📫 Microsoft Teams: Screen sharing

Teams allows organizers and co-organizers to share their screen during a meeting so other attendees can see. This feature is helpful for demonstrations and presentations.

Share your computer screen

When selecting which desktop or window to share:

1. From the toolbar at the top of the meeting window click the

share icon. The share content menu will appear below.



Include sound: this is used to share a video with the audio i.e. sharing a YouTube video.

- (2a) Screen: select the desktop screen, you want to be visible to the participants. In this example there are 2 monitors connected, click on the appropriate one.
- (2b) Window: select an open window/tab to be visible to the meeting participants (eg. Google Chrome, Outlook, PDF).
- At the bottom of the share content menu you can find additional options for sharing content, such as PowerPoint, Excel, OneDrive and browsing your computer for files.

The preferred option is to share your content via window to avoid accidentally sharing unintended information.

3. A **boarder** will appear around the screen you are sharing.

4. To stop sharing your screen click the stop sharing icon.





if Microsoft Teams: Request and give control

Overview

You have the option to temporarily **request control** when another participant is sharing their screen. This will allow you to open, close or edit anything on their computer.

You also have the option to temporarily **give control** of your cursor and keyboard to another meeting participant while screen sharing.

Only one user may have active control at a time.

Request control

To request control of another participant's shared screen click the **take control** button from the toolbar.



- 1. You will receive a prompt confirming that you would like to **request control.** Click **request.**
- 2. The participant sharing their screen will then receive a prompt allowing them to **give control** of their screen. They also has the option to select deny which will cancel the take control request.

The screenshots below capture what each person sees when requesting control of another person's screen.



When you are finished with controlling the participant's screen, select the **stop control** button to return control to the original participant.

Stop control

To revoke another participant from controlling your cursor and keyboard select **stop control** from the toolbar.

While you are sharing your screen a toolbar will appear. Click the **give control** button and select the participant you would like to assign control.



