


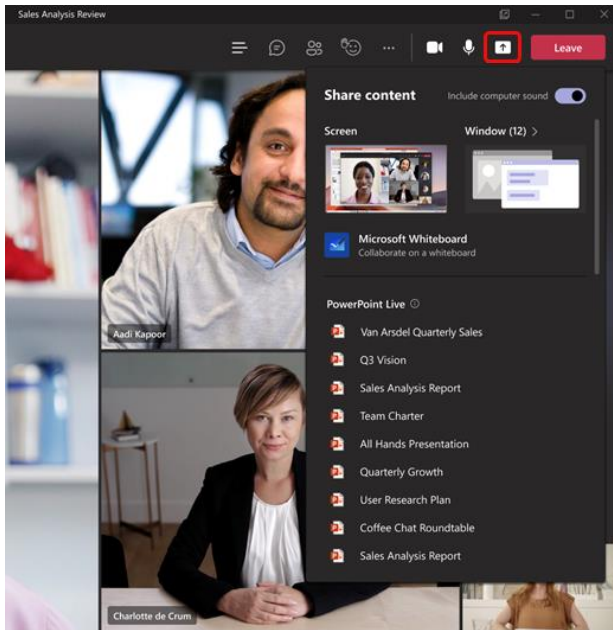


Sharing Content using Microsoft Teams



Sharing Content using the Microsoft Teams Application

To share your screen in a meeting, select **Share content**  in your meeting controls. Then, choose to present your entire screen, a window, a PowerPoint file, or a whiteboard.



Share your...	If you want to...	Great when...
Desktop	Show your entire screen, including notifications and other desktop activity.	You need to seamlessly share multiple windows.
Window	Show just one window, and no notifications or other desktop activity.	You only need to show one thing and want to keep the rest of your screen to yourself.
PowerPoint	Present a PowerPoint file others can interact with.	You need to share a presentation and want others to be able to move through it at their own pace. For info on PowerPoint sharing, see Share PowerPoint slides in a Teams meeting .
Whiteboard	Collaborate with others in real time.	You want to sketch with others and have your notes attached to the meeting.



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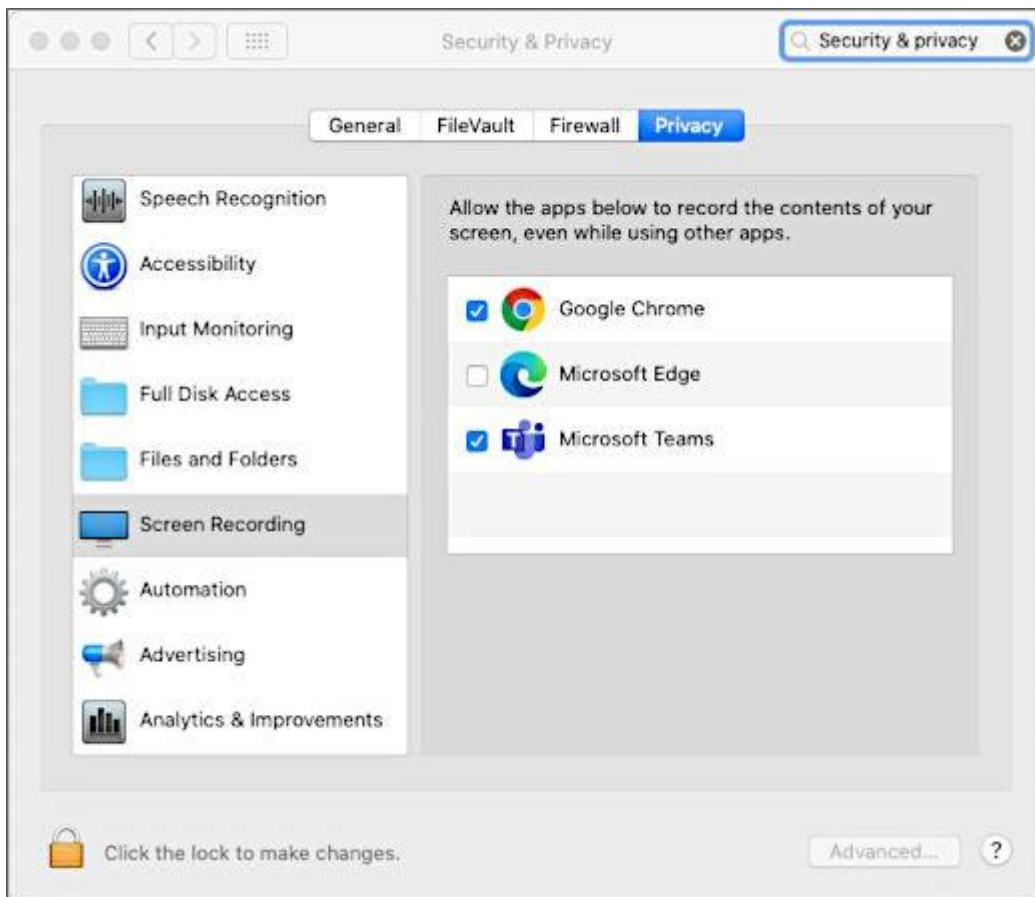
Share content using a Mac

If you are using a Mac, you will need to grant permission to Teams to record your computer's screen before you can share.

1. You will be prompted to grant permission the first time you try to share your screen. Select **Open System Preferences** from the prompt.

If you miss the prompt, you can do this anytime by going to **Apple Menu > System Preferences > Security & Privacy**.

2. Under **Screen Recording**, make sure **Microsoft Teams** is selected.



3. Go back to your meeting and try sharing your screen again.

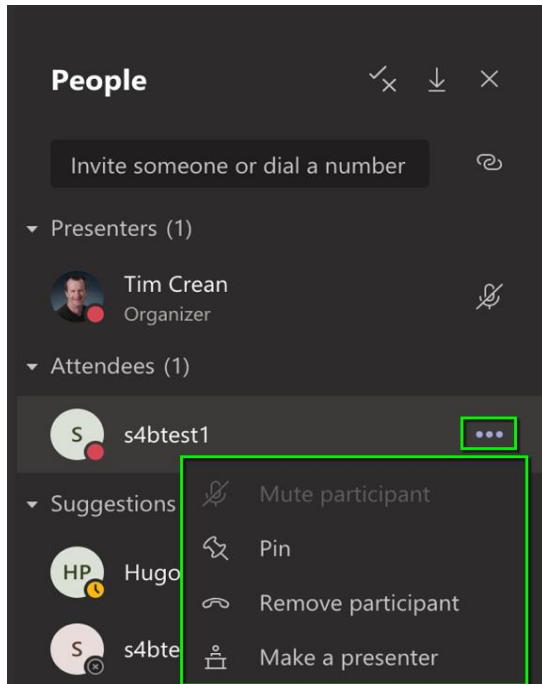


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Allowing students to share their screen

There may be a scenario where you may want students to share their screen whilst in a Teams meeting. For example, students may be completing a specific task that requires them to present their work.

You will need to set the student as a presenter to allow them to share the screen within the meeting.



Note: If you make a student a presenter, they will have the ability to mute everyone's microphone who are in the meeting including the teacher. They will also be able to remove participants from the meeting. Please be careful when using this feature.

Zoom in to shared content

Want to get a better look at shared content?

Click and drag to see different areas.

And to zoom in or out, try the following:

- Pinch in or out on your trackpad.
- Use the keyboard shortcuts Ctrl+Plus sign and Ctrl-Minus sign.
- Hold the Ctrl key and scroll with your mouse.



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