How to change sharing settings in a meeting

Zoom recently changed the screen sharing settings within all education accounts so that only the host can share their screen by default. The instructions below explain how hosts/instructors can allow participants/students to share their screen.

1. In order to allow your meeting participants/students to share their screen, you must give them permission in Zoom. There are 2 ways to do this:

   a. Select Security tab within Zoom. Select “Allow Screen Share”. Then, all of the participants/students in your meeting will be able to share their screens. You can disable this setting by following the same steps.

   b. Select Participants tab within Zoom. Hover your mouse over the participant/student name, select “More”, and then select co-host. Then, that participant/student will be able to share their screen.

   Please note: they will also have elevated host rights within your Zoom meeting, so after they have completed screen sharing, please follow the same steps to disable their co-host rights.