

Zoom Share Cheatsheet

Aim High BNI ... Screen-Sharing for Your Presentation

Print this. Tape it next to your laptop. One-page reference for the chapter member who wants to share their screen during their speaking slot.

BEFORE THE MEETING (Day-Of Prep)

- Close everything you don't need.** Slack, email, music apps, extra browser windows. Every running program steals CPU.
 - Pre-load the window you'll share.** Have it open and ready BEFORE the meeting starts. Not during your intro.
 - Disable notifications.** Focus mode (Mac) / Focus Assist (Windows) / Do Not Disturb. No popups during your share.
 - Plug in.** Battery saver throttles CPU. Plug in your charger.
 - Close inbox tabs and private tabs.** If you forget which window you'll share, this saves you from accidentally showing private content.
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DURING THE MEETING

When the previous speaker is presenting

- Do NOT start sharing yet.** You'll cut them off.
- Pull up the window you plan to share. Keep it ready in the background.

When YOUR introduction begins

- Start your share now.** During your intro, not before, not after.
- In Zoom: click **Share Screen** (green button in toolbar)
- Pick **the specific window** (not "Entire Screen")
- Check **Share sound** at the bottom if your content has audio
- Check **Optimize for video clip** if you're showing video
- Click **Share**

During your presentation

- Talk to the camera, not the screen.
- Glance at the screen only when you need to.
- Use Zoom's annotation tools if you want to draw on the share (top toolbar).

The **INSTANT** your presentation ends

- Click **Stop Share** in the red bar at the top of your screen.
 - Not when you finish your last sentence. The **INSTANT**.
 - Sit back. Camera on. Let the next speaker have their intro.
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TOP 5 MISTAKES TO AVOID

1. **Sharing your entire screen** instead of one window ... privacy + notifications risk.
 2. **Forgetting to enable "Share sound"** ... silent video looks broken.
 3. **Sharing during the previous speaker's close** ... you cut them off.
 4. **Lingering on the share after you're done** ... you cover the next speaker.
 5. **Testing your setup the first time during the actual presentation** ... that's what the qualification session is for.
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TROUBLESHOOTING (If Things Go Sideways)

- **Your share is laggy:** Close more apps. Lower your Zoom video resolution. If you have a 4K monitor, drop to 1080p in display settings before the meeting.
 - **Your share button is grayed out:** Host hasn't enabled participant sharing. Message the host privately.
 - **Your audio isn't sharing:** Stop the share. Re-share with "Share sound" checked.
 - **Your machine is overheating:** Close the share. Apologize once. Talk through your remaining points without the screen.
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REMEMBER

- **Be ready to share in 15-30 seconds** of "it's your turn."
- **Begin during your intro.** Not before.
- **Stop the instant you finish.** Not when you wrap your last sentence.

The chapter is rooting for you. So am I.

... TIG chaplaintig.com/aimhigh-screen-share-approval