

Share Media Effectively

How to Include System Audio When Sharing Screen in Microsoft Teams

Overview

When sharing your screen in Microsoft Teams meetings, you can include system audio so that participants can hear videos, music, or any other audio playing on your computer. This feature is essential for sharing multimedia content effectively during presentations or demonstrations.

Step-by-Step Instructions

1. Join or Start a Teams Meeting

- Open Microsoft Teams and join an existing meeting or start a new one
- Ensure you're properly connected to the meeting

2. Access Screen Sharing Options

- Look for the **Share Screen** button in the meeting toolbar
- Click on the **Share Screen** button to open the sharing dialog

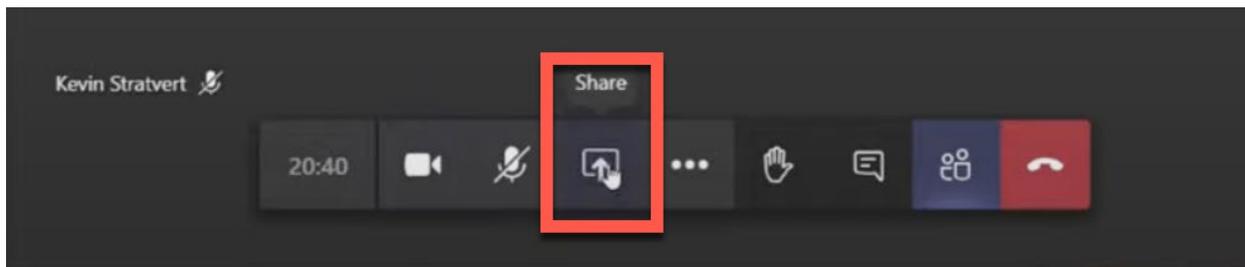


Image of a toolbar with Share chosen and highlighted

3. Enable System Audio

- **Important:** At the very top of the share dialog, you'll see a checkbox labeled **"Include system audio"**
- **Check this box** - this is the key step that many users miss
- This setting ensures that any audio playing on your computer will be transmitted to meeting participants

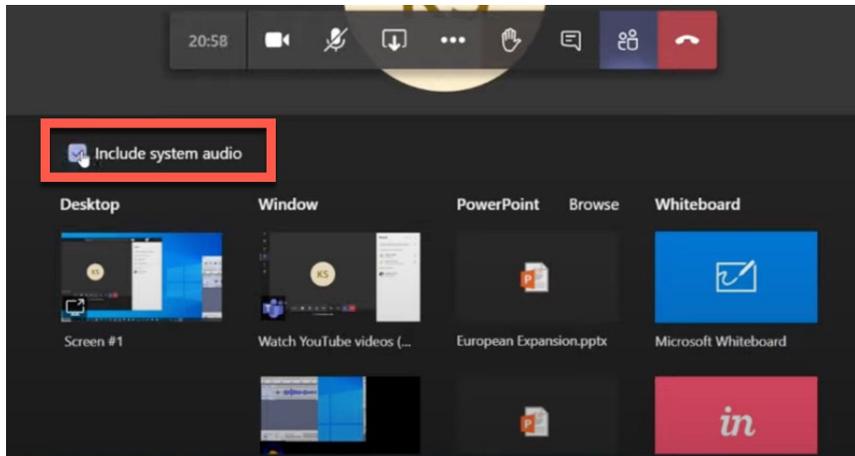


Image with Include System Audio checked

4. Select What to Share

After enabling system audio, choose what you want to share:

- **Desktop** - Share your entire screen
- **Window** - Share a specific application window (e.g., browser, media player)
- **PowerPoint** - Share a PowerPoint presentation
- **Whiteboard** - Share a collaborative whiteboard

5. Start Sharing

- Select your preferred sharing option
- Click to confirm and start sharing
- Your screen content and system audio will now be shared with all meeting participants

Tips and Best Practices

Audio Quality

- Test your audio levels before important presentations
- Ensure your computer's volume is at an appropriate level
- Consider using headphones to prevent audio feedback

Content Selection

- When sharing videos, select the specific browser window or media player rather than your entire desktop for better performance
- Close unnecessary applications to improve sharing performance

Common Use Cases

- Sharing YouTube videos or other online content
- Playing audio recordings or music
- Demonstrating software with sound effects
- Presenting videos with narration or dialogue

Troubleshooting

If Participants Can't Hear Audio

1. Verify that "Include system audio" was checked before sharing
2. Stop sharing and restart with the audio option enabled
3. Check your computer's audio output settings
4. Ensure the content you're playing actually has audio

If Sharing Quality is Poor

- Close other applications to free up system resources
- Check your internet connection stability
- Consider lowering video quality if bandwidth is limited

Important Notes

- The "Include system audio" checkbox is easy to miss as it appears at the top of the sharing dialog
- You must enable this option **before** you start sharing - you cannot add audio to an existing share session
- This feature works with any type of audio playing through your computer's speakers or headphones

Conclusion

Including system audio when sharing your screen in Microsoft Teams is a simple but powerful feature that significantly enhances your ability to share multimedia content. By remembering to check the "Include system audio" option before sharing, you can ensure that your audience has the complete audio-visual experience you intend to provide.