
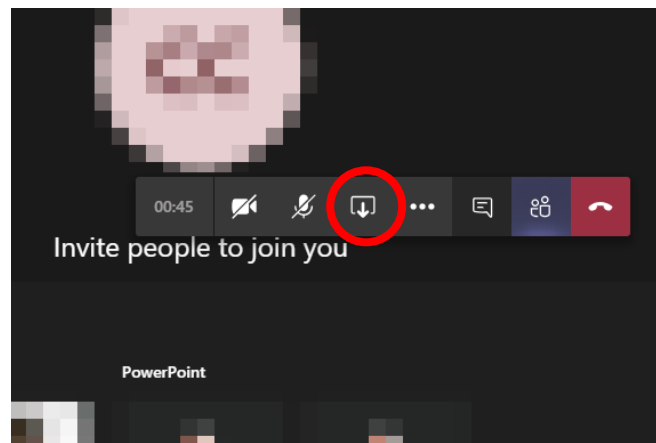


Last updated: 30th March 2020

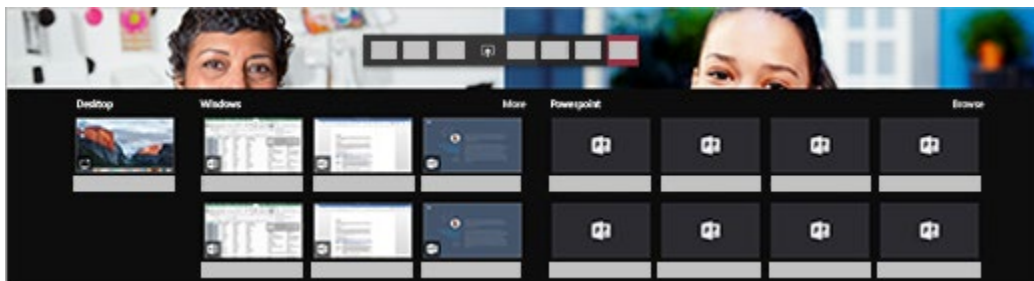
Sharing screens in meetings

Resource adapted from [Microsoft Teams resources](#)

1. To share your screen in a meeting, select **Share**  on the control bar on your meeting screen (to open this, move your mouse on the Team window screen).



2. Choose to present your entire desktop, a window, a PowerPoint file, or a whiteboard.




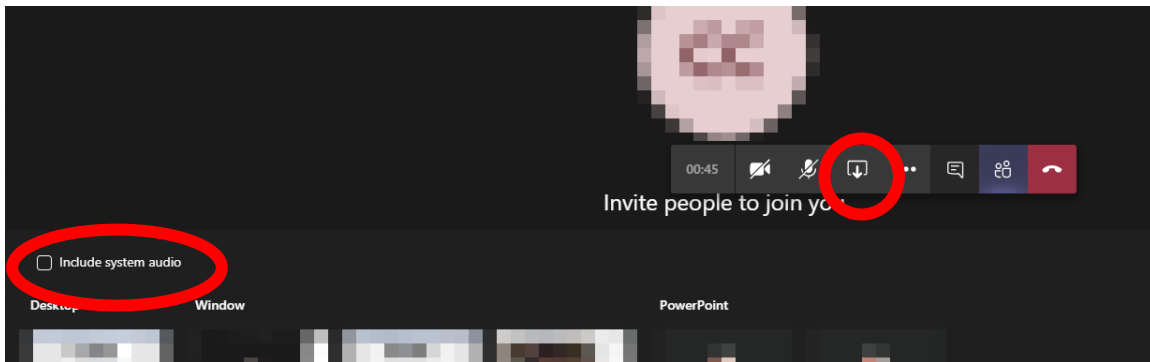
Sharing your desktop screen might be preferable to sharing the individual PowerPoint document so that students can't view other slides.

Include system audio

Sharing your system audio lets you share audio from your computer to other members in a meeting. You can use it to play a video or audio clip as part of a presentation.

To share your system audio:

Select **Share**  in your meeting controls and then **Include system audio**. When you share your audio, all your system audio will be included in the meeting. For more on sharing system audio, look at Microsoft's guide to [sharing system audio in a Teams meeting](#).




Share PowerPoint slides in a meeting

If you choose to share a PowerPoint file in a meeting:

- Students will be able to move around to different slides without interrupting the main presentation.
- They can sync their view back to the presenter's view with one click.

To share a PowerPoint presentation:

1. Select **Share**  in your meeting controls.
2. In the **PowerPoint** section, select the file you want. Select **Browse** to find a different file.

Share your entire desktop screen (instead of a PowerPoint file) if you don't want your students to control the PowerPoint slides.

See [Microsoft's video guidance for sharing screens](#).