Screen Sharing during a Teams Meeting – Web Version

[Screen Sharing](#)
[Using Two Screens](#)

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 Bar,* a panel appears with several options. (NOTE: Breakout Rooms are not available in this version.)

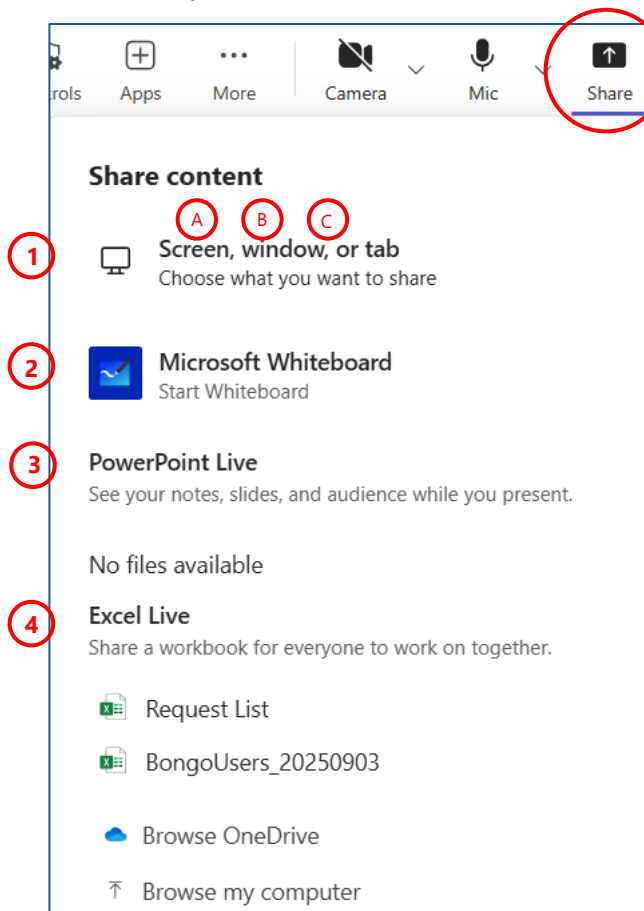The first option, Screen, window or tab will open a panel with three options:

Figure 1 Share Content Panel

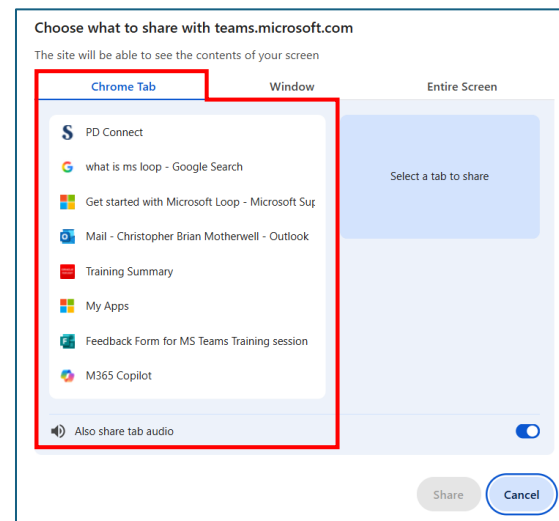- **1A** - **Tab** – enables you to switch between open browser tabs without having to stop sharing
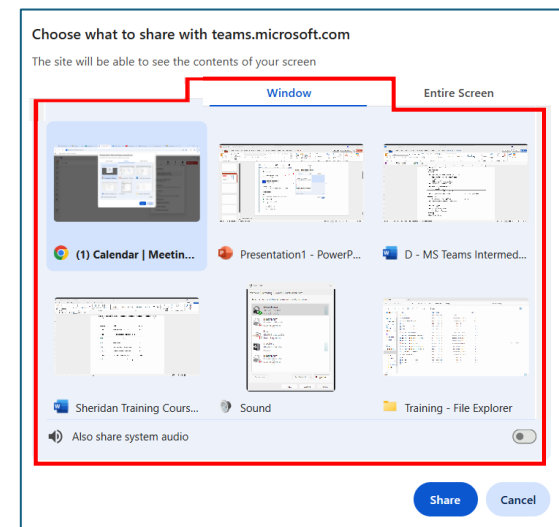

Figure 2 Tab Sharing Option with browser name

Figure 3 Window Sharing Option with multiple windows to choose from

- **1B - Window** – allows you to share any window from a list of open files. When sharing another window, you will need to stop sharing and click share again.
If you select a different Window from the one you are sharing with your students, they will not be able to see it.

