

# Teams: Screen Sharing

## Sharing Screen With Audio

1. At the top right of the screen, select the “**share content**” button.



- Microsoft shortcut: **Ctrl + Shift + E**
- Mac shortcut: **Cmd + Shift + E**

2. Select the “**Include computer sound**” button if you will need to share the sound during your screen sharing.

Include computer sound

- This will not impact your microphone.

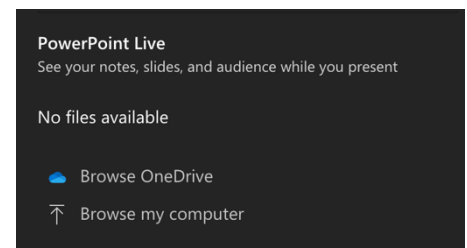
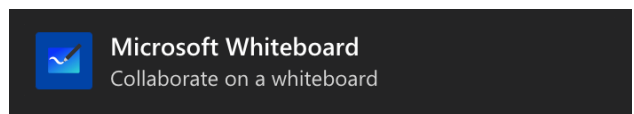
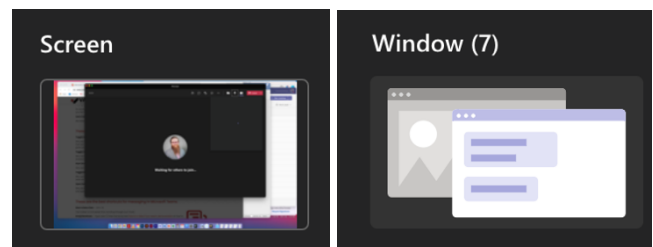
3. Select your desired **Presenter Mode**:

- **Content Only**: only displays your selected content.
- **Standout**: allows your image to float above your selected content.
- **Side-by-side**: displays your video next to your selected content.
- **Reporter**: like a news anchor, places your selected content above your shoulder.



4. You may now select one of the four screen sharing options:

- **Screen**: shares your full screen with all the participants in the Teams call.
- **Window**: shares a single window, of your choice, with all the participants in the Teams call.
- **Microsoft Whiteboard**: shares a blank whiteboard with basic typing and drawing tools with all the participants in the Teams call.
  - i. You are provided with the option to allow all participants to edit or only yourself.
- **PowerPoint Live**: shares a PowerPoint file of your choice from OneDrive or your computer.



- i. Unlike sharing your screen while running a PowerPoint slideshow on your computer, this option allows you to easily see your notes, slides, and the audience while you present—while only showing your slideshow to the audience.

5. To stop sharing screen, select "**Stop Presenting**" button.



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BUILDING CAPACITIES FOR  
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AND COLLABORATION