

## ZOOM MEETNG – SHARING A POWERPOINT PRESENTATION

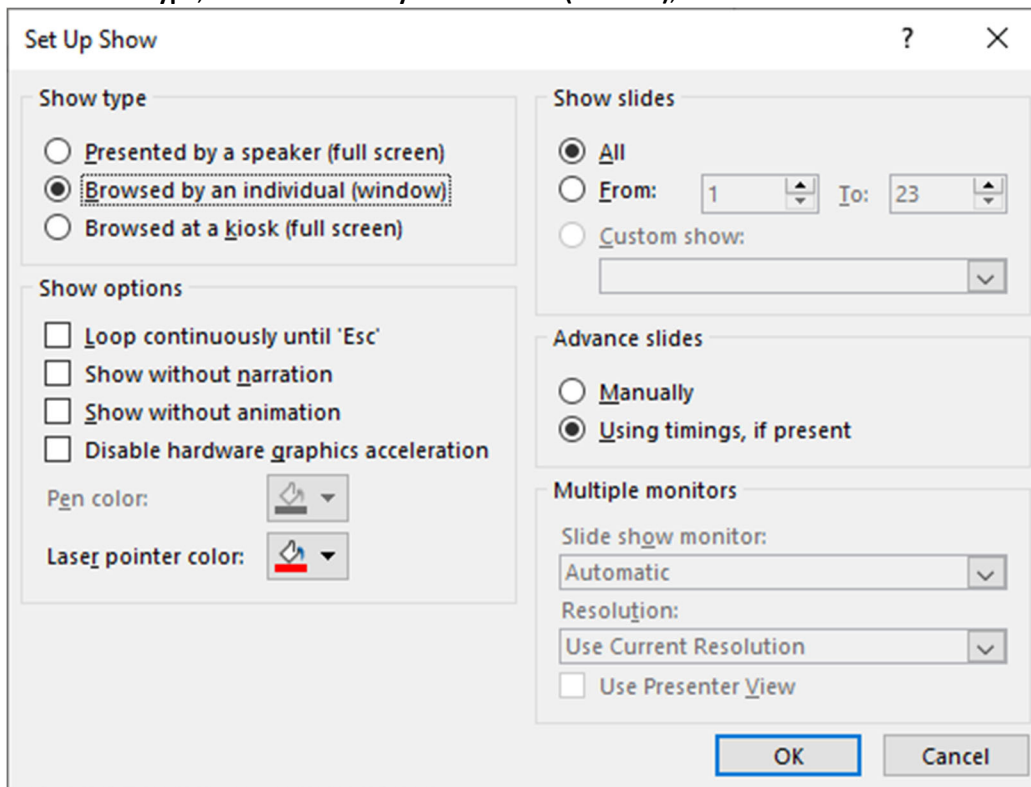
### Single Monitor Setup with Slide Show View in a Window

Before your zoom meeting begins, follow these steps if you have a single monitor and want to share your PowerPoint presentation in slide show view, but have it contained in a window rather than in full screen. This is useful if you need to access meeting features like in-meeting chat or managing participants while sharing your PowerPoint presentation. **Note that this is the better option then having the PowerPoint presented in full-screen view, as that will cover up your zoom controls and desktop.**

1. Open the PowerPoint file you want to present.
2. Click the **Slide Show** tab > **Set Up Slide Show**.



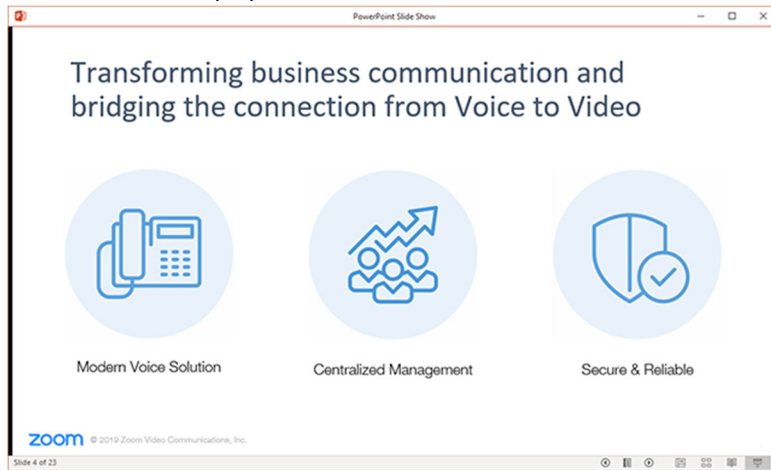
3. Under **Show type**, select **Browsed by an individual (window)**, then click **OK**.



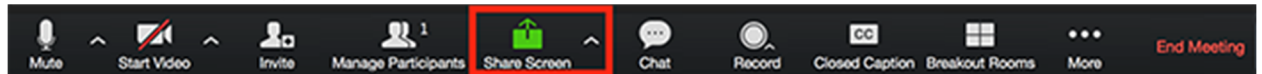
4. Switch PowerPoint to slide show mode by clicking the **Slide Show** tab > **From Beginning** or **From Current Slide**.



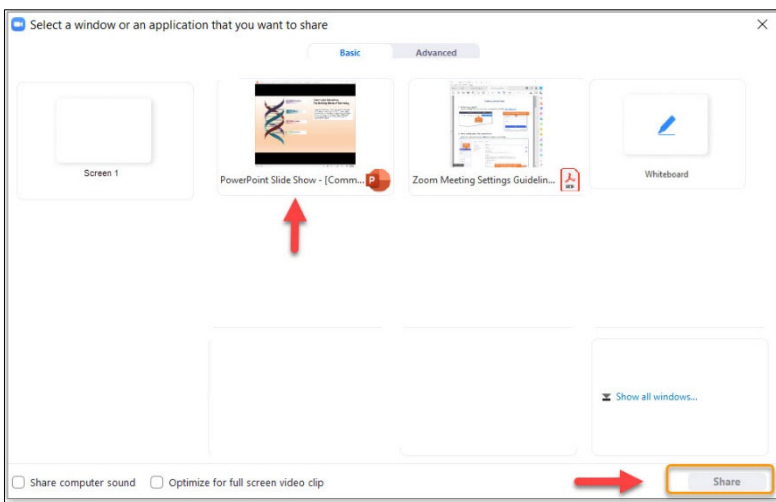
PowerPoint will display the slide show in a window.



5. In Zoom, start or [join a meeting](#).
6. Click **Share** in the meeting controls.



7. Select the item you want to share from within the Share window. You can choose the screen, which denotes the desktop or an individual application that is already open on your computer, the desktop, a [whiteboard](#), or an [iPhone/iPad](#).
8. Select the PowerPoint window then click **Share**.



When you start sharing your screen, the share meeting controls will move into a menu that you can drag around your screen.



To view a short video clip on SHARING: <https://youtu.be/YA6SGQIVmca>

**IMPORTANT:** If your computer set-up features dual monitors, please view: <https://support.zoom.us/hc/en-us/articles/203395347-Screen-Sharing-a-PowerPoint-Presentation>