

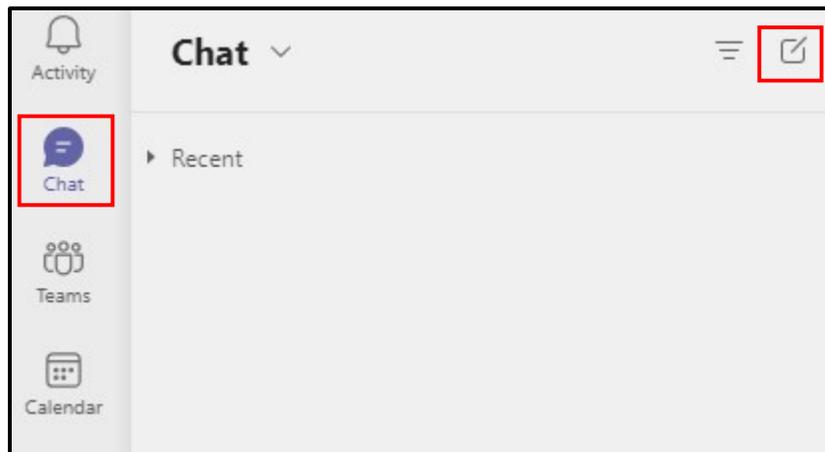
Screen Sharing in Microsoft Teams

This training document will take you through the steps to share your computer screen or another person's screen within Microsoft Teams. This is helpful for training purposes and meetings.

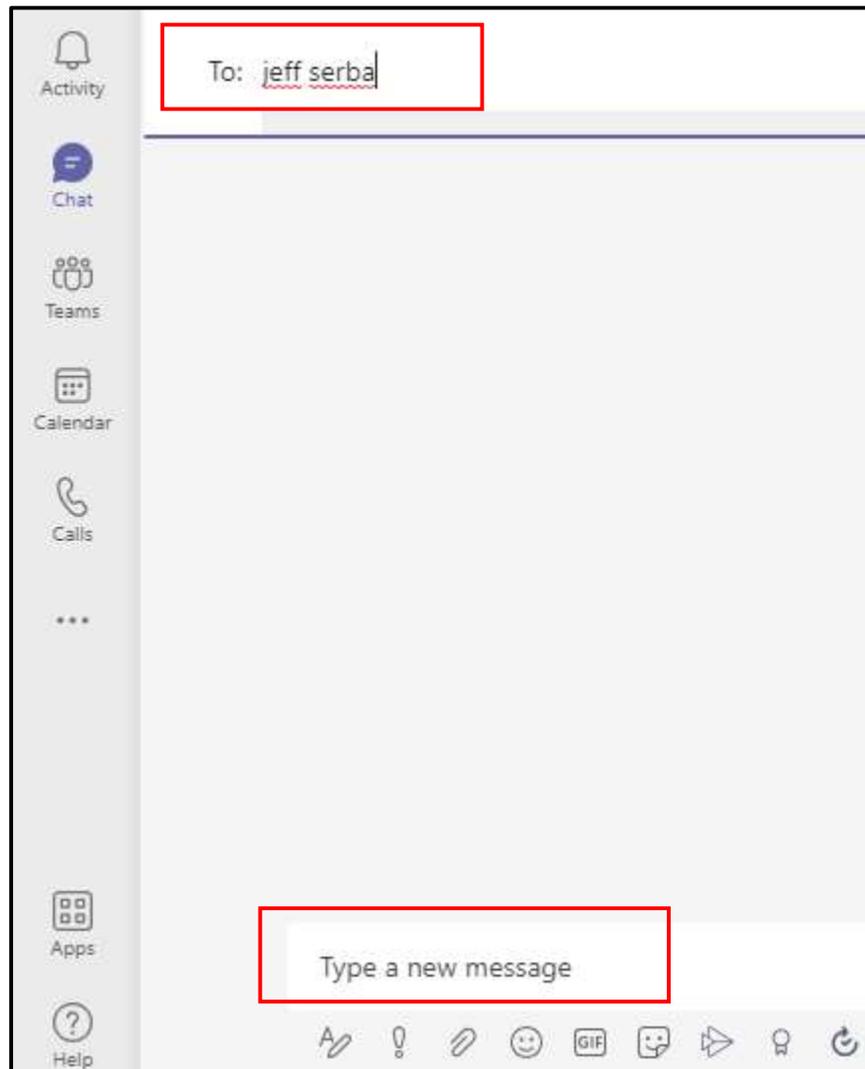
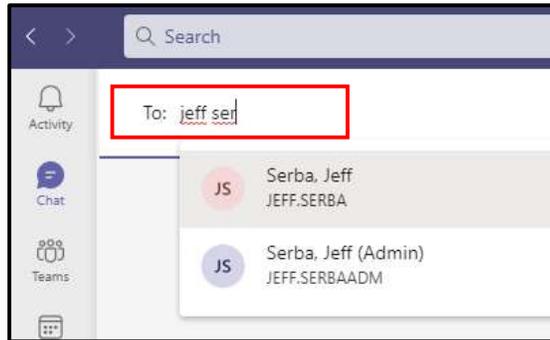
1. Find your Teams icon. There already might be a shortcut on your desktop. If not open your Windows Start Menu and search "teams". You can create a shortcut to your desktop from there.



