

## Teams – Screen Sharing

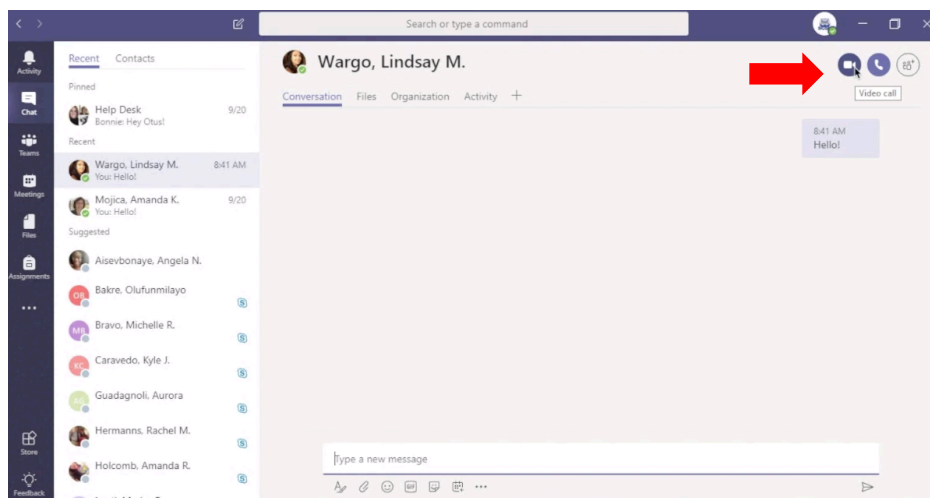
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## Introduction

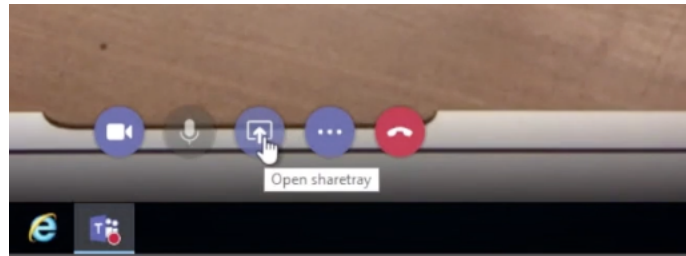
This guide will walk you through how to utilize the screen-sharing feature within Microsoft Teams. This feature allows users to view another’s desktop, as well control the desktop if that access is granted.

## Beginning a screen sharing session

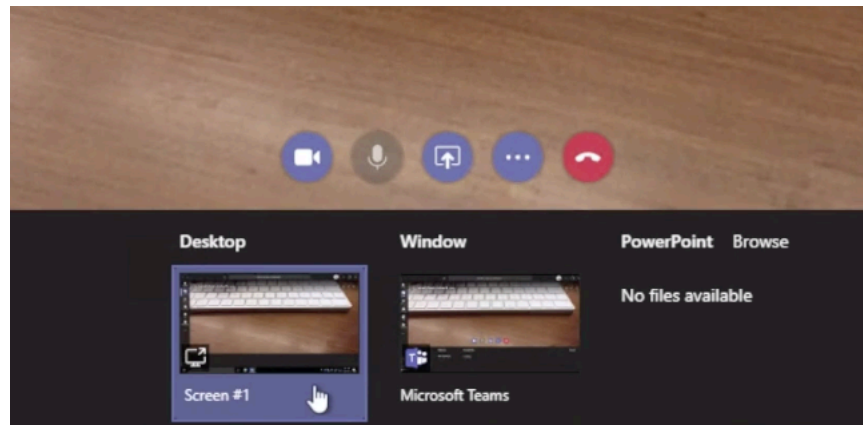
1. Open Microsoft Teams.
2. Begin a video call with the user(s) you wish to screen share with. This can be done either within a chat (shown below), or by selecting the call tab on the left menu. See our documentation on the chat and call features for further instructions on how to do so.



- Once the video call has been accepted and begun, select the sharetray icon on the bottom menu to open your options for screen sharing.

