


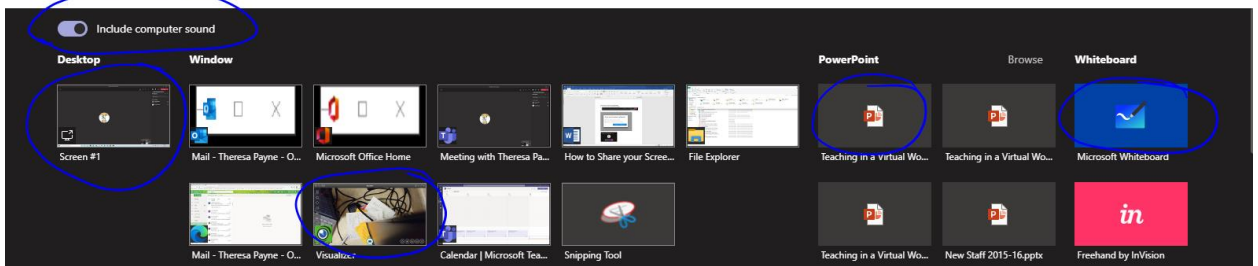
How to Share your Screen during a Teams Meeting

After a Teams meeting has started, Presenters can share their screen with other people in the meeting. If students are in the meeting as participants, they cannot share their screen. If needed, Presenters can change the role of attendees to presenters so they could share their screen.

1. Click on the Share  your screen button in the toolbar



2. **Always** toggle the **Include Computer Sound** button on so participants hear the audio from your computer if sharing the **Desktop** or **Window**. This allows participants to hear you and the computer audio. Audio cannot be added once the screen is shared.



3. Select what you want to share:
 - a. **Desktop** lets you show everything on your screen.
 - b. **Window** lets you show a specific app.
 - c. **PowerPoint** lets you show a presentation.
 - d. **Whiteboard** lets you collaborate in the Whiteboard
 - e. **Visualizer** lets you share your IPEVO document camera
4. If you choose to share **Whiteboard**, you will be asked if you want to Collaborate or Present. Choose Collaborate so everyone can write on the Whiteboard and see what is being shared.
5. If you choose to share **Visualizer** you should have your IPEVO powered on and Visualizer Software running (on your Surface). If you are on your desktop, do not run Visualizer software. The IPEVO camera is the camera for the Teams meeting and it will show what's under the camera.
6. The meeting window will appear in the bottom right corner. Click on the **Stop Sharing** button to stop sharing and return to the meeting.

