

# How to share content on your screen during a Teams meeting

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## Why share your screen content?

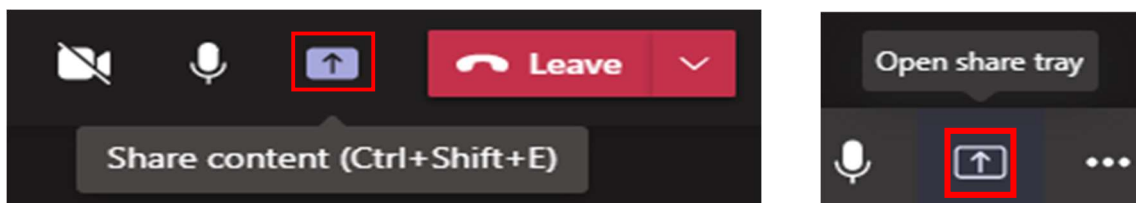
During a Teams meeting, participants to share their screen with each other in different ways.

This can be used to deliver a presentation or training, show someone how to do something, look at a document together, brainstorm, etc.

You can also use it to 'trouble-shoot'; for example, if a colleague has a problem, you can ask them to share their screen so you can see what they are doing and try to establish what is wrong.

## Start sharing in the meeting:

Click onto the 'share content' icon in the desktop Teams app or on the 'open share tray' on the Web version. Both indicate an arrow pointing upwards.



If you have not shared any content yet, the arrow in the icon will point up. To stop sharing, click onto it again (there will be an 'x' whilst you are sharing)

You choose what you want others to see. You can share your whole desktop or a single window. Alternatively, you can start a Whiteboard session to brainstorm ideas or present a PowerPoint.

When you click onto the Share Content icon, Teams will open your sharing options.

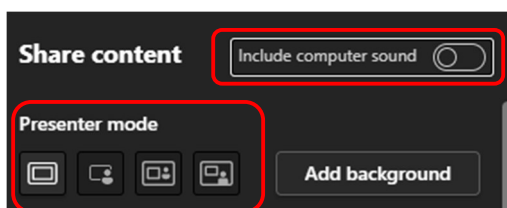


It looks complicated, but all it wants to know is do you want to:

- share your whole screen (use if you intend to show more than one thing to others)
- display just one window with a specific piece of information on.
- start working together on Whiteboard where you can collaborate on a digital canvas to draw ideas and processes.
- give a PowerPoint presentation. Using this gives you some features that you don't have by simply sharing your screen and opening a slideshow. For example, you can have notes that others cannot see.

So you can double check, a red border will indicate the content that others can see on your computer once sharing is successful.

If you want any audio on your computer to be heard, use the toggle button called 'include computer sound'.



Use the 'presenter mode' if you want to be seen whilst you are presenting. There are three layouts to choose from.

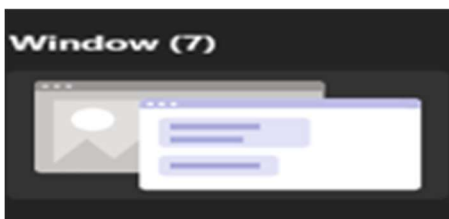
## Share your whole screen



This option is probably the most straightforward. Choose this option if you know you want to show colleagues more than one window. For example, if you will be moving from showing them something on Excel to something in Word, this is the option you need.

Cons: remember that using this option means that meeting attendees can see everything you yourself are looking at, so be mindful that you do not open or accidentally display anything private or confidential.

## Share one window only



This will share only one window you want people to see and will display your open windows for you choose which (so you need to open whatever you want to screen-share beforehand).

A red border will appear around the window you have chosen.

Cons: you may realise whilst sharing a window that you want to show something else too.

## Share a Whiteboard

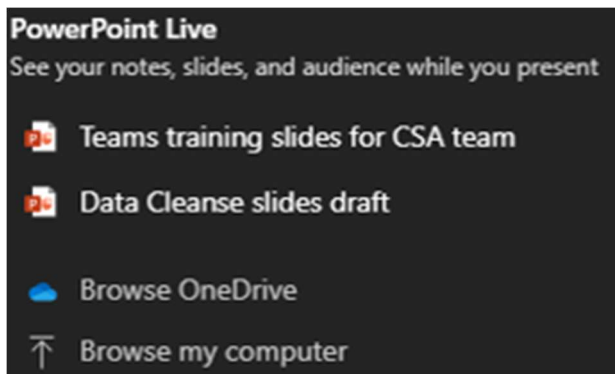


Every Teams meeting has a whiteboard function attached to it. When you choose Whiteboard sharing, a digital canvas opens and is automatically saved to the meeting chat and tabs when you are finished with it. You can draw, write, design, attach notes, etc.

There is a separate user guide for Whiteboard, please use this link to access it and learn more about using Whiteboard.