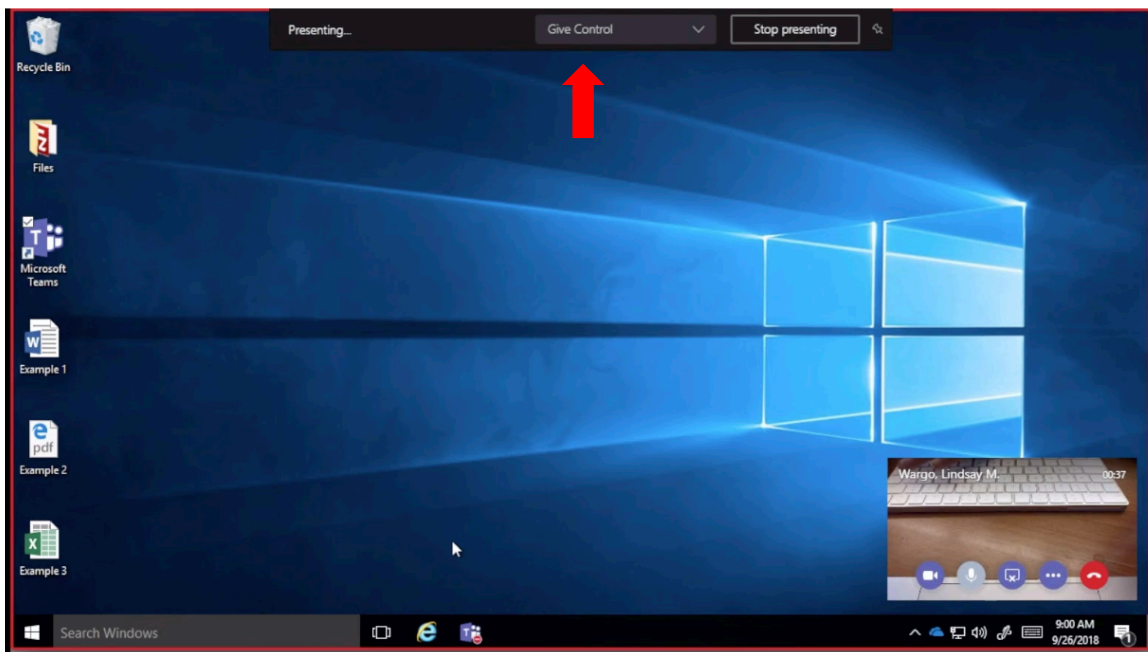


- Select what you would like to share – the entire desktop or just one window.



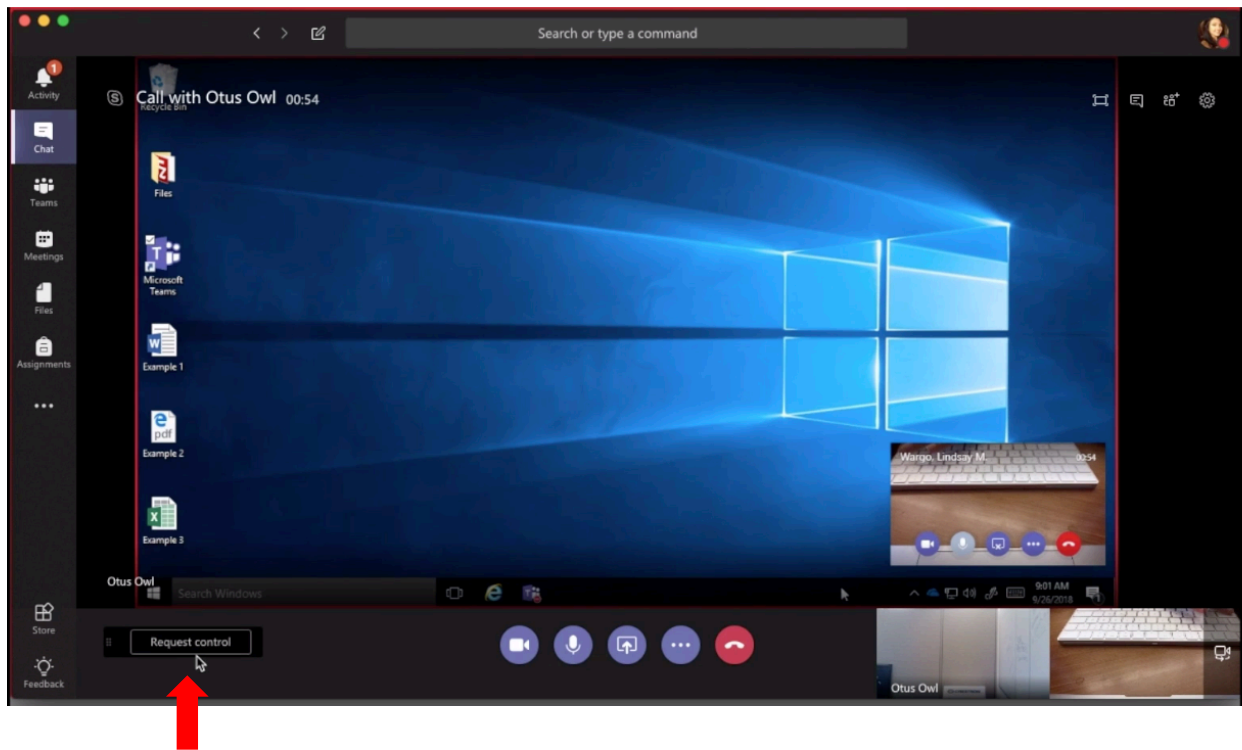
### Giving users control of desktop

Once broadcasting your desktop has begun, you may allow users to control your desktop by selecting the "Give Control" option at the top of the screen.



