Basics of PowerPoint Screen Sharing


Basics of Screen-Sharing PowerPoint in Zoom

1. Make sure that you have your PowerPoint deck open and ready to go

2. When you are ready to display your slides, share your screen by clicking the **Share Screen** button at the bottom of your Zoom window. Then select your PowerPoint deck from the available options to share
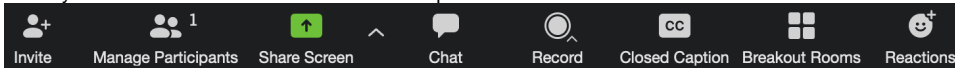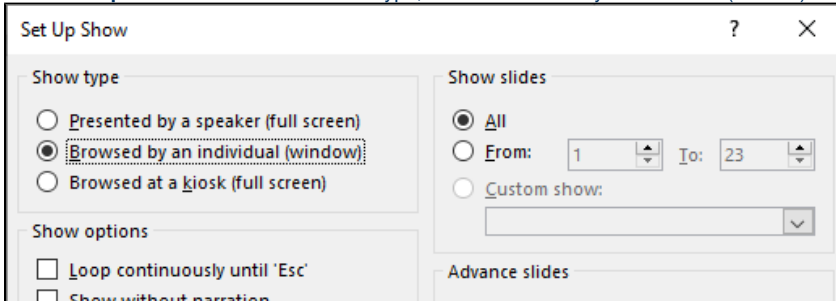

   This video walks you through the steps

3. Click the **Slide Show** tab at the top of the PowerPoint window that opened when you selected your PowerPoint deck, and then click the **Set Up Slide Show** icon
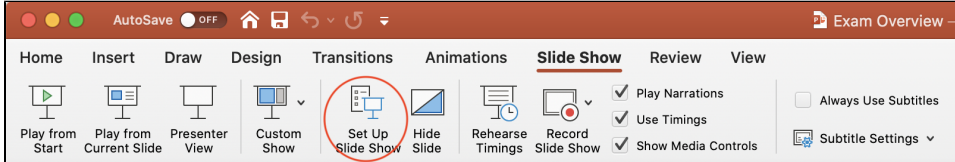
4. In the **Set Up Show** window under "Show type," select "Browsed by an individual (window)" then click **OK**

5. After these setup procedures you may Play your PowerPoint deck and begin your presentation

6. Once you are finished you can stop your screen share by clicking the red **Stop Share** button at the top of your Zoom window

Optimizing Applications You're Sharing

Screen-sharing Excel Files

- The quality of your meeting experience will depend on the participant's Internet speeds and bandwidth, which may be variable and unreliable.
- To ensure a good experience, the fewer changes that you have in your video feed the better for the online participants.
- If there are a lot of data calculations in an Excel file (Solver and Regression), there may be a delay when sharing and visibility can be fuzzy for your participants.
- Simple Excel computations (case analyses) will work fine

Screen-sharing PowerPoint

- If you have concerns about your bandwidth, save your PowerPoint slides to a PDF file.
- Keep in mind that the PPT slides in Presentation Mode will take up your entire screen and may cause issues seeing other files and the Zoom controls, chat window, etc. The slides in PDF format will result in a good instructor/student experience.
- See link below for ways to share a ppt deck: https://support.zoom.us/hc/en-us/articles/203395347-Screen-Sharing-a-PowerPoint-Presentation
- We highly recommend that you have a PDF document of the PowerPoint deck as a back-up to be shared easily at low bandwidths.

Screen-sharing Video

- ○ To share a video in your Zoom class, please view: https://support.zoom.us/hc/en-us/articles/202954249-Optimizing-a-Shared-Video-Clip-in-Full-Screen
- ○ Tip: If you can stream your video from YouTube it is advisable do that. The speed will be higher because the video is downloading directly from YouTube's servers, rather than uploading from your computer and then downloading on your participant's computers.

Still need help?

Go to the **Student Troubleshooting** page first. If that doesn't help:

For McCombs students, please contact Media Services via email or phone:

- **Email** VC-Trouble@mccombs.utexas.edu
- **Call** 512-232-6679 (GSB/CBA) and 512-232-4646 (RRH)

For all other UT students, please contact your respective college or school