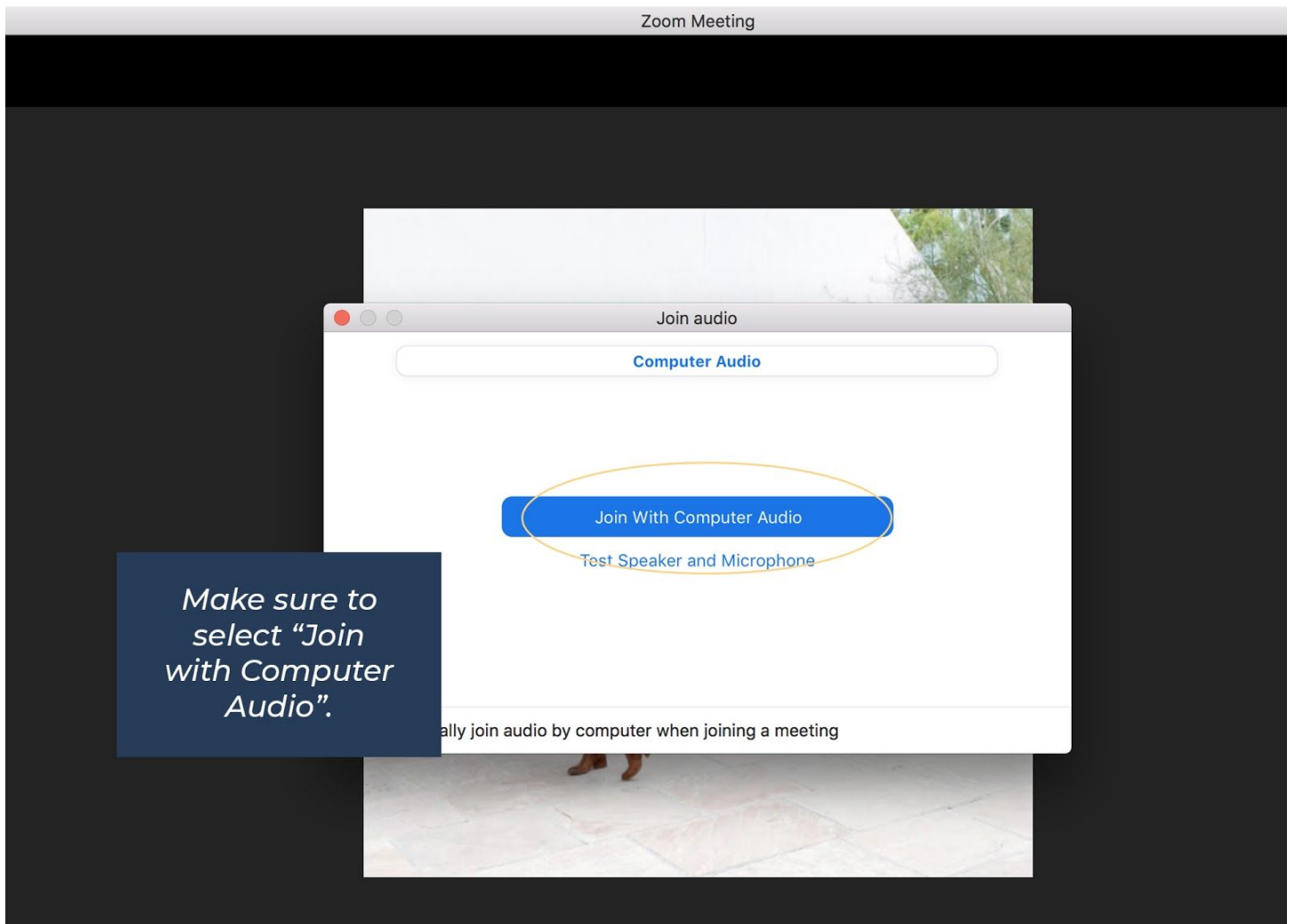
# STEP 1



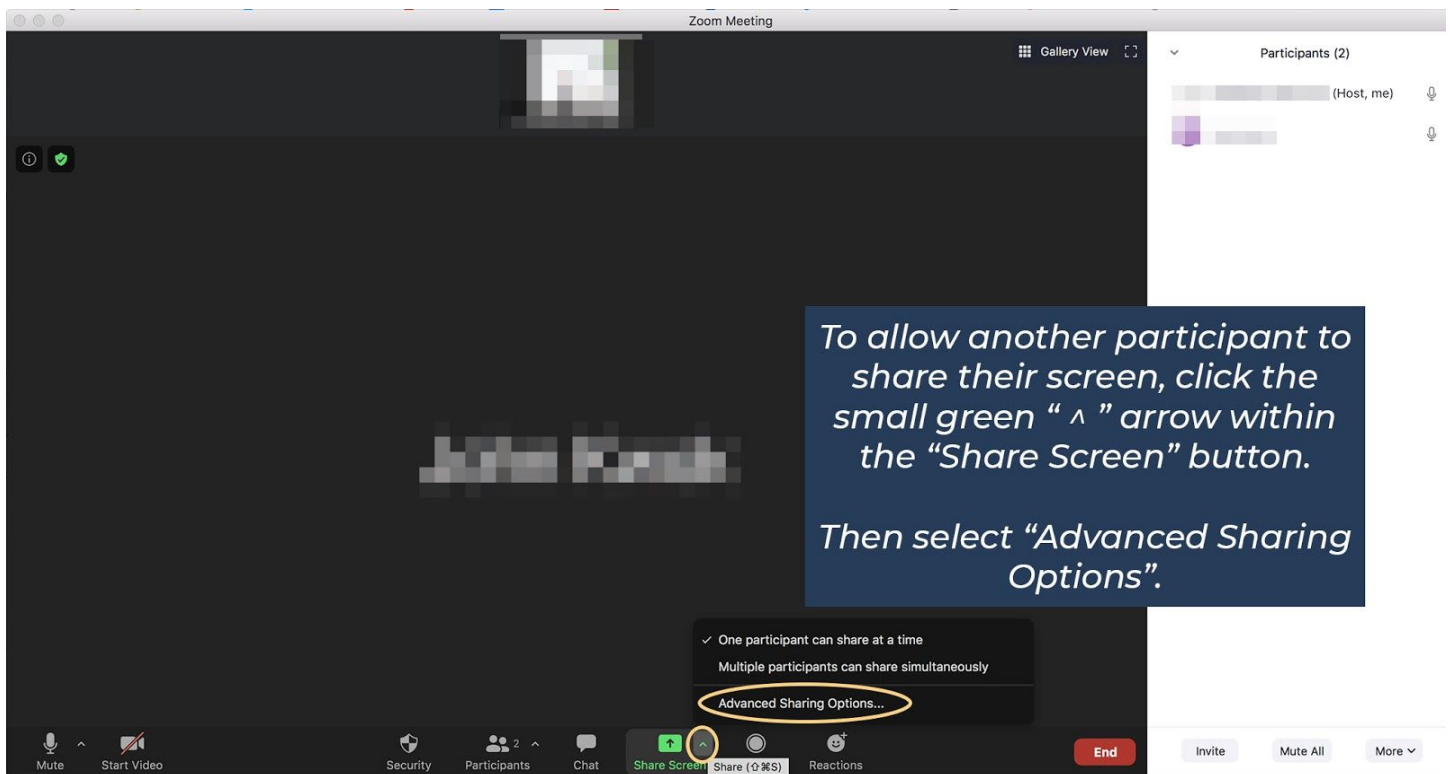
## NOTES

- If someone else started your Zoom Meeting, you may need their permission to share your screen.
- **To give others permission to share their screen, look at STEP 2A & STEP 2B)**