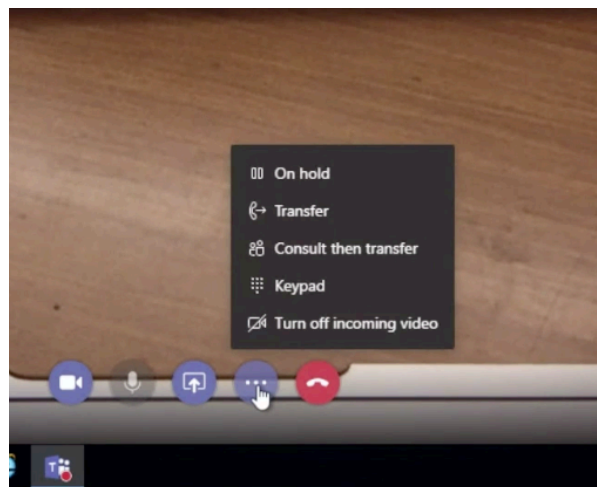
## Requesting control of a user's desktop

If you are on the receiving end of a screen sharing session, you may request control of the user's desktop by selecting "Request control" on the bottom left-hand corner of the screen. The individual sharing their desktop will receive a notification of this, and may approve or deny.



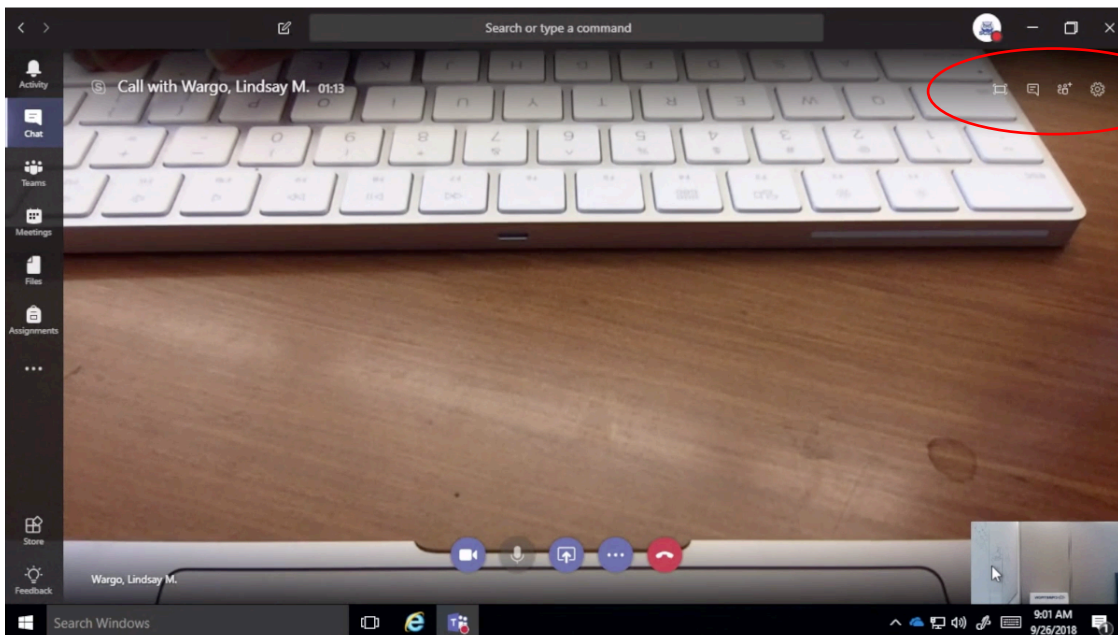
## Video call menu

To explore further options within the video call, select the icon containing three dots on the bottom toolbar. This will open a menu containing options to put a call on hold, transfer, use a keypad, etc.



