



ZOOM SERIES – Look Professional & Share Your Screen

Changing your Zoom background (desktop)

1. Open the Zoom app and sign in.
2. Click your profile picture, then Settings.
3. Select Background & Filters.
4. Choose a built-in background or click + to add your own image.
5. If you have a green screen, check “I have a green screen.”
6. Close Settings – your background is active.

Changing your Zoom background (mobile)

1. Open the Zoom app and join a meeting.
2. Tap More (three dots) in the lower-right corner.
3. Tap Background & Filters.
4. Select a background or tap + to upload your own.
5. Tap Close to return to the meeting.

Sharing your screen with clients (desktop)

1. Join the Zoom meeting.
2. Click Share Screen (green button) in the meeting controls.
3. Select the window, app, or screen you want to share.
4. If you'll play a video or need audio, check Share Sound and Optimize for Video Clip before clicking Share.
5. To stop sharing, click Stop Share at the top of the screen.

Sharing your screen with clients (mobile)

- 1. Join the Zoom meeting.**
- 2. Tap Share Content (or the green Share button).**
- 3. Choose Screen, then Start Broadcast (follow prompts).**
- 4. To share a file or app instead, pick the specific option shown.**
- 5. To stop, return to Zoom and tap Stop Share.**

Quick tips for realtors

- Close unnecessary tabs/files before sharing.**
- Share a single window (e.g., a property slideshow) to keep privacy.**
- Test audio/video sharing before client meetings.**