

# Share your screen during a video discussion

As a moderator, share your screen during a video discussion, or request to see a participant's screen.

## Prerequisites:

You must be an Admin or Video Discussions User, or a Power User or Author with the **Can view the Video Discussion projects and moderate interviews** permission to complete this task.

Moderators can:

- Share their own screen in a meeting room.
- Play audio from a single tab when screen sharing.
- Request a participant to share their screen.

Participants can:

- Share their screen if they join the meeting with a desktop.
- Share their screen only at the request of a moderator.

**Note:** If the session is recorded, the screen share is automatically recorded along with moderator and participant video.

## 1. To share your screen during a video discussion:

- a. At the bottom of the meeting room, click the **Media** icon.



- b. Click **Share my computer screen**.
- c. From the panel, click the screen, window, or browser tab to share.

**Result:** A blue box appears around the selected window.

- d. **Optional:** To share audio from a Chrome tab, click the **Share tab audio** checkbox.
- e. Click **Share**.

## 2. To request that a participant share their screen:

- a. In the meeting room, click the **Participant** icon to open the participant panel.



- b. Beside the participant's name, click the **Monitor** icon.



**Result:** The participant receives a prompt to share their screen. They must click **Share Screen** to begin screen sharing.



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