If a window could produce a dialog box, e.g. Excel, you will need to share Entire Screen, as Teams see it as another window).

- **1C- Entire Screen** – shows whichever window you select. If you have one screen, your students will see the selected screen also. If you have two screens (monitors), choose the one you want to share and only you will be able to see what is on the other screen. (more below)

- With any option, if you need audio with your shared content, ensure *Also share system audio* is turned on
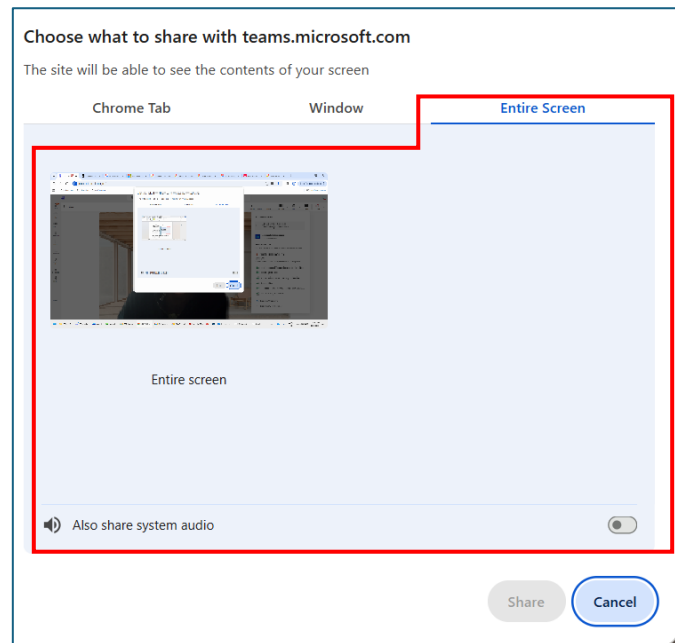
Figure 4 Entire Screen Sharing Option

- **2 - MS Whiteboard** – can be used for demonstrations or collaborating, brainstorming, and engagement. A range of tools are available.
- **3 - PowerPoint Live** - allows you to see a presenter's view, where you can see you notes and have quick access to all 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 that allows them to get back to the slide you are showing.
- **4 - Excel Live** – allows students to interact with the shared spreadsheet

Using Two Screens (Monitors)

Having a second screen connected to your computer can make presenting easier. Connect the HDMI cable from the monitor to your laptop. The default is to *Duplicate these displays* – see below to change this*.
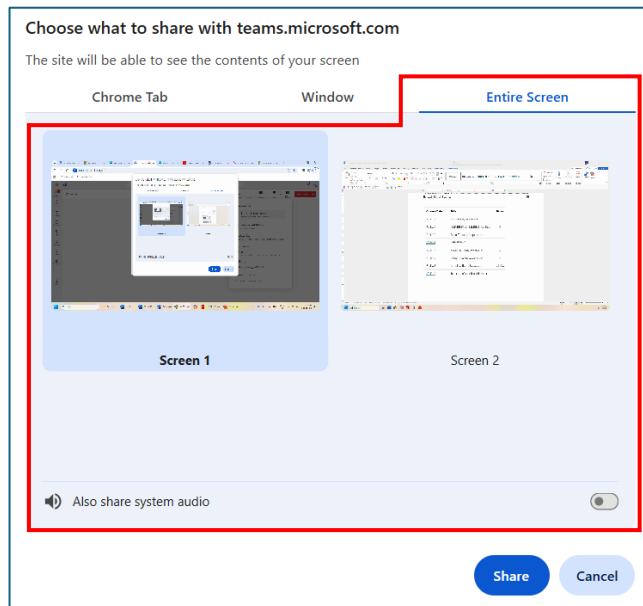

Figure 4 Entire Screen Sharing Option

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 various windows already open on your shared screen, either click it on the task bar or use Alt + Tab to switch between windows (hold the *Alt* key down, tap the *Tab* key until the highlight is around the desired window, then let go of the Alt key. You can also click the desired window after pressing Alt).

* For your screens to show a different window, you need to change Windows Settings:

Do <u>one</u> of the following:

- Click the Start button or tap the Windows key 🪟 , click the *Settings* ⚙ icon.
- Hold down the Windows key and tap i.

