

## Screen Sharing during a Teams Meeting - Desktop App

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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 menu appears with several options.

The following steps are for one screen only. For two screens, see the steps below.

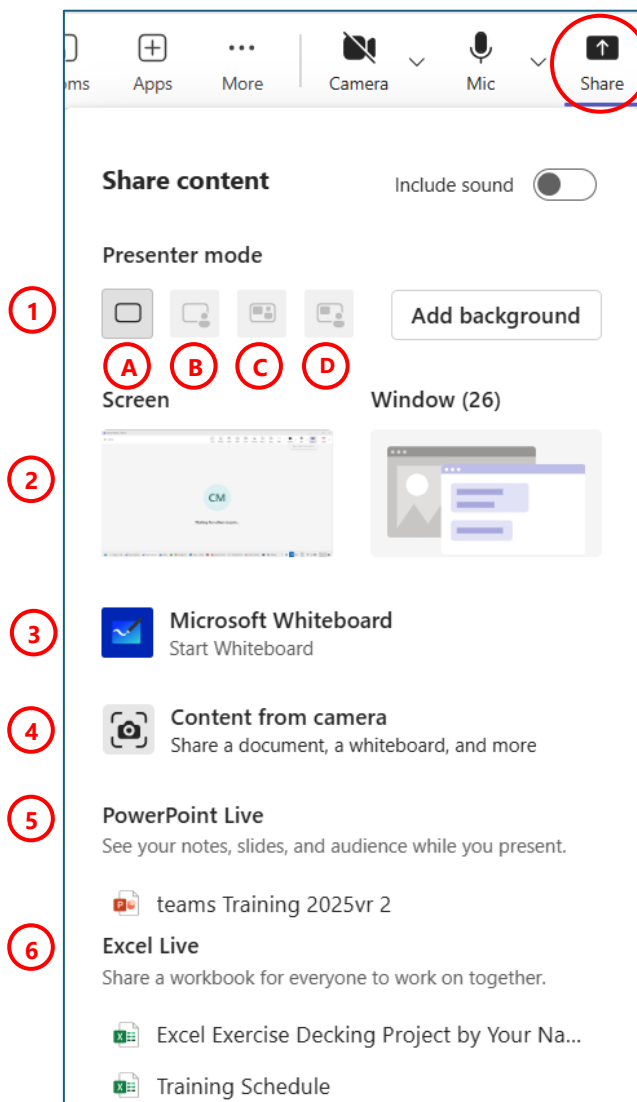


Figure 1 Share Content Panel

Click *Share* on the *Control Bar*, then choose one of the following:

The *Presenter mode* options are used with one of the other share options. To use the 1B to 1D *Presenter mode* options, see below.

- Mode **1A - Content Only** (Default); This mode hides your video feed, so only the shared content is visible. Choose one the following:
- **2 - Screen** – this option will show any window you select; quick way to share different windows or files without stopping sharing (This mode should be used for browser tabs that have pop-ups or any program that uses dialog boxes.)

**OR**

- **2 - Window** – allows you to share any window that is open, which you choose from a list. To share another window, *Stop Sharing*, click *Share*, *Window* and choose your next window
- **3 - MS Whiteboard** – can be used for demonstrations or collaborating, brainstorming, and engagement. A range of tools are available.

Whiteboards can also be set up before the meeting – see MS Teams Tip Sheet - Editing a Teams Meeting

- **4 - Content from camera** - allows you to use an alternate camera so you can share a physical whiteboard, a book, or anything not on your computer
- **5 - PowerPoint Live** - allows you to see a presenter's view, where you can see your 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 that allows them to get back to the slide you are showing
- **6 - Excel Live** – allows students to interact with the shared spreadsheet

### **Presenter mode Options - 1B to 1D**

Mode 1B - **Standout**  mode

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



Mode 1C - **Side-by-side**  mode

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



Mode 1D - **Reporter**  mode

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



Note: When you share content that has audio, ensure you click the *Include sound* slider to the top of the panel before you make your sharing selection.

## Share Content Floating Toolbar

After clicking the *Share* button, and choosing Screen, a floating toolbar will appear (usually located at the top centre of your screen during a meeting)



Figure 3 Collapsed Share Toolbar




Figure 2 Expanded Share Toolbar

To expand it, your mouse over it.

