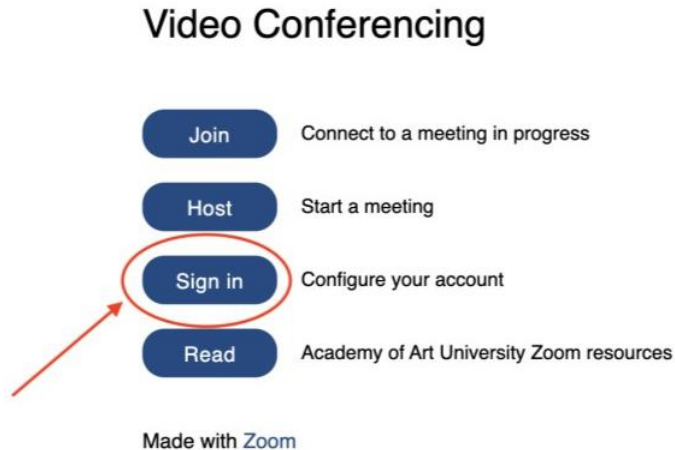


How to Allow Participants to Share Screen

Step 1: Open a new browser window and go to art.zoom.us. Click the **Sign in** button.

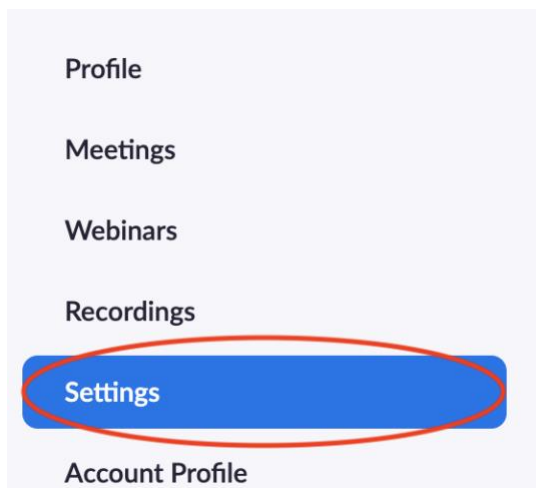


You will then be taken to the Academy of Art University log in page. Enter your Academy email address and password.

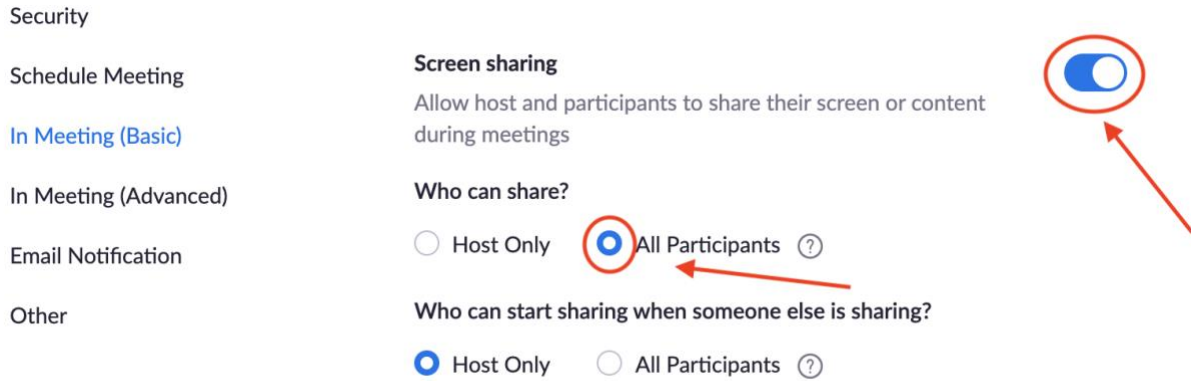
**Additional Notes:*

- This is the same email address and password that you use to log in to your Outlook and Workday.
- *academyart.edu* for full-time faculty, *i.art.edu* for part-time faculty.
- For *academyart.edu* password help/reset, contact IT Help Desk: (415) 618-6400 or itservicedesk@academyart.edu
- For *i.art.edu* password help/reset, please contact the Online Help Desk: (415) 618-3545 or online@academyart.edu

Step 2: Go to your **Settings** tab.



Step 3: Scroll down to the section titled **Screen sharing**. Toggle the setting on (turns blue) to allow host and participants to share their screen or content during meetings. Checkmark “*All Participants*”.



Step 4: Click **Save**. This setting update will be updated for all meetings.

