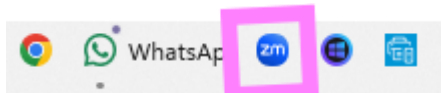


# SHARING SOUND ON ZOOM

Please note things you need to click on etc will have pink square around them

## Open Zoom by left clicking on the Zoom Icon



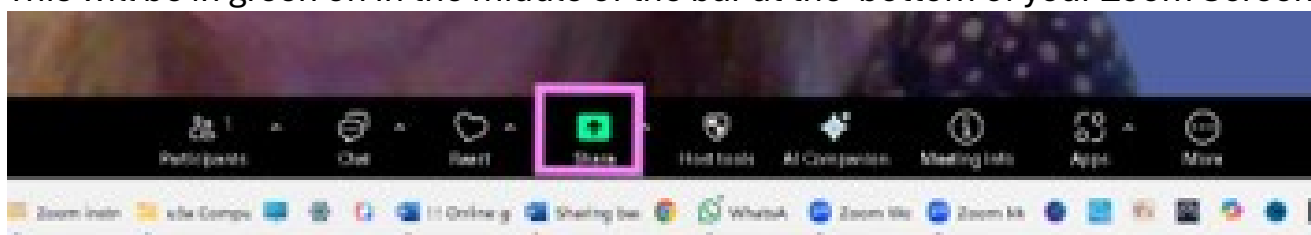
I usually make sure that the window that I want to share is open on my desktop before I open the meeting - ie the You Tube file is ready waiting to be played

## Go on to your meeting

The meeting you will see below is just something I set up so you will be able to have screenshots of what to do

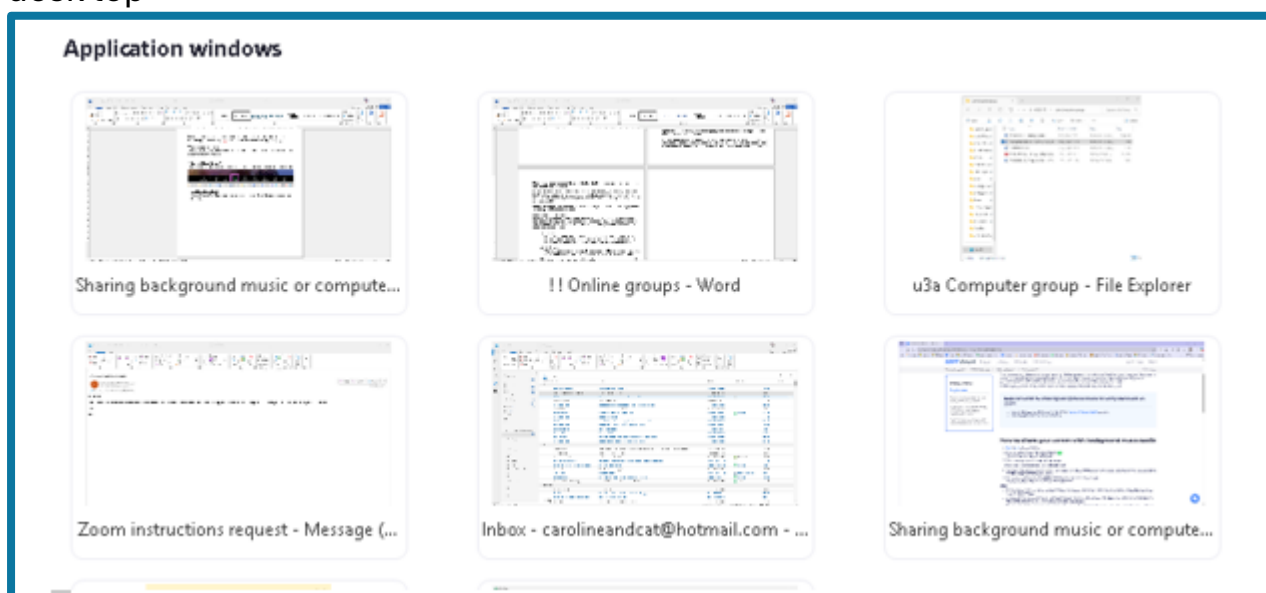
## Click on “Share Screen”

This will be in green on in the middle of the bar at the bottom of your Zoom Screen