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

More...

Click on the drop-down arrow beside *Duplicate these displays* (*Figure 6)* and click *Extend these displays* (*Figure 7)*. This allows you to have different content on your screens.
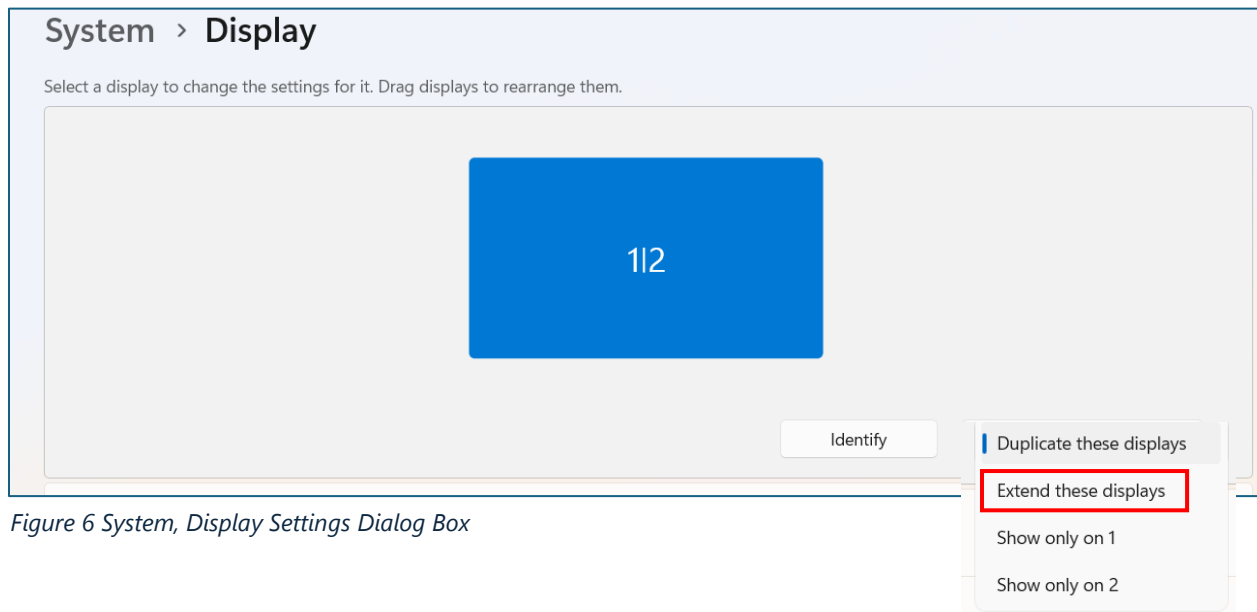