The Share screen floating toolbar provides quick access to core meeting controls, which augment the controls on the meeting's *Control Bar* (The toolbar can be hidden with Ctrl + w; it is not available in the web version)

The main buttons on the toolbar include (left to right):

-  Move handle
- Time: elapsed meeting time
- *Camera*: Click to toggle on or off
- *Microphone (Mic)*: Click to toggle on or off
- *Give Control/Take back*: Enables you to pass control of your shared screen; *Take back* puts you in control again
- *Share sound*: All sound from your computer will be audible in the meeting
- *Optimize*: prevents choppiness or lag while sharing video content
- *Layout*: Gives presenter options – Content, Standout, Side-by-side and Reporter
- *Annotate*: Allows drawing or highlighting on the shared screen – see below for details. Click the Annotate button to stop annotating (see below)
- *Chat*: Opens Chat in a floating panel
- *People*: Opens the People pane
- *Stop sharing*: Ends current sharing
- Pin – Keeps the toolbar expanded - the toolbar will shrink after a period of time, depending on activity, if this button is not clicked

*Note*: Annotation tool

When Annotation is turned on, you will be asked if you want to be the only one annotating or allow the students to collaborate as well.

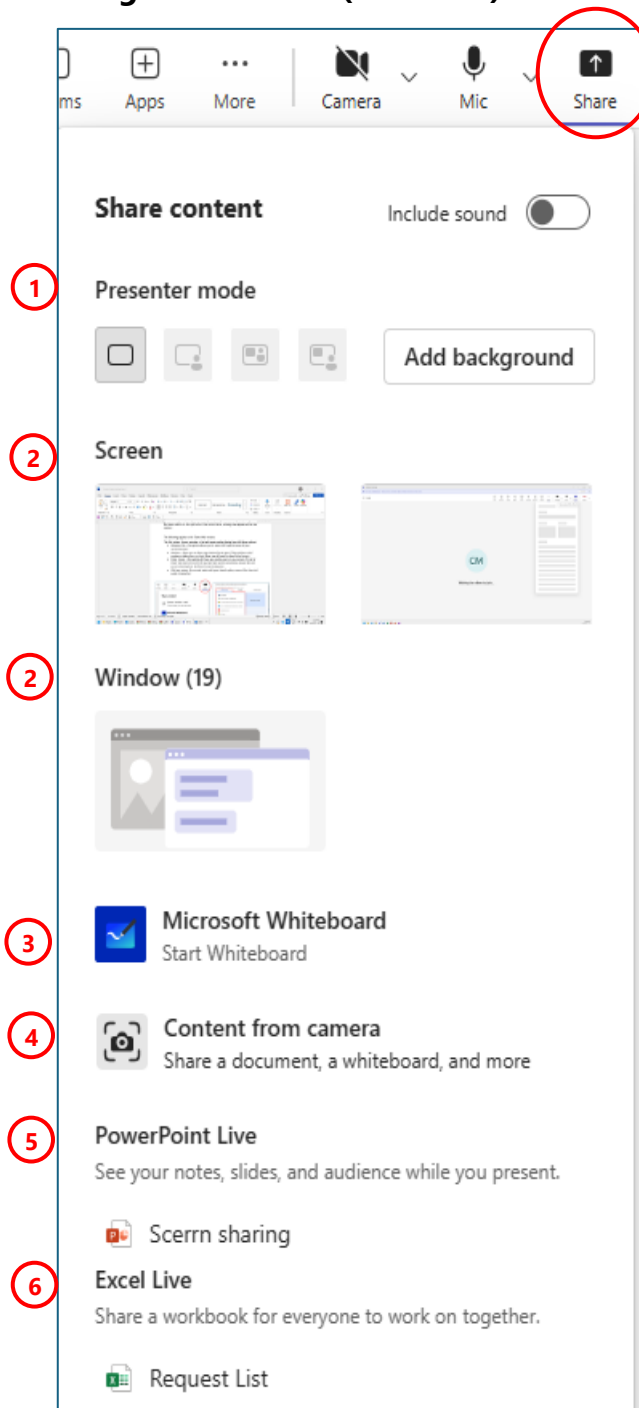
Limitations:

- Only the screen area that was visible when Annotation was turned on can be used – scrolling or getting to another window isn't available – stop annotating to change the screen view or use

- Any annotations that are not deleted when the feature is turned off will appear when you select Annotation again. To delete all annotations, click Trash icon and select one of the options, or click an annotation and press delete

The button on the far left of the Annotation toolbar allows you to interact with the background – this stops and hides all annotations. When you click any button on the toolbar, you will be in Annotation mode again.

