How to Share and Play a Video with Sound During a Zoom Meeting

Here is a step-by-step guide to sharing and playing a video with sound during a Zoom meeting:

Step 1: Start or Join a Zoom Meeting
1. Open the Zoom app on your device.
2. Start a new meeting or join an existing one.

Step 2: Prepare the Video You Want to Share
1. Open the video you plan to share before starting the screen-sharing process.
2. Pause the video at the point where you want to start playing it for your audience.

Step 3: Click on "Share Screen"
1. In your Zoom meeting, locate the toolbar at the bottom of the screen and click the green **Share Screen** button.

Step 4: Select the Window with the Video
1. In the share screen menu, you will see thumbnails of all open windows on your computer.
2. Choose the window that has your video open (or choose **Screen** if you want to share your entire desktop).

Step 5: Enable "Share Sound" and Optimize for Video Clip
1. At the bottom left of the Share Screen window, check the box for **Share Sound**. This option ensures participants will hear the audio from the video.
2. If your video includes a lot of motion, also check **Optimize for Video Clip**. This will help make the video playback smoother for everyone.

Step 6: Start Sharing
1. Once you have selected the video window and enabled **Share Sound** (and **Optimize for Video Clip**, if needed), click the **Share** button.
2. This will start sharing your screen with the meeting participants.

Step 7: Play the Video
1. Return to your video and press play. All meeting participants should now be able to see and hear your video.
2. Use the controls on your video player to pause, rewind, or adjust volume as needed.

Step 8: Stop Sharing When Finished
1. When you are done sharing the video, click the **Stop Share** button at the top of your screen to return to the regular Zoom meeting view.

Additional Tips
- **Test Beforehand**: If possible, test screen sharing with sound before the actual meeting to ensure everything works smoothly.
- **Adjust Audio Levels**: Make sure your computer's volume is set at a level that is easy for participants to hear but not too loud.

Source: https://mitsloanedtech.mit.edu/support/how-to-share-and-play-a-video-with-sound-during-a-zoom-meeting/
Video tutorial: https://www.youtube.com/watch?v=oFNym0_VMXk

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