## STEP 2



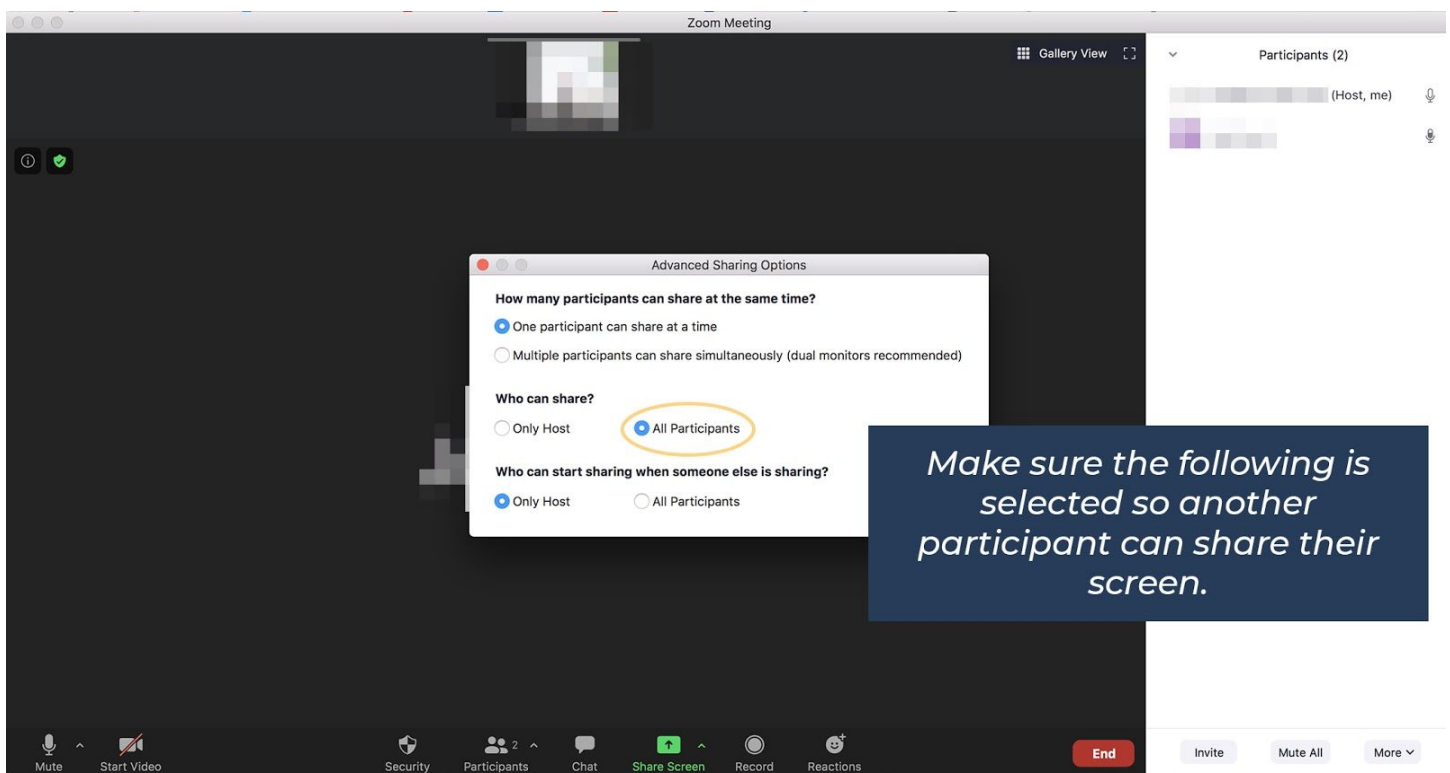
## STEP 2A (Giving Permission to Others to Screen Share)



To allow another participant to share their screen, click the small green “^” arrow within the “Share Screen” button. Then select “Advanced Sharing Options”.

One participant can share at a time  
Multiple participants can share simultaneously  
Advanced Sharing Options...

## STEP 2B



Advanced Sharing Options

How many participants can share at the same time?

- One participant can share at a time
- Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