<https://inside.barnardos.org.uk/teams-training-and-guidance>

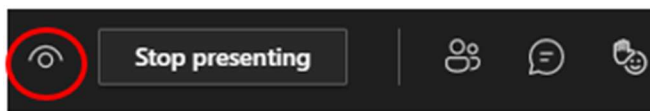
## Share a PowerPoint



If you choose PowerPoint Live when you share your screen, you will be presenting a slideshow. Of course, you can share a slideshow using the 'share screen' method too, but the PowerPoint option gives you (and participants) more control.

**Tip:** the last two PowerPoints you viewed will appear for you to choose, so you may want access your relevant PowerPoint prior to your meeting (you can close it again). Otherwise, you can use the 'browse OneDrive' or 'browse my computer' to locate it.

**Cons:** Bear in mind that, when you choose this option, others in the meeting are able to move through your presentation at their own pace. To stop people being able to control slides themselves, choose the 'eye' icon next to Stop Presenting along the top of the screen when you are sharing.

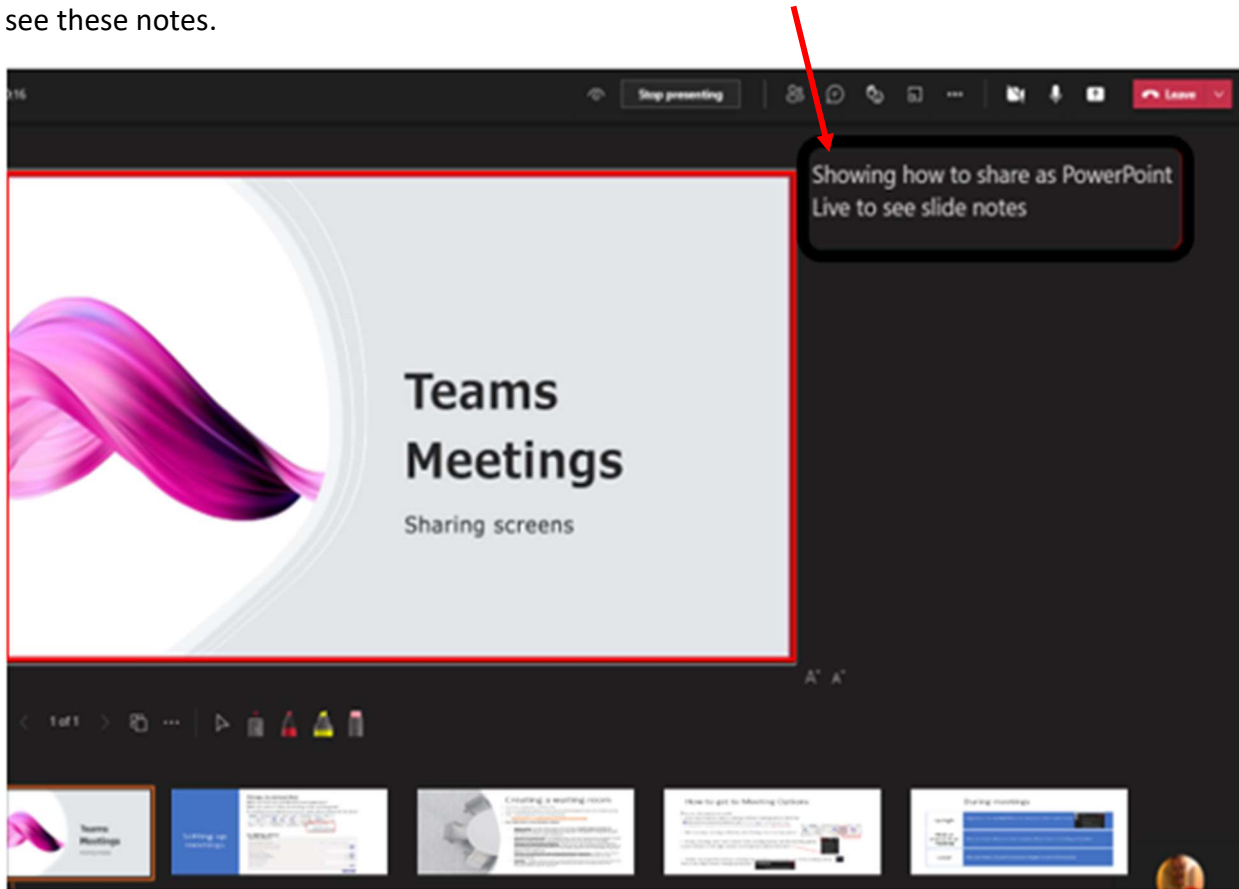


However, you may want them to be able to control their own view; for example, if your slides have a test or quiz for them to do. If this is the case, participants can do the following themselves, none of which affects anyone else's view of the slides.

