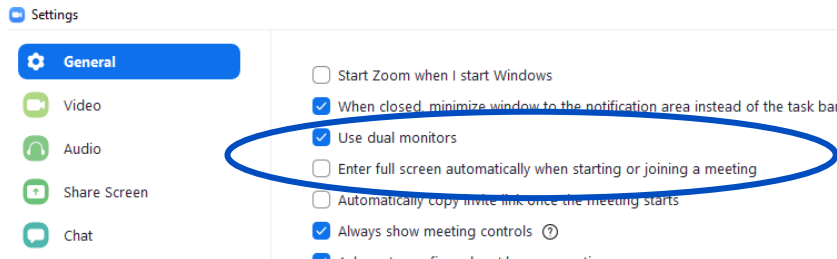**Zoom Tips for dual monitor & sharing ppt:**

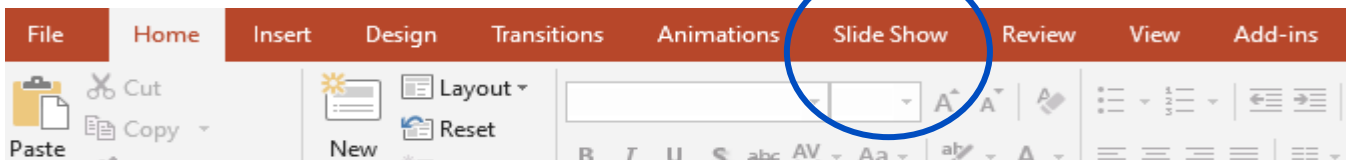- *Before* you start the meeting make sure your laptop/monitor is set to **"Extend"** mode by pressing and selecting **"Extend"** from the list that appears.

- Also *Before* you start the meeting make sure you have selected **"Use Dual Monitors"** in the Zoom settings. I also like to uncheck **"Enter full screen automatically"**
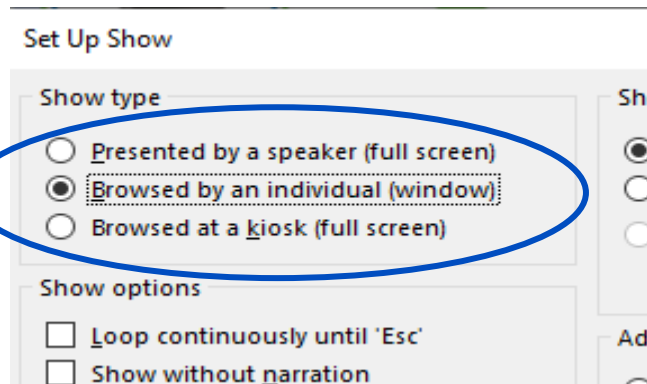

- Start your Zoom meeting
- Open the participant window & position it so you can see it.
- Open the chat window & position it so you can see it.
- Re-size & re-position the gallery and active speaker windows (if necessary). Exit full screen mode on those windows if you need to.

- If you are using a power point (without notes/presenter view), open up the presentation.
    - Go to "Slide Show" from the top options

- Then go to "Set Up Slide Show" and select "Browsed by an individual

- You can even start your slide show at this point, and then you will be ready to "Share Screen" in Zoom and select the power point window as the application to share. Place the power point window on the monitor not being used for the gallery view and ensure the ppt window is 1/2 of the screen or larger as this affects the quality of the slides being seen by the participants.

- Then select "PowerPoint Slide Show" from the list of open applications when you share in the Zoom meeting.
**Reminder that when you share, what is currently the "Active Speaker" window view in Zoom will become the "Gallery View" window, so you may need to re-size