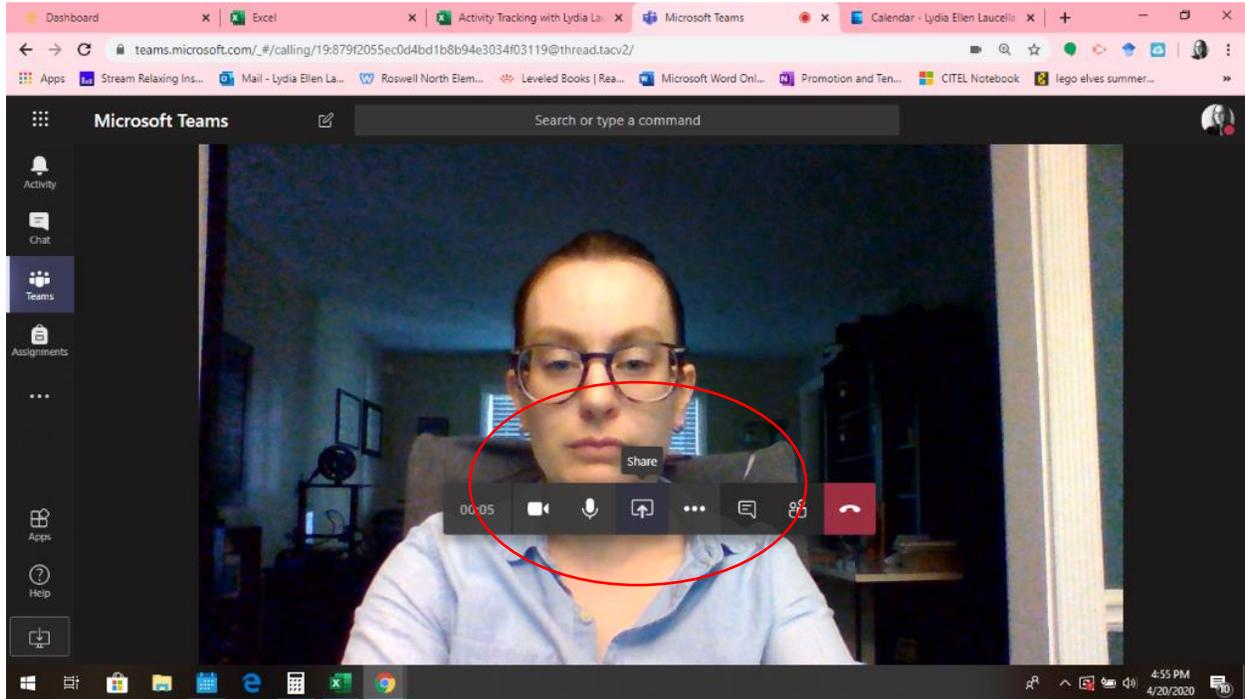


Sharing your Screen In Microsoft Teams

There are a few ways that you can share your screen in Teams. The easiest way is to share your screen through your Desktop. This means you will want to get your presentation ready to load on your computer first.

Once you are in the Teams Meeting, locate the black toolbar by hovering over the screen. Click on the Share button.



Then click on Screenshare Desktop/Window. You should be able to share your screen now. To exit out of screen sharing. When you are done sharing your Desktop, move your mouse to the top of the screen to show the toolbar and select **Stop Presenting** from the toolbar.