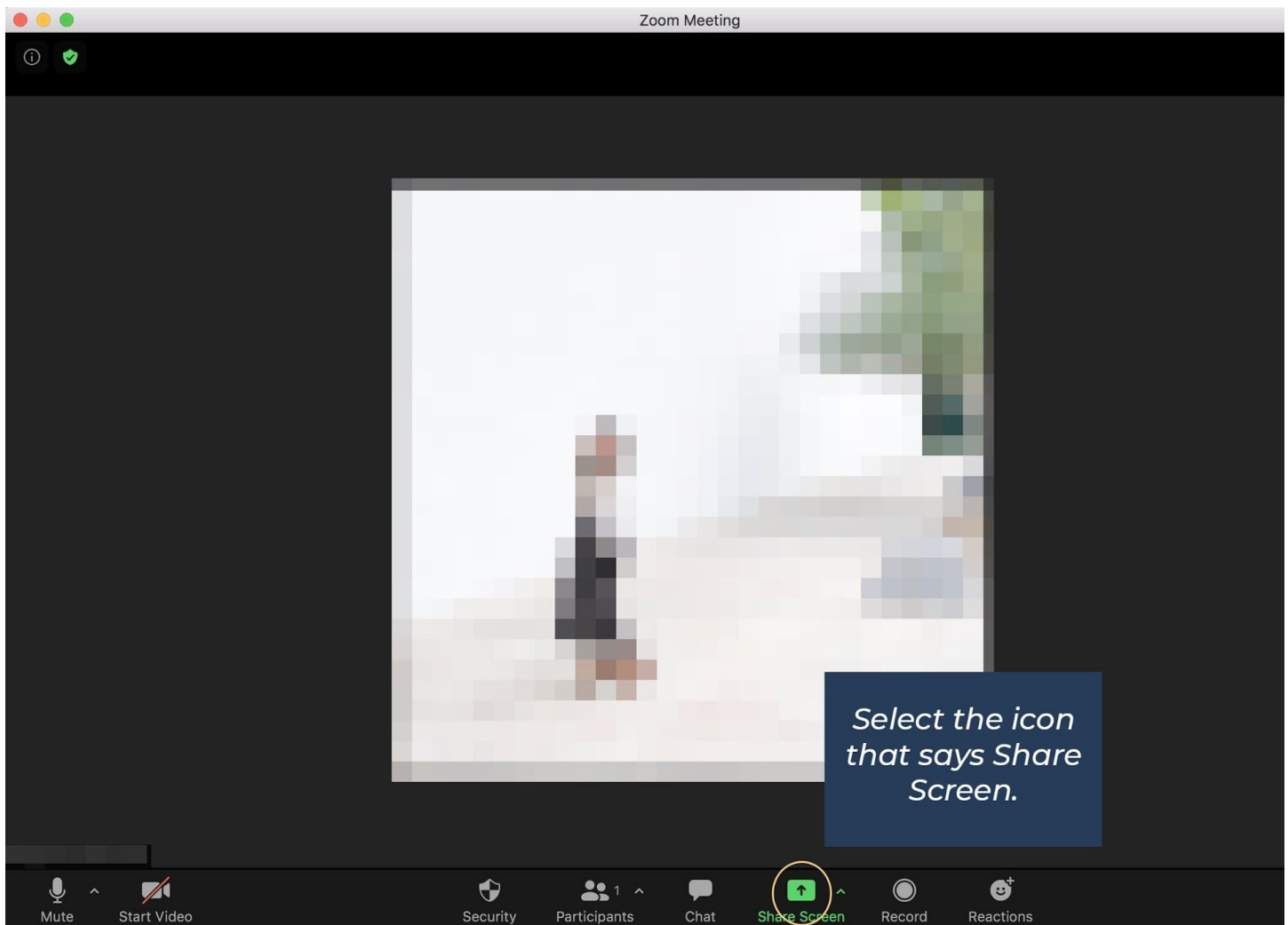
- Only Host
- All Participants

Who can start sharing when someone else is sharing?

- Only Host
- All Participants

Make sure the following is selected so another participant can share their screen.