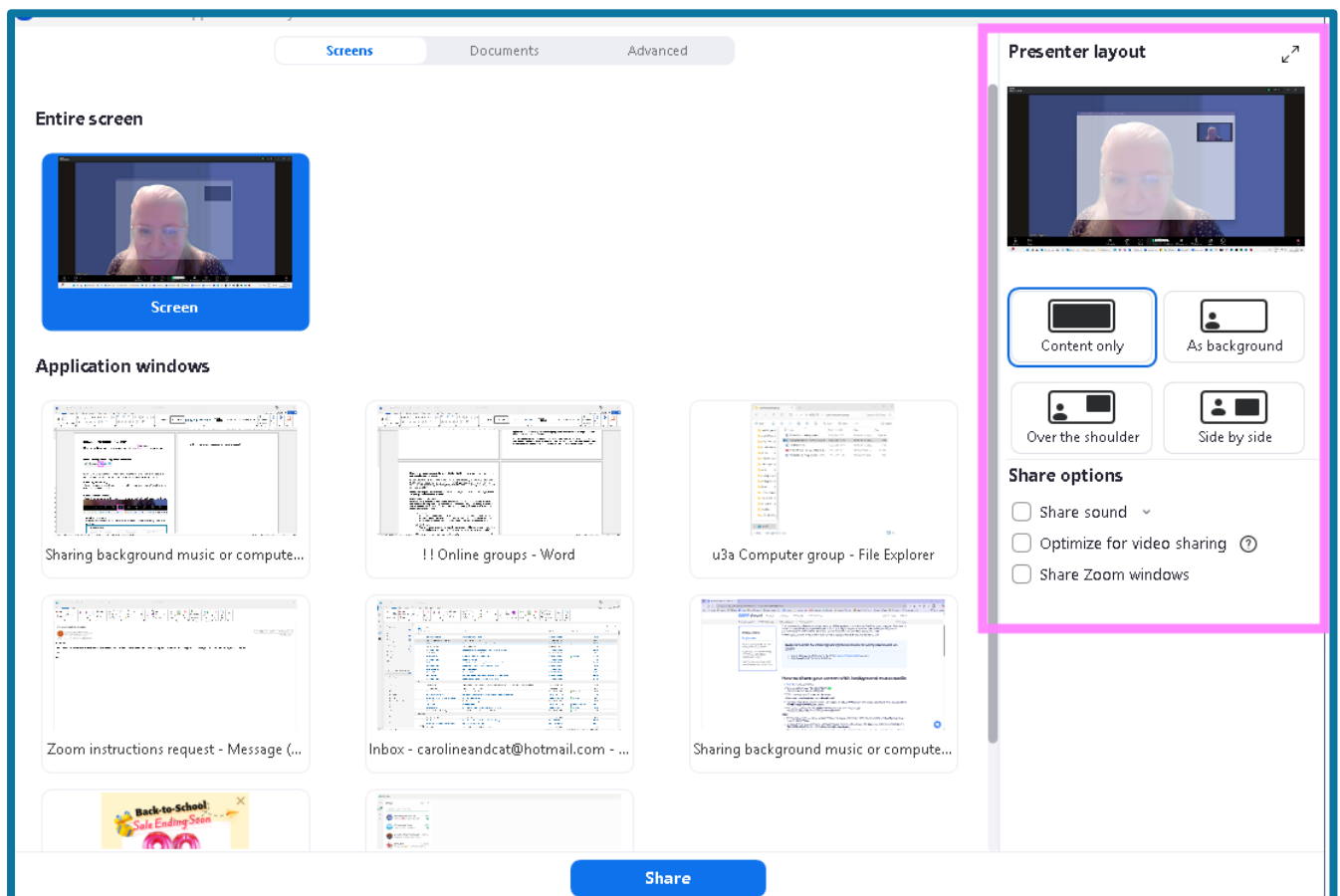


## Application windows

Where it says “application windows” are all the windows that are open on your desk top



To the right of the Applications is **Presenter Layout**



In presenter Layout choose **share sound**

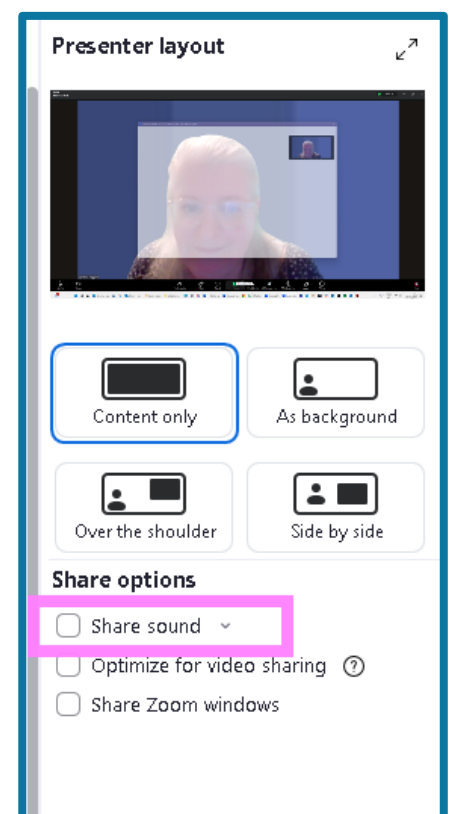
Click on “Share Sound”