2. Double click on the icon to open Teams. If this is the first time you've opened the application, you will have to login with your FBM credentials.
3. On the left-hand side of the Teams screen there are several options. The second one from the top is Chat. Left click on Chat one time to open that view. Once the Chat view is open you can create a new discussion with your contacts by clicking on the "pen on paper" icon which is in the upper right-hand corner of the screen shot below.

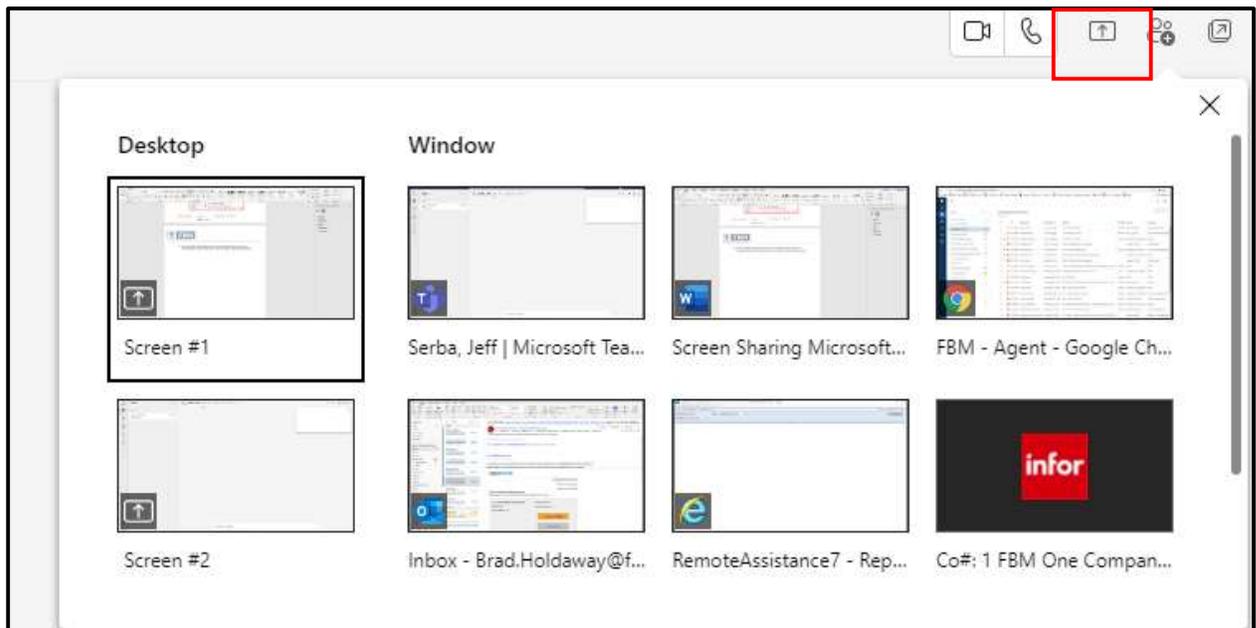
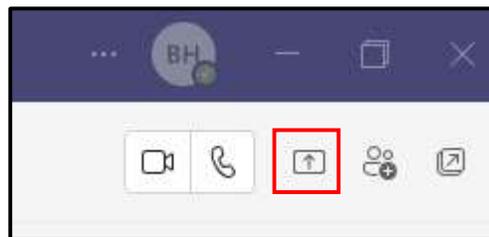


4. Enter the contact's name in the "To:" field and choose your contact. Send a message to your contact from the field at the bottom of the screen which states "Type a new message" to get the conversation started.



- Once your initial message has been sent go to the upper right-hand corner of the message and click on the “Share Screen” icon (a box with an upwards pointing arrow). The share screen will drop into a view of the desktops available to share. Click the appropriate Desktop or Window to share. Teams will send a prompt to the other person asking them to share. Once the other person allows the request the desktop or window chosen will display on their screen.

Note: Teams must be running or open on the other person’s device for the prompt to pop up in the lower right corner of their screen.



- Mouse Control – There will also be an option on the presenter’s screen to “Give Control” to other person they are screen sharing with, as well an option to “Take Control” for the screen sharer. After clicking these options, they will need to be approved by the other person.