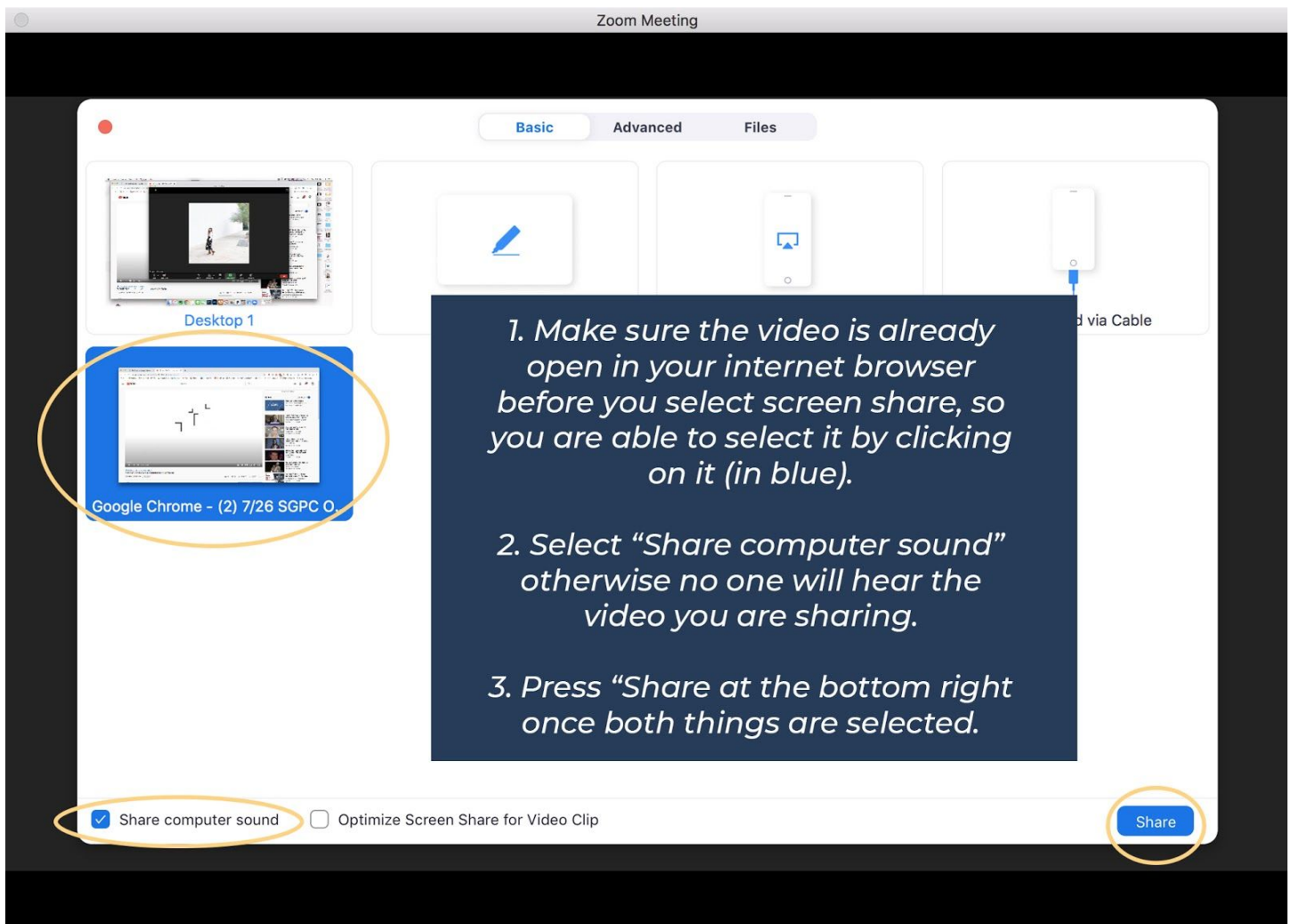
## STEP 3



## NOTES

- Remember to have the video you wish to play already open before you Share your Screen.
- We suggest having this video open in its own Web Browser ahead of time with no other "tabs".

# STEP 4



Zoom Meeting

Basic Advanced Files

Desktop 1

Google Chrome - (2) 7/26 SGPC O...

