

# Zoom Screen Sharing & Remote Control Instructions

## Virtual Meeting Security Precautions

Before commencing a screen share or allowing remote control you should make sure that the person or persons you are sharing with are who they say they are. This advice is also relevant for any virtual meeting taking place where sensitive information may be shared in the process of the meeting.

- Be aware of all participants' screen names and ask them to display either their full name or university username on screen. Please note that users are able to freely change their screen name so this should not be relied upon solely to identify them. It is best practice to show the correct name and this assists with the additional identifying methods below.
- Request that they switch on their camera, even just for few moments, so you can see their face to confirm their identity.
- If they don't have a camera ask them to have their microphone on so you can speak to them directly and not rely on the Zoom chat function to identify them.
- If in doubt ask them to send you a message on another platform such as Slack or via email to confirm that they are present in the meeting and what screen name they are currently using.

## Screen Sharing

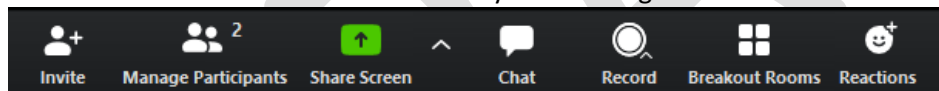
Zoom allows for screen sharing on desktop, tablet and mobile devices running Zoom.

- The host and attendee can screen share by clicking the Share Screen icon.
- The host does not need to grant screen share access for another participant to share their screen.

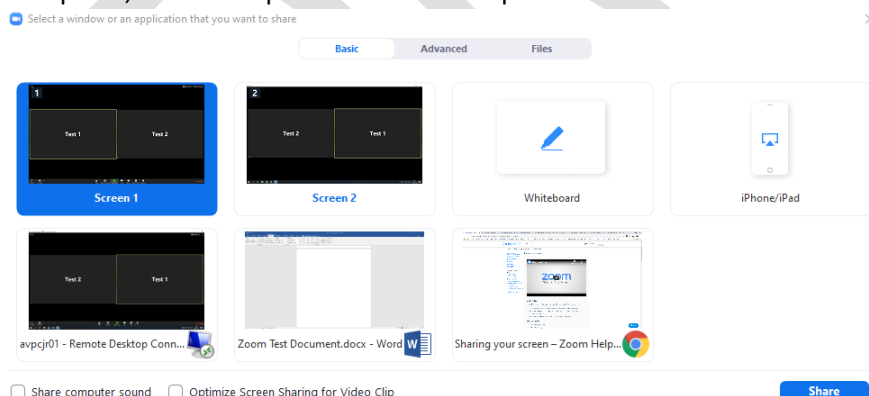
**Before starting any Screen Share please ensure any sensitive or confidential information you may have open on your machine is closed or hidden from view.**

Sharing your screen

- Click the **Share Screen** button located in your meeting controls at the bottom of the screen.

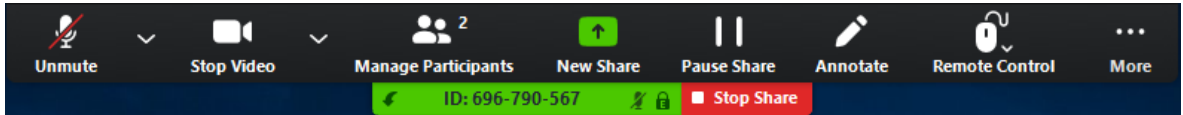


- Select the screen you want to share. You can choose an individual application that is already open on your computer, the desktop or a whiteboard option.



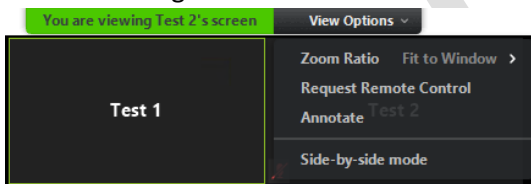
- Choose one of the options on how you want to share your screen.
  - Screen 1 & 2 – If you have more than 1 monitor connected you have the option of sharing either of the desktops. If you only have the one display then the second screen won't be available.
  - Whiteboard – This is a tool for drawing and sketching.
  - Individual program windows – Each of the windows that are currently open on your machine are able to be shared individually (This is the recommended option when using remote screen controls detailed in the next section.
  - If you wish to share your iPhone/iPad it is recommended to join the meeting from the device you wish to share from.