## 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.

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 click it on the task bar or use Alt + Tab to switch between windows - hold the Alt key down, as you tap the Tab key, you can switch between any open window; let go of the Alt key when you see the window you want or after pressing Alt, click the needed window.

To allow your screens 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 , then click the *Settings*  icon
- Hold down the Windows key and tap i. In the Settings window, click *System* and then *Display*

Figure 4 Share Screen Menu

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

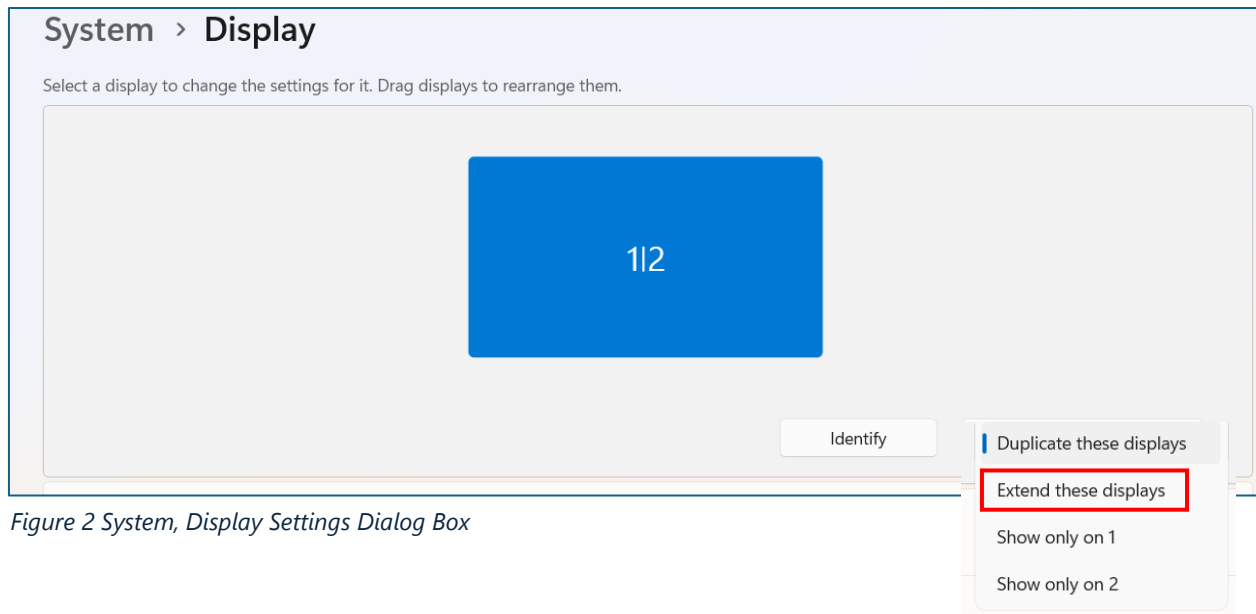


