

# Lesson 10: Microsoft Teams Sharing Your Screen (Part 1)

Supporting video: <https://www.youtube.com/watch?v=Y83ZPN7F3oc>

## Two ways to share your screen:

### In a chat

1. Click an existing chat or use the search bar to locate a new chat participant.
2. Click **Ctrl+Shift+E** or the **Screen Sharing** button in the upper right corner of the screen (Shown in the red circle above.)
3. Choose which content to share. (See below for a description.)

### In a meeting

1. Click **Ctrl+Shift+E** or the **Screen Sharing** button in the upper right corner of the screen (Shown in the red circle above.)
2. If the content includes sound, toggle **Include computer sound** to on.
3. Choose which content to share.

## Choosing which content to share:

**Desktop Screen 1:** Choose this option if you plan to switch between windows/applications.

**Desktop Screen 2:** This option will appear if you have multiple screens. Be sure to slide content to the correct screen so your meeting participants can see it.

**Window:** Choose a particular window to share just that content. This is a safe option if you have multiple open windows.

**Whiteboard:** (Only available in a meeting) Microsoft Whiteboard is a freeform, digital canvas where people, content, and ideas come together. You can use Whiteboard for collaborating with your team. <https://tinyurl.com/3p6y4a3z>

**PowerPoint:** (Only available in a meeting) This option will allow you to share PowerPoint presentations stored in the cloud (in Teams or in OneDrive.) Click the **Browse** button to upload new presentations. Participants will be able to flip through slides as you talk unless you click the eye button to disable this feature.

## Notes:

Screen sharing is available to all meeting participants - guests included.

Participants using Teams on the web instead of the free Microsoft Teams desktop client will only be able to share their screen through Google Chrome or Microsoft Edge. Your participants can download the client here:

<https://www.microsoft.com/en-us/microsoft-teams/download-app>

Mac users will need to grant permission to Teams to record their computer's screen before they can share. <https://tinyurl.com/knp8bew4>

