Teams Desktop Version:

Screen sharing during a meeting can be used by anyone in the meeting. You can choose the type of sharing depending on what type of content you are using. When you click the Share button on the right side of the Control Panel, a menu appears with several options:
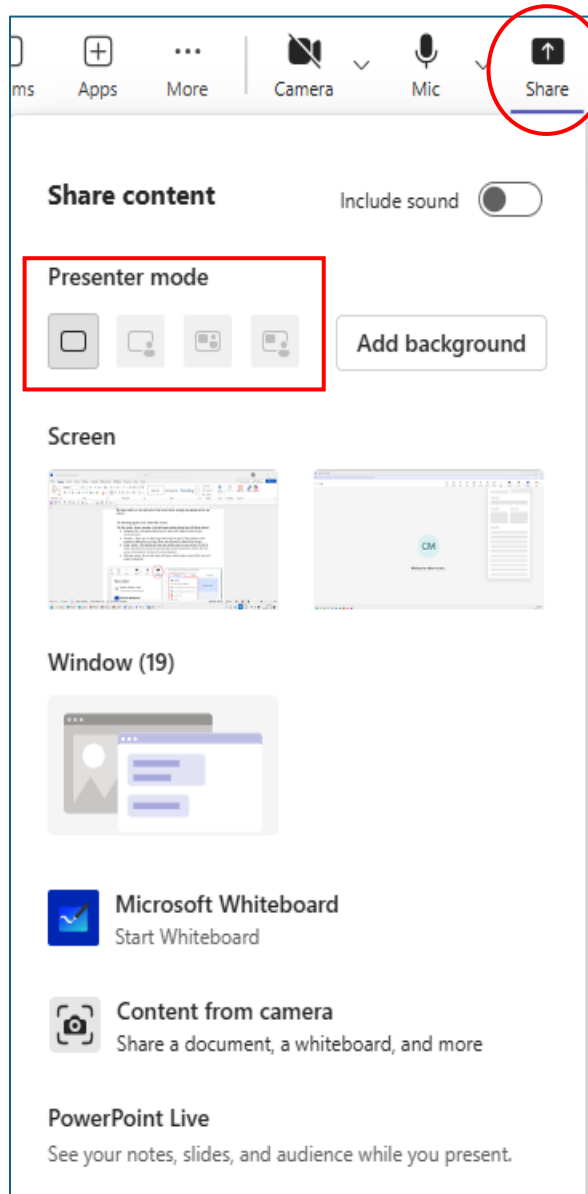
Note: With any of these

Figure 1 Share Screen Menu

(Content from Microsoft)

Printer mode:

Content Only: This mode hides your video feed, so only the shared content is visible.

Standout **mode**

Your video is a transparent layer over the corner of your presentation, with the content in the background

Side-by-side **mode**

Your video and presentation appear side-by-side in their own windows.

Reporter **mode**

Your video is displayed in a smaller window to the side, with the presentation in a larger window to the other side.

Other Options:

- **Screen** – this option will show any window seen on your screen. This is for those who have one screen. If you have two screens (monitors), choose the one you are sharing from the Screen option

- **Window** – allows you to share any window that is open, which you choose from a list of open files. To share another file, *Stop Sharing,* click *Share, Window* and choose your next file.
  If any window could produce a dialog box, say when using Excel, then you will need to use the *Screen* option, as the dialog box is seen as another window and will not be visible to the students.

- **Content from camera** - allows you to use an alternate camera so that you can share a physical whiteboard, a book, or anything not on your computer.

- **PowerPoint Live** - allows you to see a presenter's view, where you can see you notes and have quick access to all of your slides. The students will see your current slide and are able to go to any slide they want to see. There is also a button form them to get back the slide you are showing.

Using Two Screens (Monitors)

Having a second screen connected to your computer can make presenting easier. When sharing your screen, you will have the option of which screen you want to share – this is the screen your students will see, while on your second screen, you can choose what you need to see and the students will not see it. You can drag and drop windows between screens, or if you have certain windows already open on your shared screen, either ck=lick it on the task bar or minimize the current window.

To allow each screen to show a different window, you need to change Windows Settings:

Do one of the following:

- Click the Start button or tap the Windows key ⊞ , click the ⚙

- Hold down the Windows key and tap i

In the Settings window, click *System* and then *Display*

(Go to next page)

Connect the HDMI cable from the monitor to your laptop.