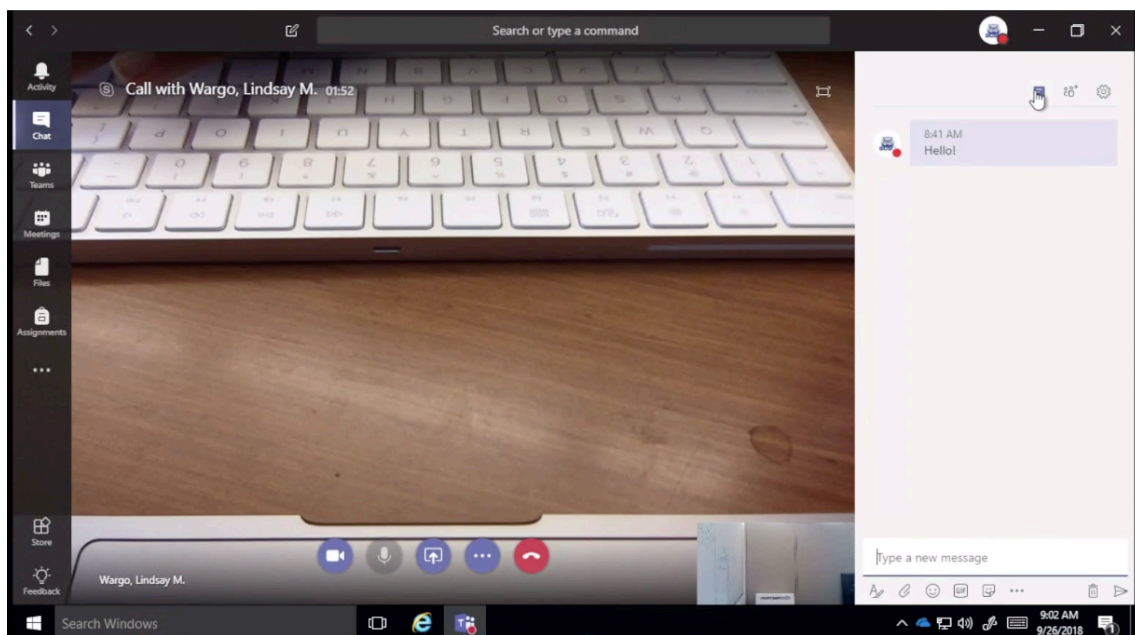
## Side panel menu

On the right side panel, you will see icons containing additional resources for your video call. This includes items such as a fullscreen option, the chat feature, option to add users to the call, and your device settings.




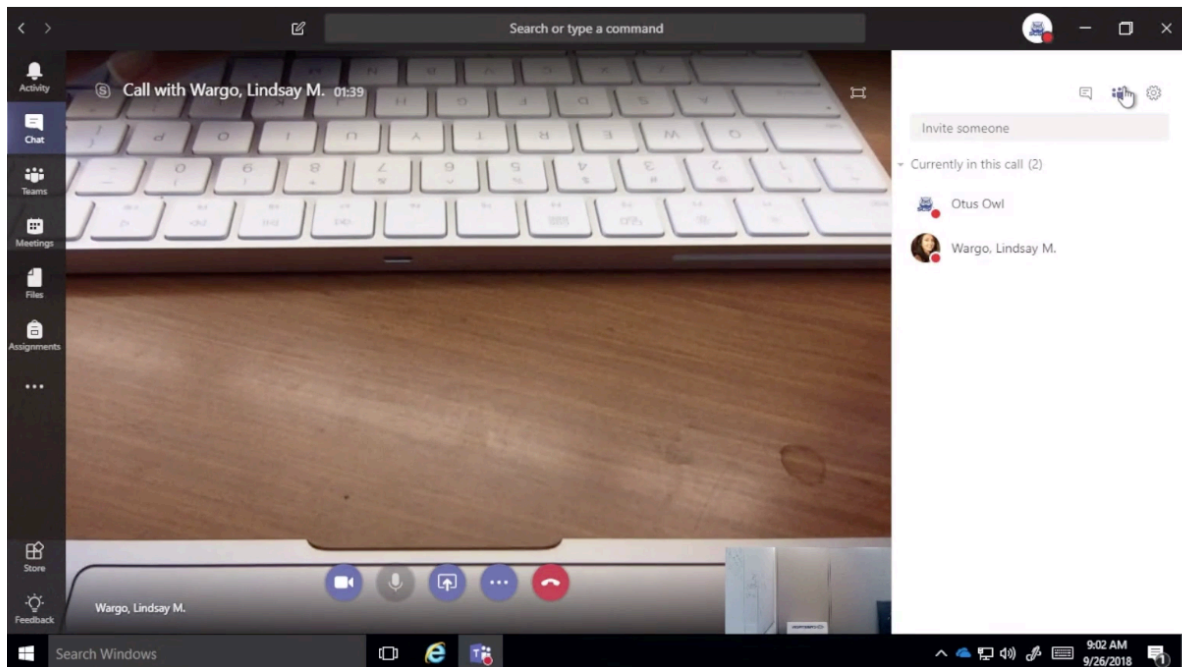
## Chat feature within video call

To open a chat with the users involved in your video call, select the chat icon.



## Adding users to a call in progress

To add other users to a call already in progress, select the “people” icon.  Enter the names/usernames of the individual(s) to add to the call, and select their contacts.



## Device settings

To open your device settings, select the gear icon.  This will allow you to change the settings for devices such as speakers, microphone, and camera.