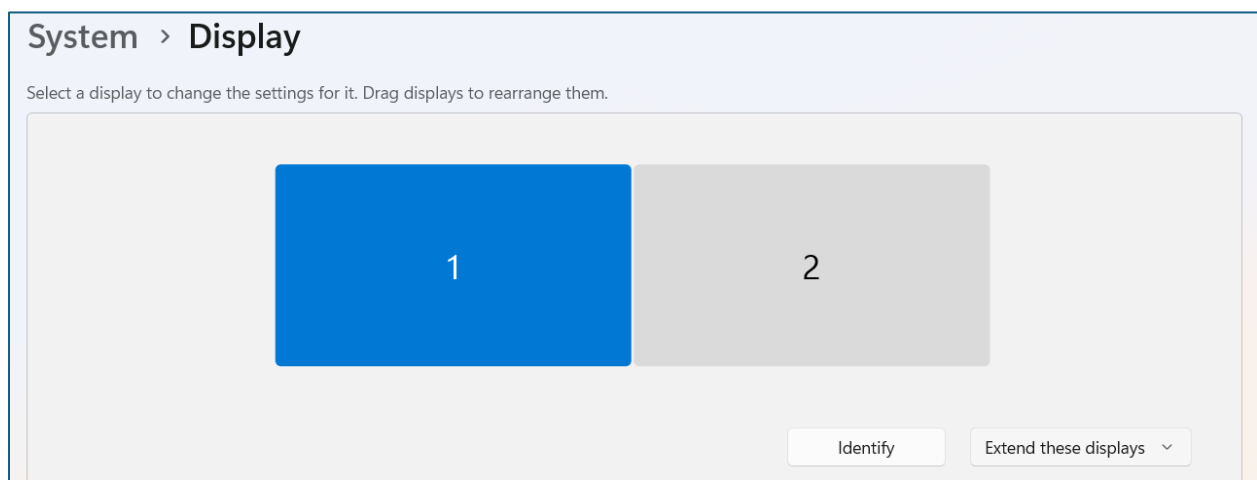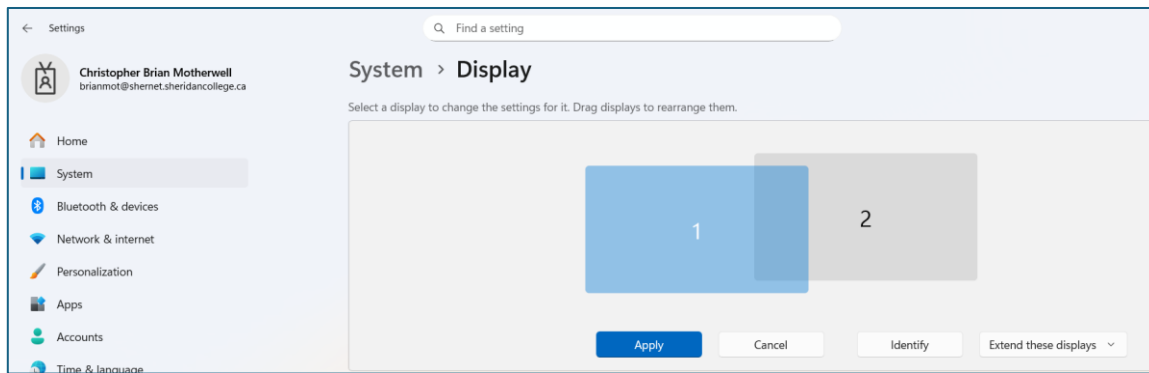*Figure 6 System, Display Settings Dialog Box*

Figure 7 Extended Displays Identified

Your laptop will be screen 1 and your monitor screen 2. If your set up looks like the image below, drag the number 1 box to the right of the number two box and click *Apply*

Figure 8 Monitor and Laptop setup

(Figure 9). Moving your mouse to the left will move the mouse to screen 1 and then to the right will get you back to screen 2. (Click the *Identify* button to see which screen is 1 and 2.)
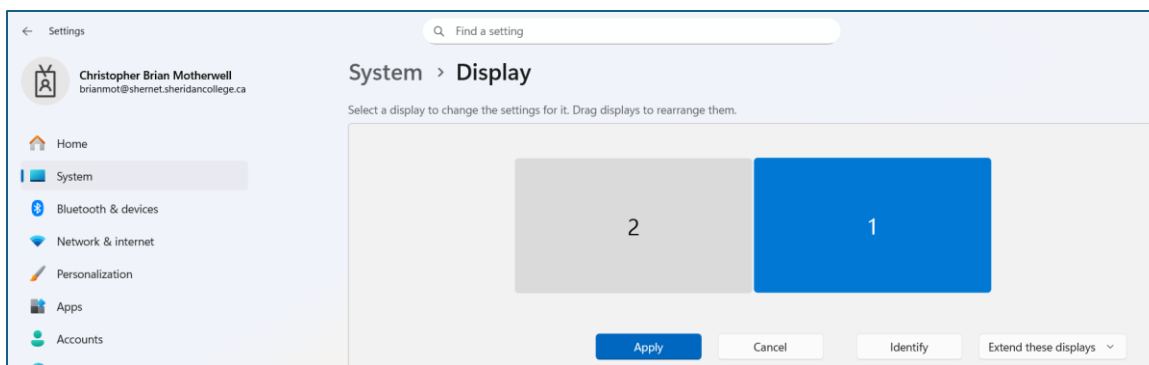
Note: when you are working on one screen and you want to work on the other screen, the first click will select that screen and the next click will allow you to work on that screen.

Figure 9 Dragging a screen

Switching screens by dragging one screen to the other side of the other screen.

Figure 10 Result of dragging a screen

Results in easy mouse movement between your two screens.

Also:

MS Teams Tip Sheet – Using the Teams Whiteboard

MS Teams Tip Sheet – Setting Screen Sharing Options Before a Teams Meeting