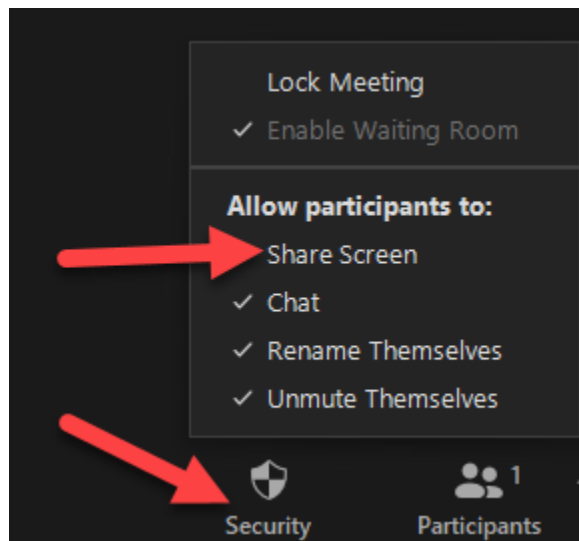


How to change sharing settings in a meeting

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.