I would set this up before letting people in as this sets it up for your meeting

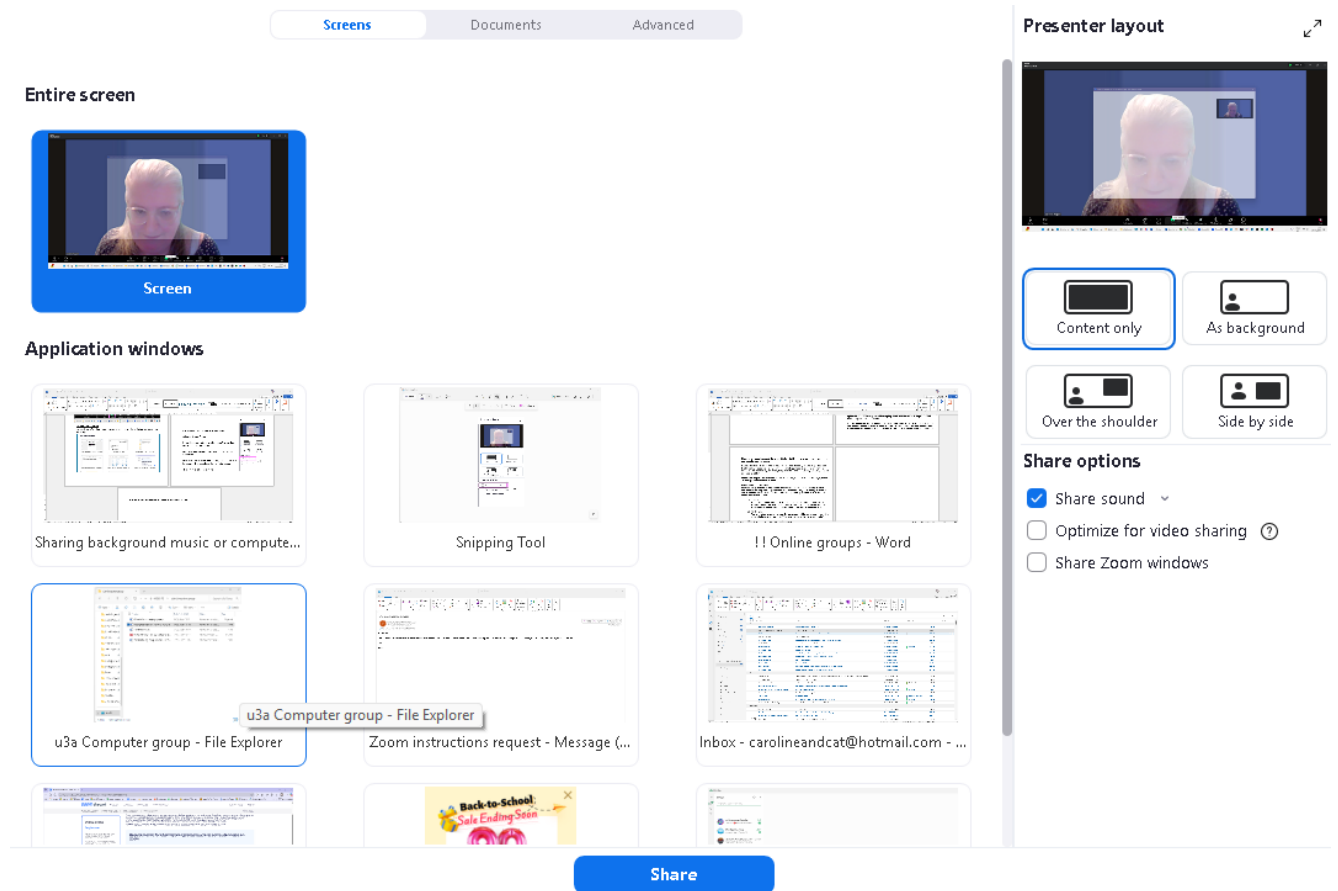
Now everyone will hear whatever is playing on your computer

I usually stop the share screen as you will be set up for sound when you share during that meeting

Then I would let people in etc

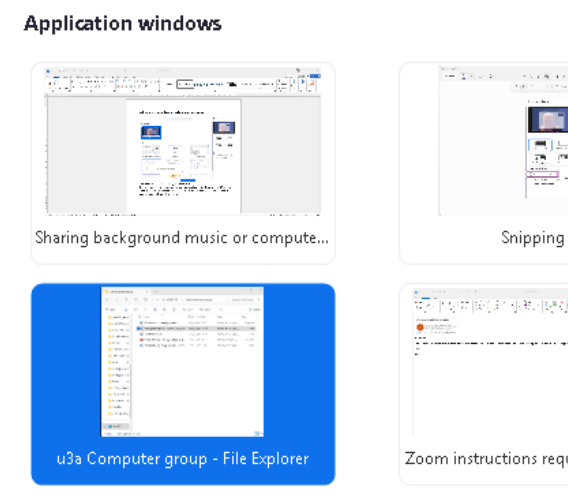


### Click on the green share at the bottom of your screen



You will see it is now showing sound as ticked

Put your mouse over the window you wish to share – it will have a thin blue line  
 Then left click on the window that you wish to share with the group – it will be surrounded with a thick blue line



Then click share at the bottom of the share screen

Hopefully this will work for you

There is also how to do this on the Zoom Website – the link is below

[Sharing background music or computer audio on Zoom](#)

Hope it all works for you

Caroline H.

Version 2-Sep-25.