Zoom Instructions for changing your name and sharing your screen.

How to change your name on the monitor.

- PC – click on the three dots in the upper right-hand corner of your picture.

![Zoom interface showing how to rename](image1.png)

- Tablet/iPad/Smartphone – click on Participants icon – In the participants list select Rename next to your name.

![Zoom interface showing how to rename](image2.png)
1. Before you mentor session, open the document or website that you want to display on your computer.

2. Click on the **Share Screen** icon.
3. (1) Select the screen you want to share.
4. (2) Check the **Optimize Screen Sharing for Video Clip** (this will automatically turn on the sound).
5. (3) Click the **Share** button.
When your share screen opens it will mirror what you selected. You will see a picture of you and your mentee.

To stop sharing your screen, hover over your screen and click on the Stop Sharing.