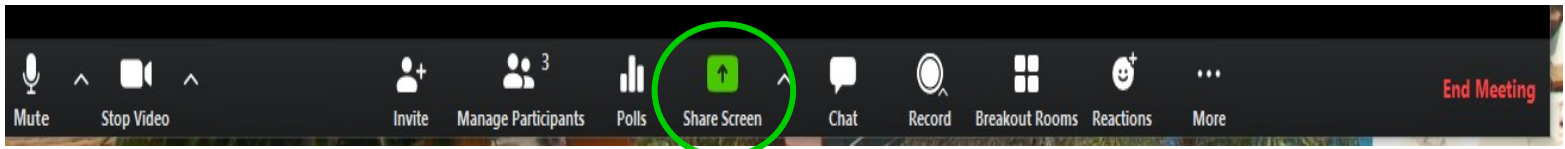
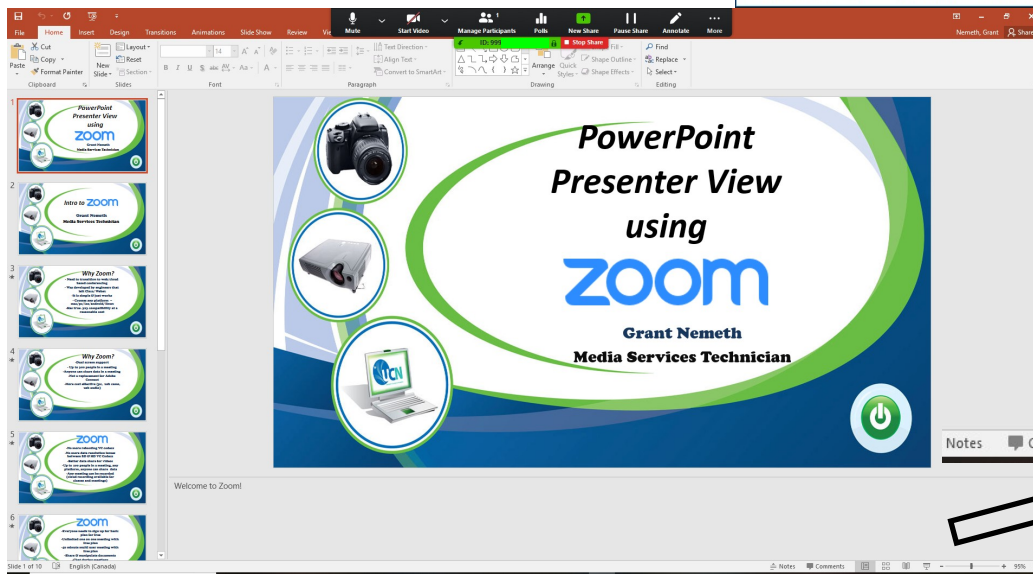
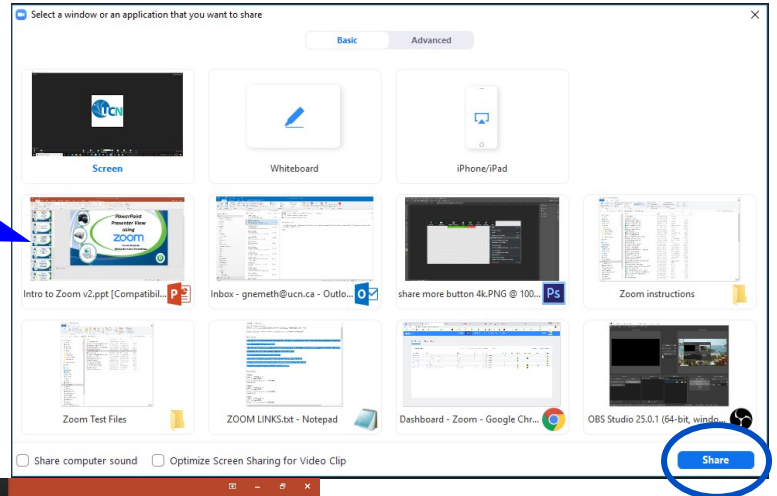


# Sharing your PowerPoint in a Zoom meeting using presenter view on a single screen:

Have your PowerPoint open and minimized before starting your meeting. Then start your meeting, connect your audio, and when ready, click on the green **“Share Screen”** icon on the toolbar.



