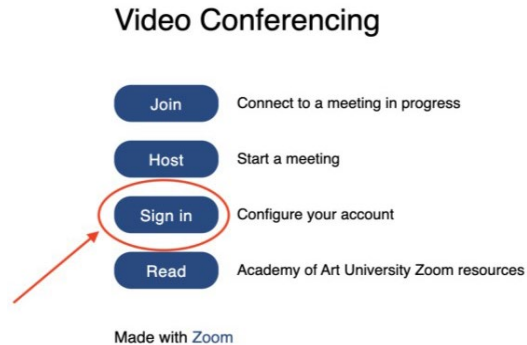


## How to Change Personal Zoom Settings to Allow Participants to Screen Share

Steps outlined below on how host can change personal settings in Zoom account to allow participants to screen share, without having to change settings in each Zoom meeting/review to “allow” participants to screen share. Once personal settings are changed, participants can screen share without having to wait for the host in the meeting to allow them to screen share.

**Step 1:** Open a new browser window and go to [art.zoom.us](https://art.zoom.us). Click **Sign In**.

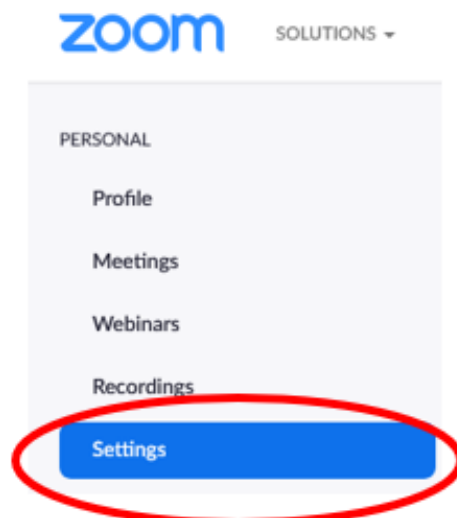


You will then be taken to the Academy of Art University log in page. Enter your Academy email address and password.

*\*Additional Notes:*

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

**Step 2:** From your Zoom profile page, go to the **Settings** tab on the left side of your screen.



**Step 3:** In your Settings, scroll down to **Screen Sharing** – *Who can Share?* Change from Host Only to **All Participants** (see example below).

**Screen sharing**

Allow host and participants to share their screen or content during meetings

Who can share?

Host Only  All Participants  ?

Who can start sharing when someone else is sharing?

Host Only  All Participants  ?

**Step 4:** Click **Save**.

- After clicking save, host no longer needs to *allow* participants to screen share at each Zoom meeting/review as now all participants can screen share.
- To return your Zoom personal screen share settings to, its default setting, **Host Only** – complete same steps above, and for step 3 change from All Participants to **Host Only**, then click **Save**.

Email [onlineoffice@academyart.edu](mailto:onlineoffice@academyart.edu) if you have any questions.