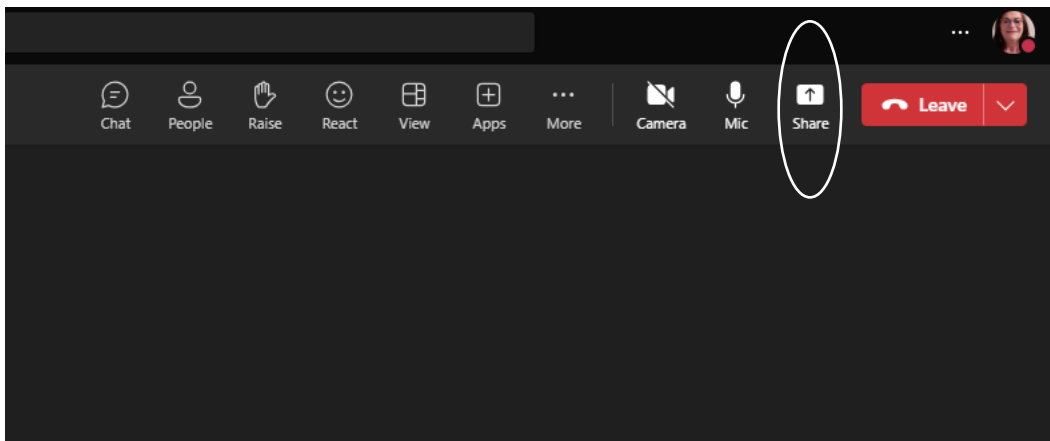



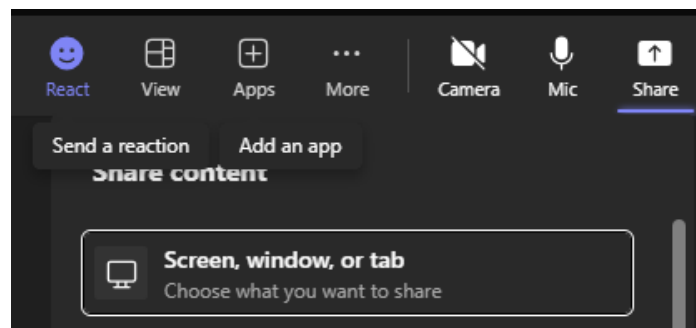
## HOW TO SHARE YOUR SCREEN DURING A MICROSOFT TEAMS MEETING

**Step 1:** After clicking the “Join now” option on your Microsoft Teams call, you will see the following screen:

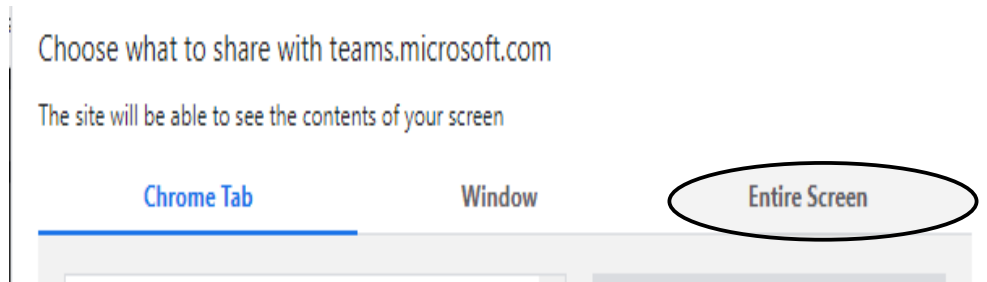


**Step 2:** Select the “Share content ” button in the top right-hand corner of your Teams call.

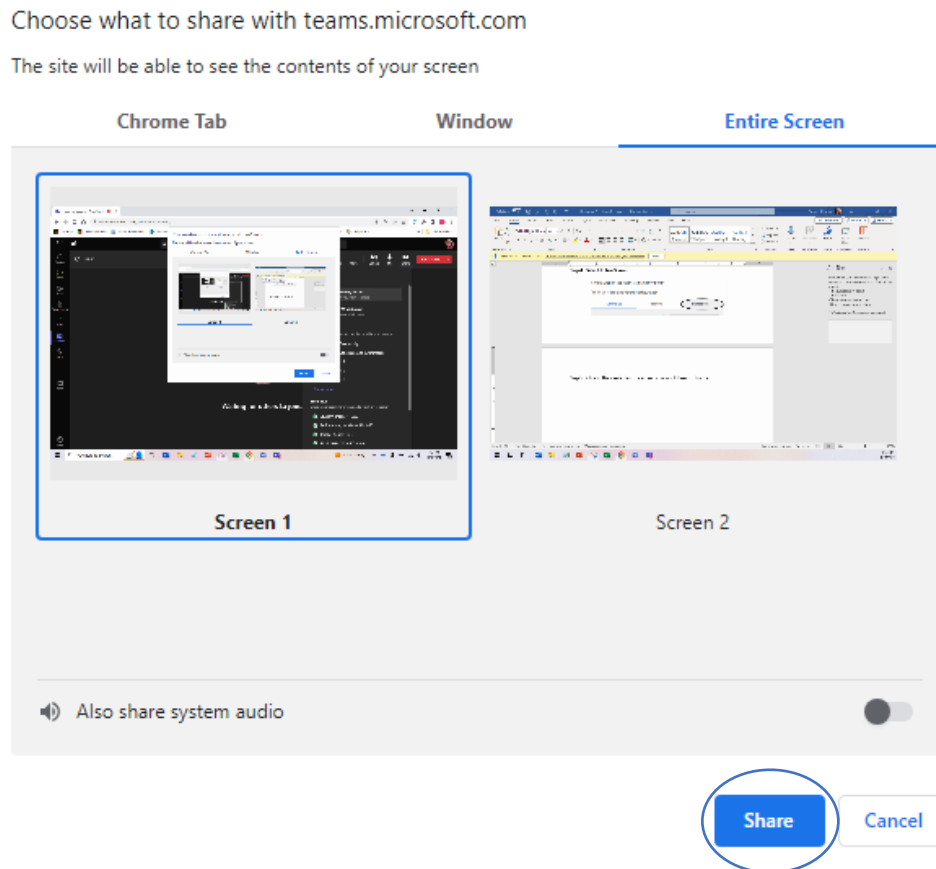
**Step 3:** Select the “Screen, window, or tab” option from the drop-down window.



**Step 4:** Select the “Entire Screen” option in the bottom right-hand corner.



**Step 5:** Click on the screen you would like to choose (if you have more than one screen). The screen you select will be outlined in blue, and the “Share” button on the bottom right will also turn blue.



**Step 6:** Click on “Share” and you will see your screen in the meeting.