**Screen Share for Windows PC using Zoom**

* If you are using a MacBook or an Apple computer, please open your presentation in slideshow mode and use 3 fingers to swipe up on your trackpad. Then select Zoom and follow steps 5 and 6 below.
* Please see the 6 steps below, it’s looks more complicated but it’s not. If you are able to do this great, if not, please share you screen as we practised in the Zoom run through.
1. **Close down everything on your desktop other than your presentation and Zoom.**
2. Open your presentation in slide show mode.
3. Right click and select screen, then select show taskbar. The taskbar should appear at the bottom of your presentation 
4. On the taskbar there is a zoom icon click on it, this will open Zoom
5. Now you are in slideshow mode and on Zoom, click share screen as demonstrated in our Zoom run through.
6. A box will pop up with your open tabs, there will be 2 PowerPoint tabs - **select the slideshow tab**
* Presentation will automatically open in slideshow mode.
* Please stop sharing your screen once your presentation is finished.
* If your presentation sticks or lags, just wait a few seconds for it to catch up.

**Polls**

* If you are using polls, remember to read out the question, answers and the results. This is because Zoom does not record the poll pop up window.

**Videos**

* If you have a video with sound in your presentation, please remember to ‘share computer sound’ on Zoom before sharing your screen.
	+ To do this, please click on the green share screen button and on the bottom left hand side you will see a tick box for ‘share computer sound’