

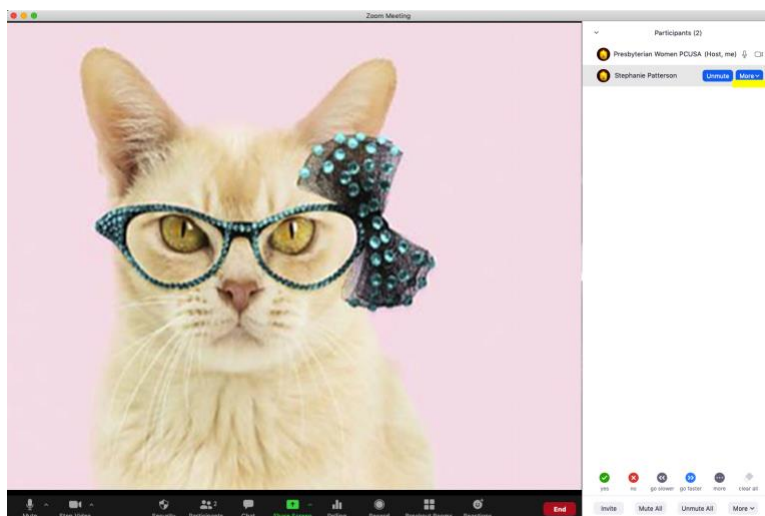
How to share a video (or other media) in Zoom

Zoom allows the meeting host to share their screen or to give participants the ability to share their screens. If someone other than the Zoom meeting host will share the video, the host must allow screen sharing for that participant.

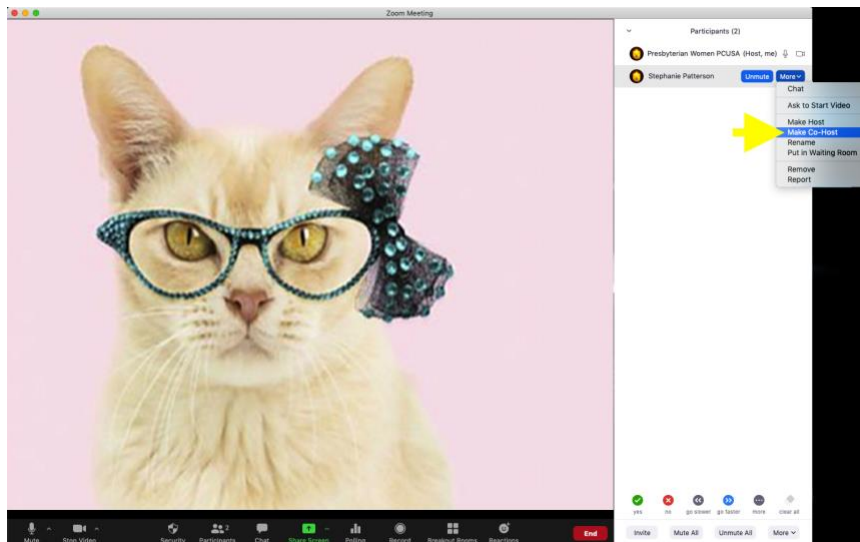
To do this, the host clicks on "participants" on the bottom navigation bar.



From the pop-up window that appears, the host hovers over the name of the participant who is to receive access and clicks "more" to the right side of their name.



The host then clicks on "make co-host".

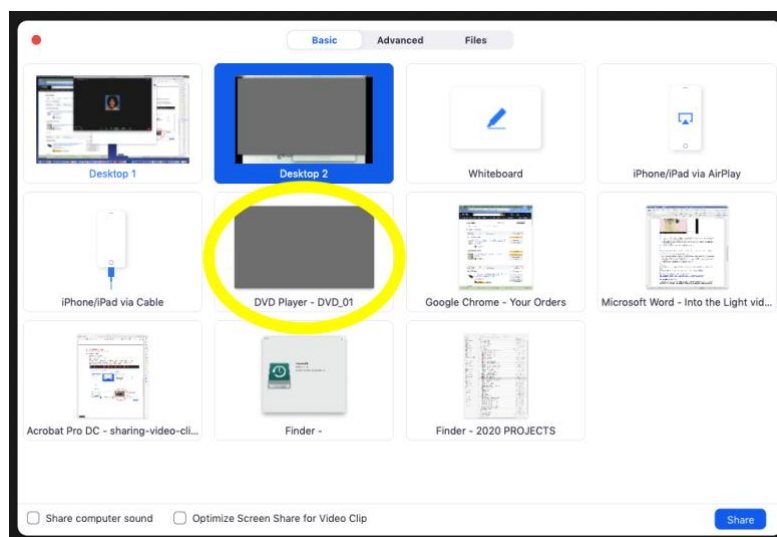


- Using your preferred video playing software (QuickTime, Real Player, etc.), queue up the video you wish to share on your device.
- In Zoom, after you have signed in and joined the meeting, click “share screen” (black row beneath the video).
- In the popup window that appears, select your video and, at the bottom left of the popup window, ensure you also select “share computer sound.”*
- Click the “share” button in the lower right.
- You will see the video on screen**, with a small banner at the top that says “You are screen sharing” on a green bar and “Stop Share” in a red banner. Using the controls in your video playing software, press play on the video to start, pause or restart the video, as needed.
- In Zoom, press “Stop Share” when the video is over.

NOTE:

*If you omit the “share computer audio” step, you’ll hear the video but your attendees will not.

**If the screen where the video should be turns gray after sharing your screen, press the ESC key on the keyboard after pressing play.



Please visit the Zoom Help Center for additional helps:

<https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>

Facebook Live and YouTube

Although Presbyterian Women are encouraged to share content on YouTube that has been posted by PW Churchwide, Presbyterian Women are discouraged from uploading/sharing PW/*Horizons* Bible study and other copyrighted videos via Facebook or YouTube. *Into the Light*, in all formats and related products, is copyrighted © 2020 *Horizons* Presbyterian Women in the Presbyterian Church (U.S.A.)