- Look at the current slide
- Use the arrows below the slide to go ahead or backwards on the slideshow
- Sync back to the slide that the presenter is on.

## Presenter view

Within this PowerPoint sharing option, the sharer gets a 'presenter view' which includes any slide notes they have written, which are displayed to the right of the slide. Others cannot see these notes.

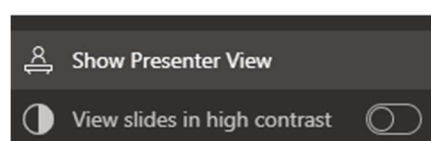
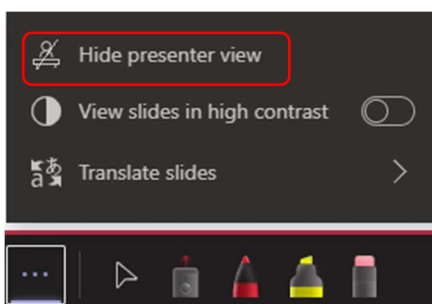


As you can see, there will be a red border around the slide you are currently on, which indicates that is the only thing being shared with others.

To move to the next or previous slide, you can either use the navigation arrows or click onto the slide you want in the thumbnails along the bottom of your screen.

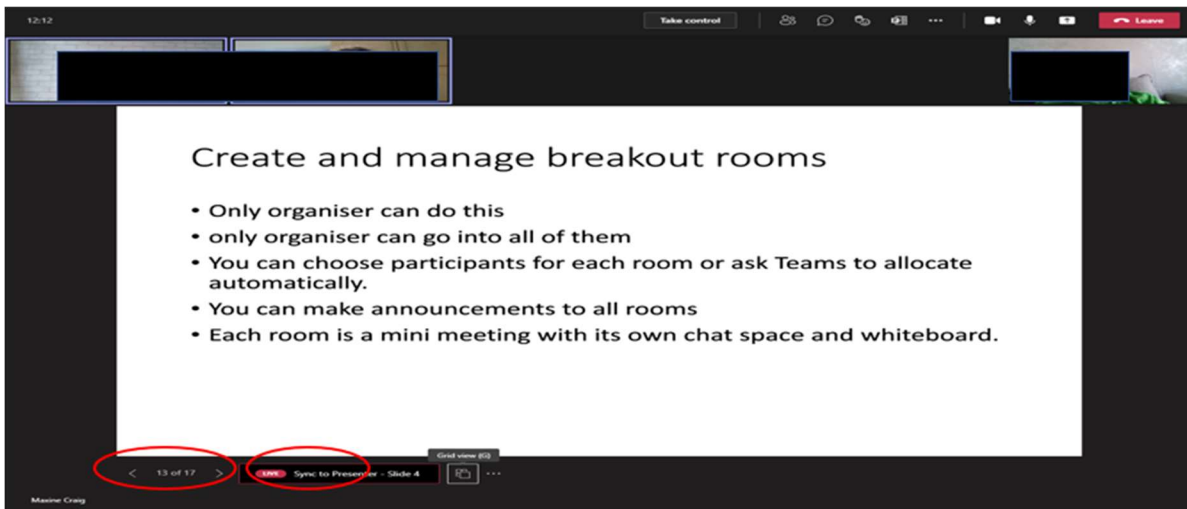


You can hide presenter view any time you want by clicking into the ellipsis (3 dots) but can return to it anytime.



## Participant view

Participants only see the slides; they do not see your notes.

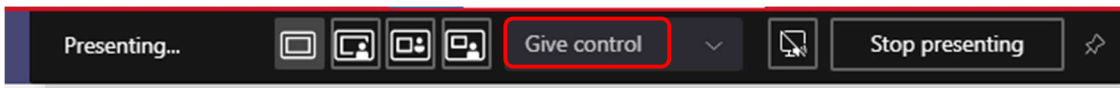


If you have stopped them from scrolling through, the navigation arrows at bottom left will be greyed out but, if not, they can use the 'sync to presenter' button to get back in time with you or whoever is presenting.

## Co-presenting

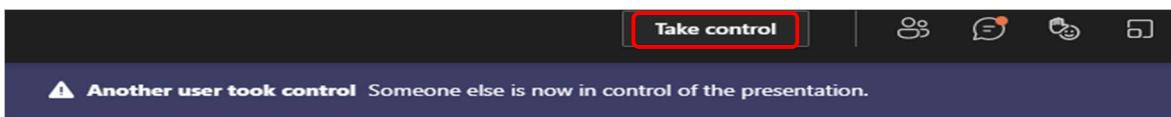
Whilst sharing, you can hand over control to someone else or they can request control.

Select 'give control'



In the list of names shown, select the name of the person you want to hand control to.

To take control back, use the 'take control' option.



To take control while another person is sharing, select **Request control** which is along the top right of your screen. The person sharing can then approve or deny your request.