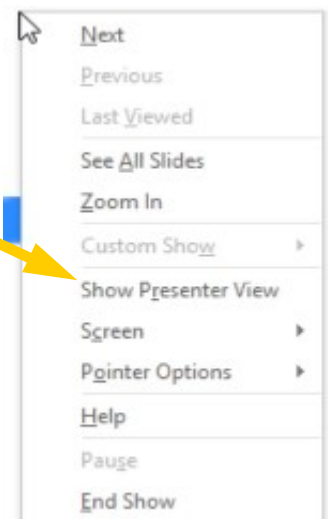
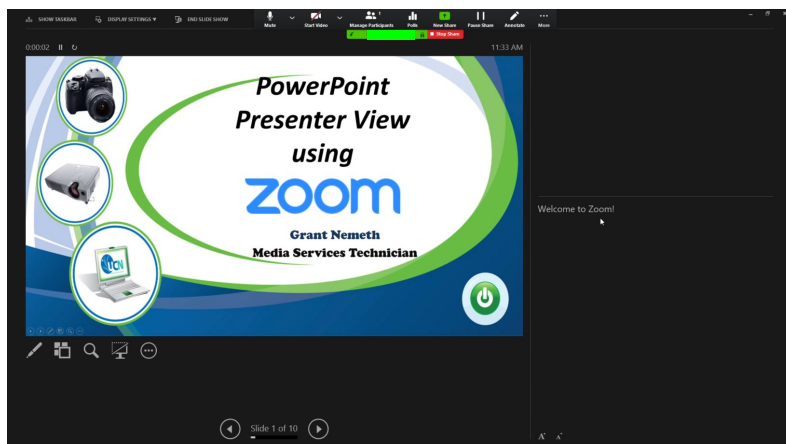
The screen share window will open showing all your options of screens/programs you have open and available to share. Select the PowerPoint window and click on the **“Share”** button or just double click the PowerPoint window. Your PowerPoint should come on the screen and the Zoom toolbar will move to the top of your screen.



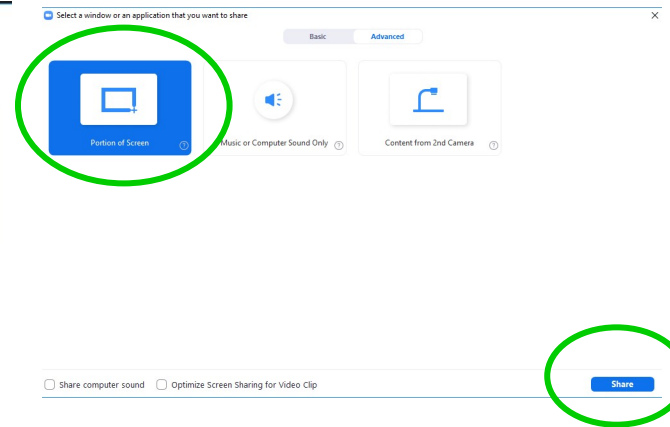
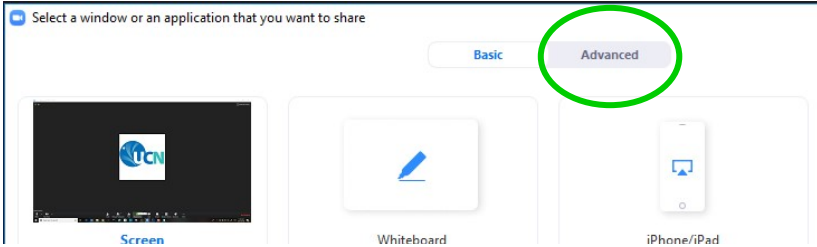
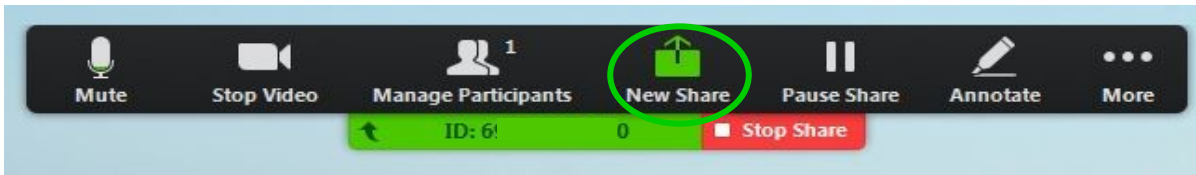
Start the slide show by clicking on the screen icon on the bottom of the PowerPoint window.



Your PowerPoint should now be full screen with the first slide. Right click on the slide and select **“Show Presenter View”** from the pop up list of options. Your screen should now show the presenter view & this will also be what the participants are seeing.



Next, click on the **“New Share”** button from the toolbar at the top of the Zoom window. Then select the **“Advanced”** tab and select **“Portion of Screen”** (double click or click and then select **“Share”**).



A highlighted frame will appear. Click and drag the edges so that they surround the active slide of the PowerPoint.



Now the participants will see the main slide (area highlighted in green) and you will see the presenter view with the next slide coming up and your notes.

Note that if you change the size of the windows after you have shared this portion of the screen, you will need to re-size the shared portion of the screen to outline the main slide window. You don't need to stop sharing during this time - Zoom will automatically pause the share as you re-size.

As normal, press the red **“Stop Share”** button to stop sharing the screen.