Click on the drop-down arrow beside *Duplicate these displays* (default) and click *Extend these displays*. This allows you to have different content on both screens.
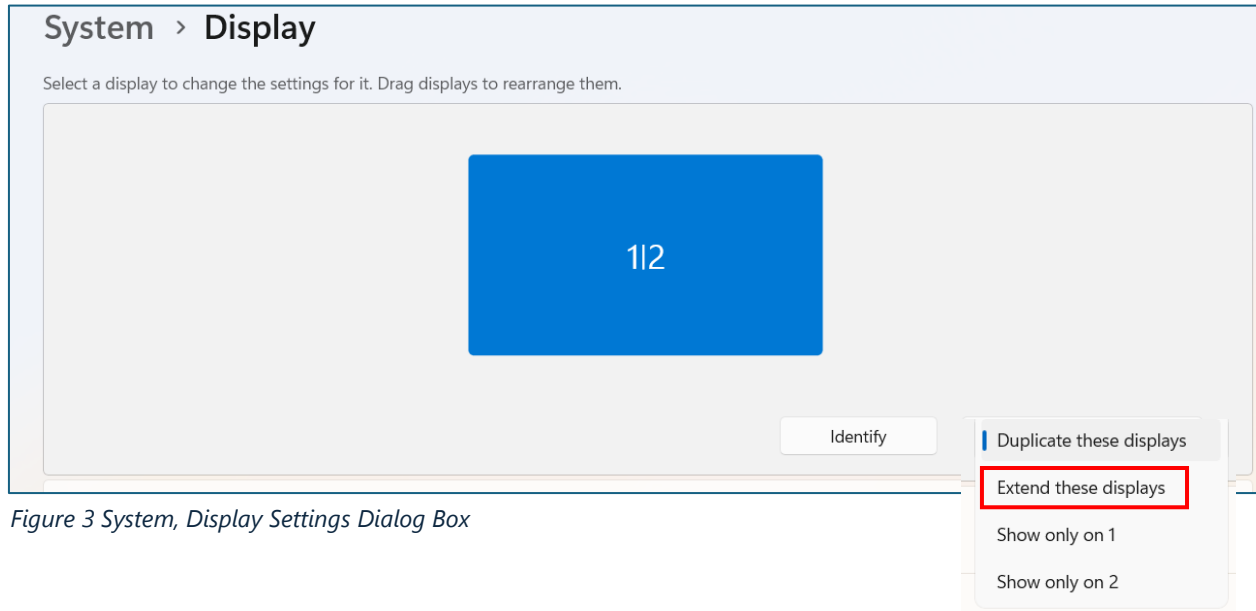

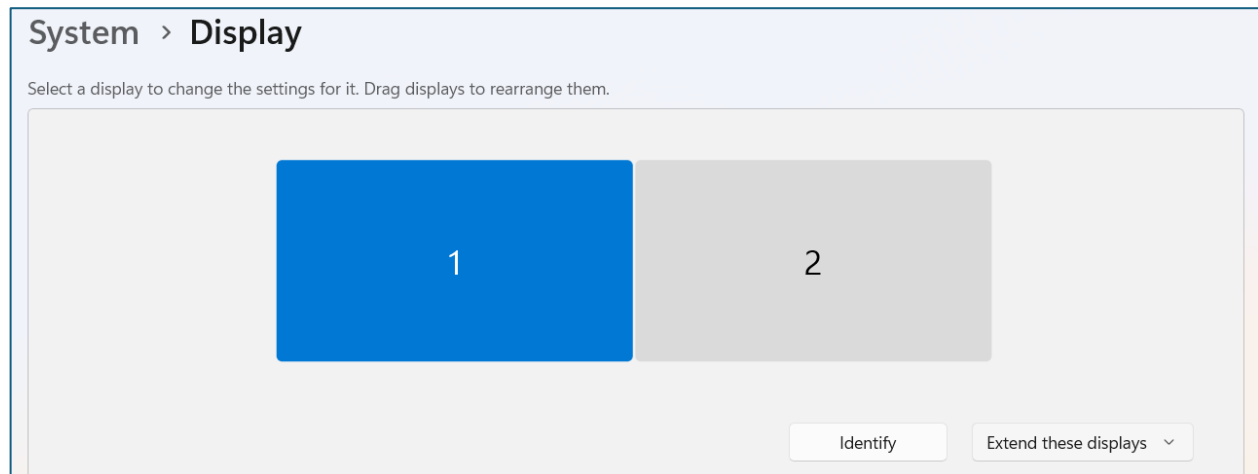*Figure 3 System, Display Settings Dialog Box*

Figure 2 Extended Displays Identified

To allow easy manoeuvring of your mouse between screens: drag the number 1 box to the right of the number two box. Your mouse will move from screen 1 to screen 2 and back to screen 1 easily. (Click the *Identify* button to see which screen is 1 and 2.)
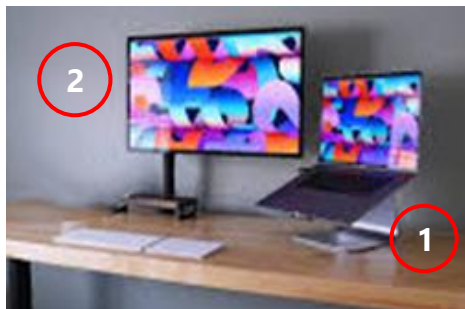

Figure 3 Monitor and Laptop setup