Share computer sound  Optimize Screen Share for Video Clip

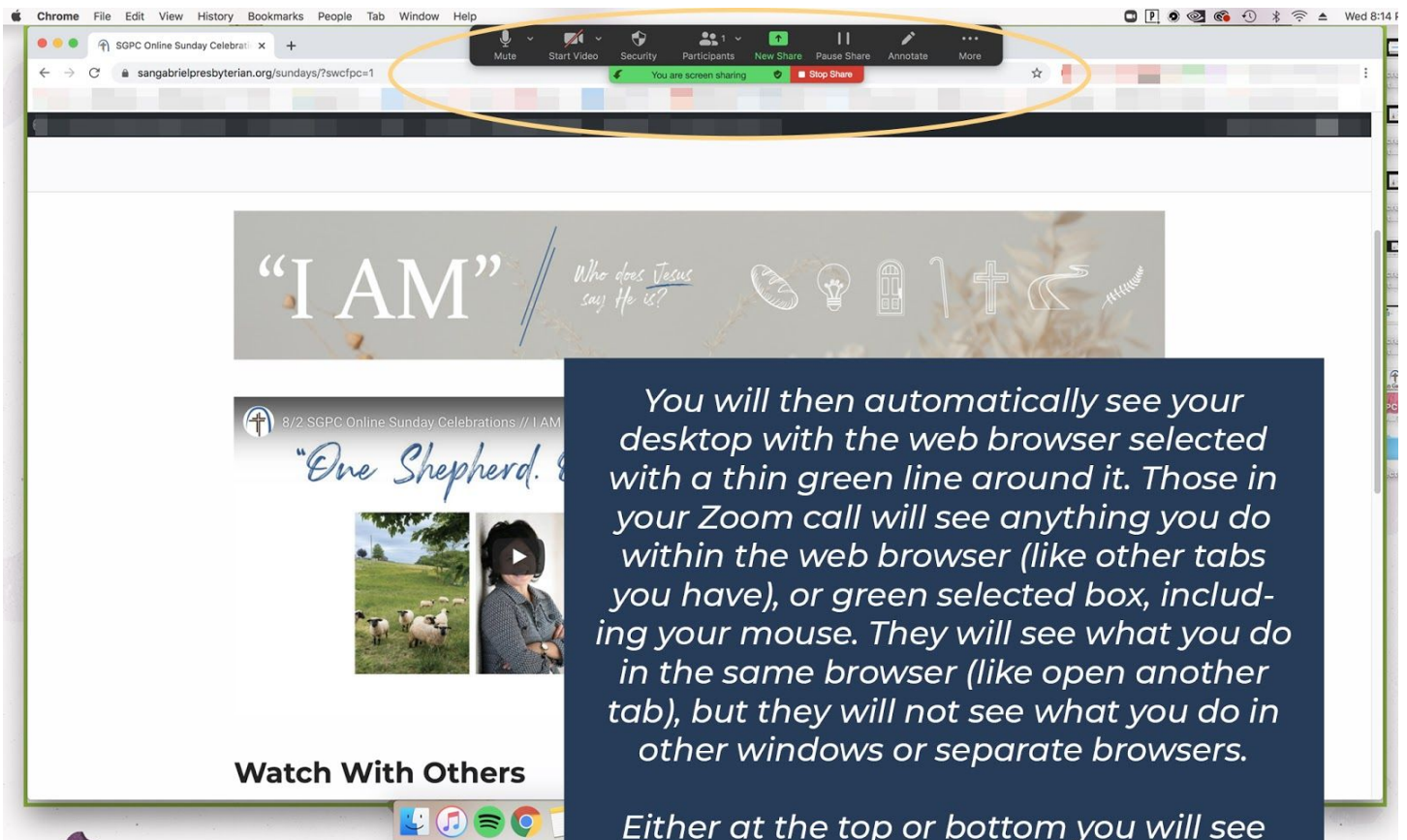
Share

1. Make sure the video is already open in your internet browser before you select screen share, so you are able to select it by clicking on it (in blue).
2. Select "Share computer sound" otherwise no one will hear the video you are sharing.
3. Press "Share at the bottom right once both things are selected.

## NOTES

- If you select "DESKTOP", know that they will see everything you see when you look at your computer monitor. Selecting the specific Web Browser will only let them see what is in that Web Browser window that is selected in Green.
- Note that your mouse will be visible every time you drag it across the Web Browser.
- If you click "Share" before selecting "Share Computer Sound", you will have to "Stop" your screen share and start this process over, making sure to select "Share Computer Sound" before clicking "Share". No one will hear your video unless you do this step.

