

Zoom Screen Share Recommendations

It is recommended that you share the individual program that is being used to present rather than sharing the entire screen. This will prevent information on the presenter's computer from accidentally being shared.

Acrobat (recommended)

If using a single monitor/laptop, go to "View → Read Mode" when presenting. You can also go to "View → Show/Hide → Menu Bar" to disable the Menu Bar along the top of the screen.

If using multiple monitors, you can use the "View → Full Screen Mode" function when sharing your screen. You will still be able to use the second screen to view notes or other information.

PowerPoint

If using a single monitor/laptop, go to "View → Reading Mode" when presenting. This will function similar to a Slide Show, but will not occupy the full screen. You can resize the window on your computer accordingly.

If using multiple monitors, you can use the "Slide Show" function when sharing your screen. You will still be able to use the second screen to view notes or other information.