- (Optional) Enable these features:
  - Check Share Computer Sound: If you check this option, any sound played by your computer will be shared in the meeting.
  - Check Optimize for full screen video clip: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.
- Click **Share**.
  - On the sharers end the active cameras of attendees will be shown down the right hand side of screen 1.
    - If sharing a desktop, the shared desktop will have a green box around the outside
    - If sharing a window, the shared window will come into focus on the monitor it was last displayed on.
  - At the top of screen 1 the sharer will have a popup option box:



- This popup allows the sharer to:
  - Mute/Unmute: Mute or unmute your microphone.
  - Start/Stop Video: Start or stop your in-meeting video.
  - Participants/Manage Participants: View or manage the participants (if the host).
  - New Share: Start a new screen share. You will be prompted to select which screen you want to share again.
  - Pause Share: Pause your current shared screen.
  - Annotate / Whiteboard: Display annotation tools for drawing, adding text, etc.
  - Remote Control – Refer to the section below on remote control.

- On the viewing end of the screen share



- Request Remote Control – This will be detailed in the section below on remote control.
- Side-by-side mode – This needs to be active when in full screen mode if you want to be able to see the webcams at the same time.

- Click on **Stop Share** to stop sharing.

## Remote Access via Screen Sharing

The remote control feature allows you to take control of another participant's screen in a meeting. You can either request remote control of another participant's screen or the other participant can give control to you.

**Before starting any Remote Access please inform the person granting access to ensure any sensitive or confidential information they may have open on their machine is closed or hidden from view.**

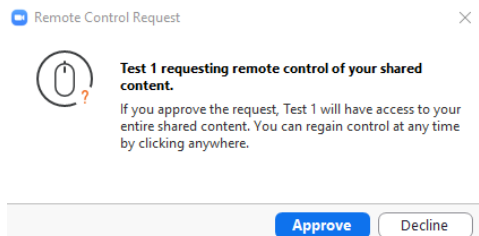
### Requesting Remote Control

You can request remote control from the host or participant who is sharing their screen.

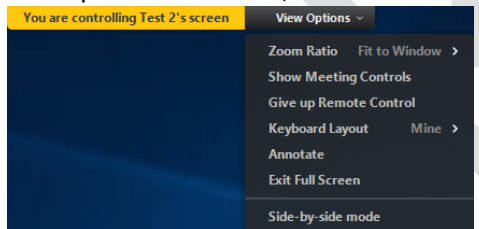
- While viewing another participant's screen share, click the **View Options** dropdown menu located at the top of your in-meeting window.



- Select **Request Remote Control**, then click **Request** to confirm. The host or participant will get a notification asking if they want to allow you to control their screen.



- The host or participant will need to click **Approve**.
- Click inside the screen share to start controlling the participant's screen.
- To stop remote control, click the **View Options** dropdown and select **Give up Remote Control**.



### Giving Remote Control

While screen sharing, you can give remote control to another participant who is in the meeting. If the participant is on iOS or Android, they can remote control your screen using their mobile device.

- While screen sharing, click Remote Control and select the participant you want to give control to.






The participant can click anywhere on their screen to start control.

- To regain control, click anywhere on your screen. The other user can still restart remote control by clicking on their screen.
- Tip: You can also click Stop Share to regain control and not allow the other participant to start remote control again.

## iOS or Android Participants

A participant who is screen sharing with the Zoom desktop client can give you remote control. If you joined a meeting on an iPad or Android device, you can't request remote control or give remote control.

- After a participant gives you control, tap the remote icon  to start remote control.
- Use these functions to control the participant's screen:
  - The mouse icon  shows where the mouse pointer is located. Tap and drag it to move the pointer.
  - Tap once to left-click the mouse.
  - Tap and hold to right-click the mouse.
  - Tap the keyboard icon  to enter text.
  - Pinch with two fingers to zoom in and out of the user's screen.

Tip: You can use your mobile device in landscape to get a better view of the participant's screen share.

Remote control does not work on an iPhone device.

## Usual Links

Screen Sharing from an iOS device

<https://support.zoom.us/hc/en-us/articles/115005890803-iOS-Screen-Sharing>

Sharing your screen

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

iOS Screen Sharing with the Zoom Desktop Client

<https://support.zoom.us/hc/en-us/articles/201379235-iOS-Screen-Sharing-with-the-Zoom-Desktop-Client>

Request or Give Remote Control

<https://support.zoom.us/hc/en-us/articles/201362673-Request-or-Give-Remote-Control>