Figure 2 System, Display Settings Dialog Box

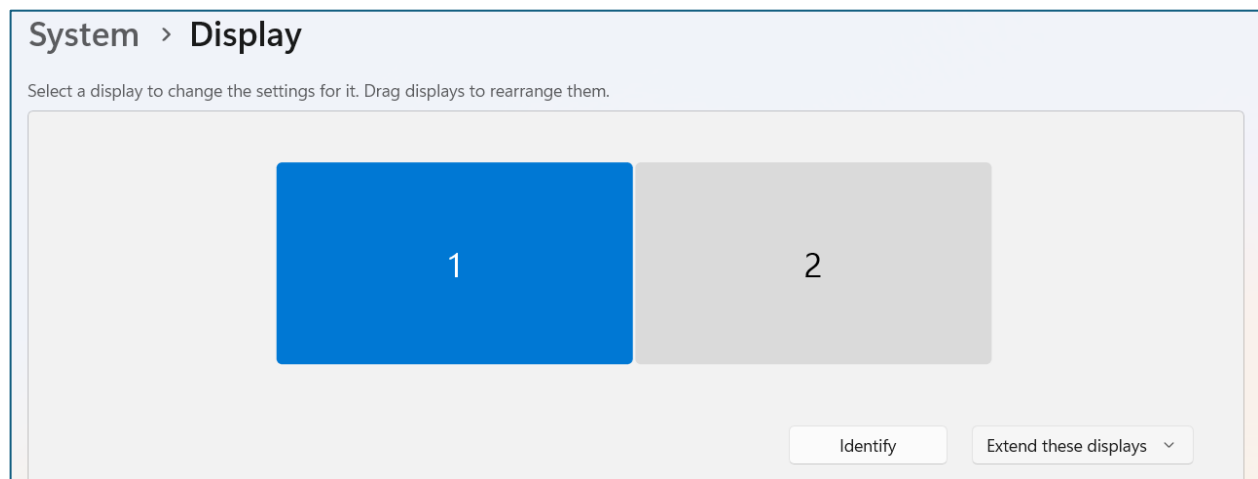
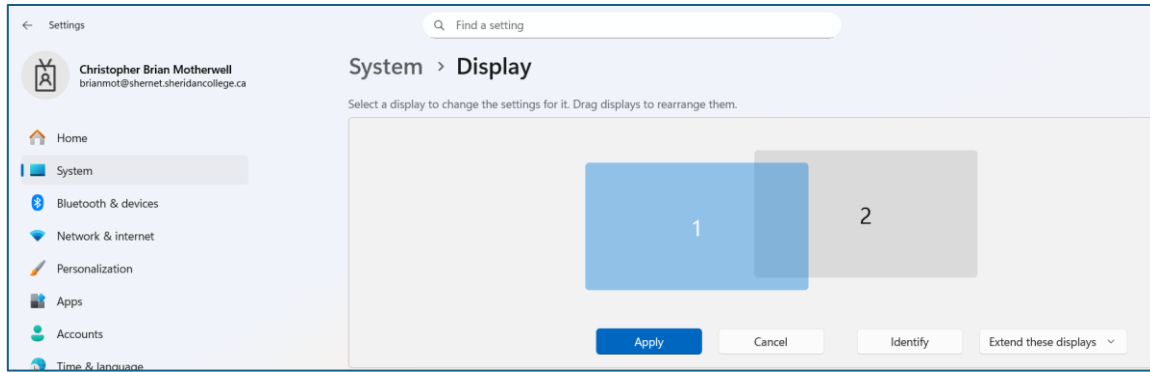


Figure 3 Extended Displays Identified

Your laptop will be screen 1 and your monitor screen 2. To allow easy manoeuvring of your mouse between screens, drag the number 1 box to the right of the number two box and click *Apply*. 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.)

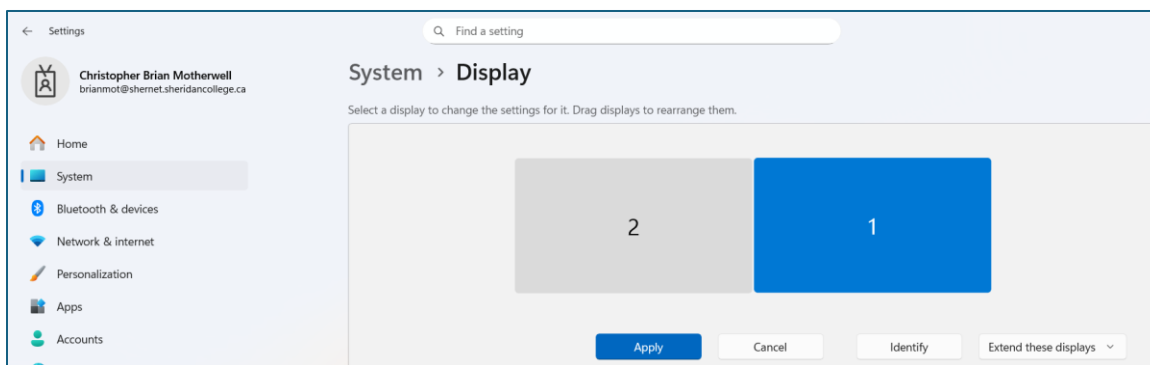


Figure 4 Monitor and Laptop setup



*Figure 5 Dragging a screen*

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



*Figure 6 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 – Using Teams Breakout Rooms

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