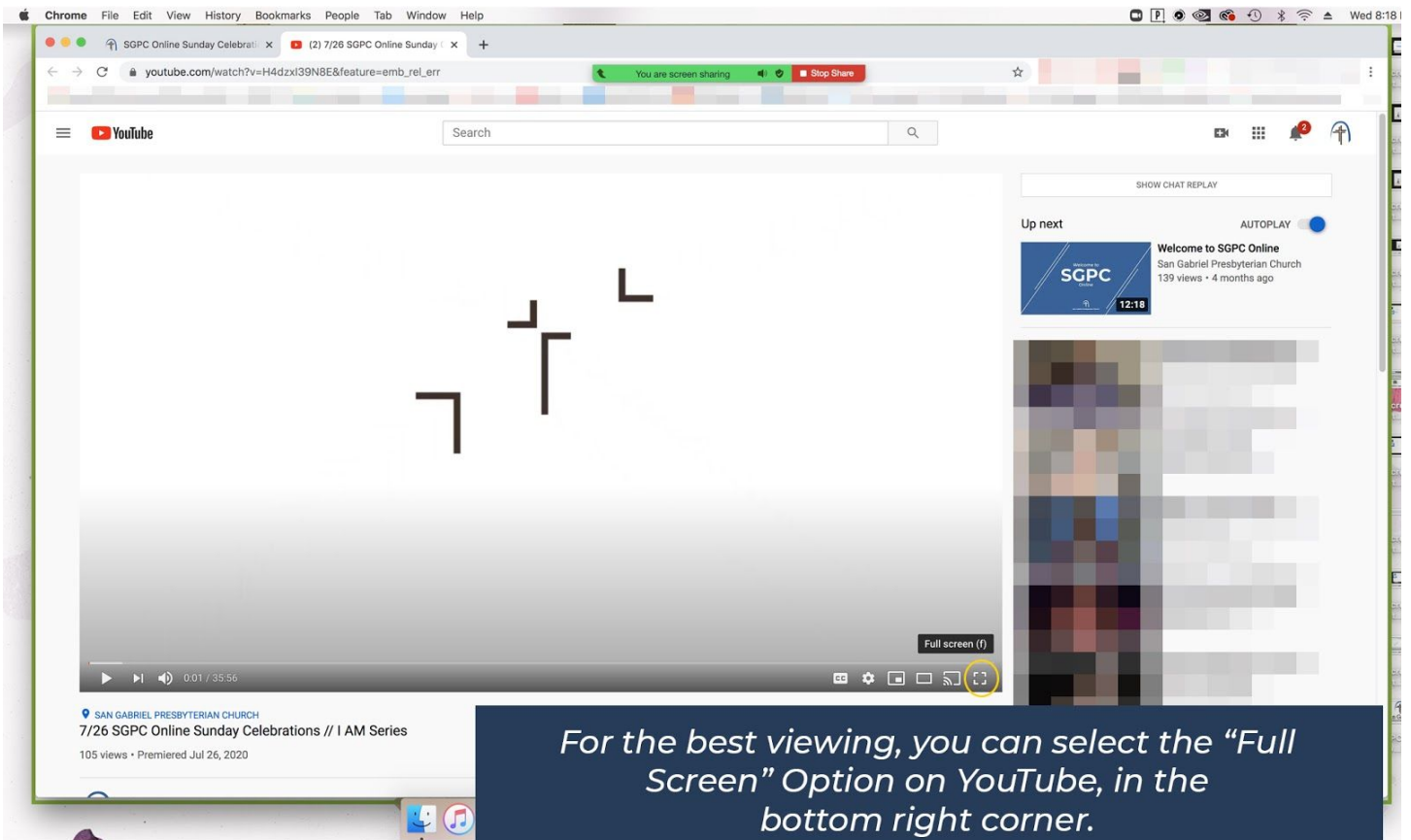
# STEP 5



## NOTES

- Remember that while they are watching your video with you, they will still hear your sound if you talk. Make sure to "MUTE" yourself using the Zoom Control Buttons if you do not want to be heard.
- We suggest having everyone in your Zoom call mute themselves to hear the video clearly. Make sure to have them "Unmute" once you're finished so you can continue on in fellowship!

# STEP 6



## NOTES

- The participants in your Zoom call will hear the video at the loudness you play it. You can control the video sound on your end by using the sound icon in the YouTube Player.
- If you pause the video, it pauses for everyone else. Please keep this in mind when doing the prayer and worship portions, or other portions that may call you to pause.



