

Microsoft Teams - Screensharing

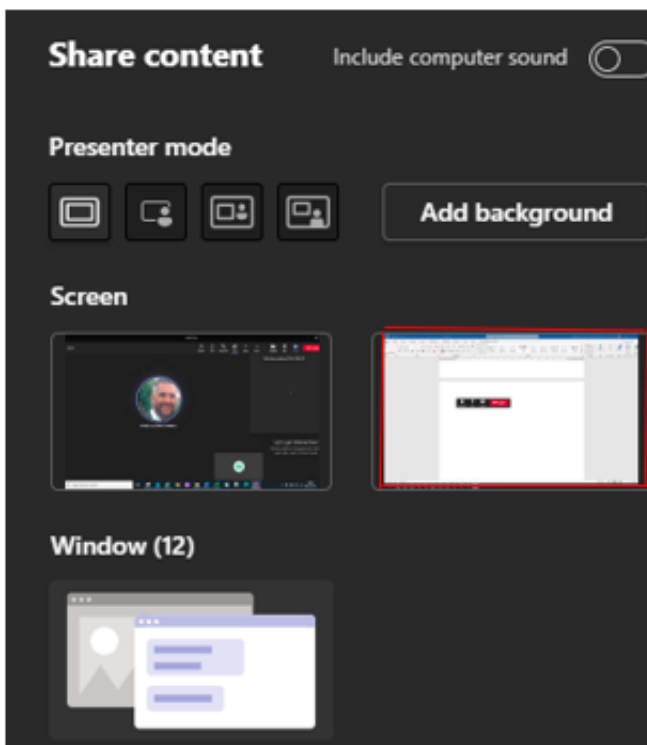
During a MS team call or meeting you can screen share, give access/control of your screen to another user, and request access to theirs.

Screensharing

Once in the call or meeting you can screenshare with other participants, to share, go to the top of your screen, and select the share icon next to the red leave button



Once you have clicked on the share icon, the share content box will appear, from this screen select the screen or document to be shared, once selected a red box will outline the screen being shared.



Giving/requesting control

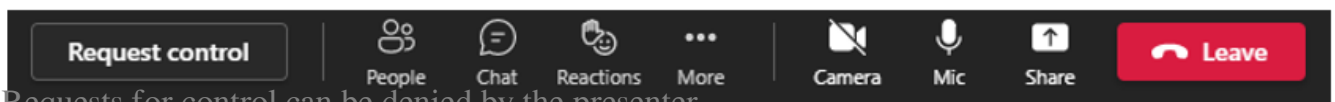
Once the screen has been shared, you will see that there are additional buttons on the menu at the top of your screen.

The toolbar will indicate you are presenting, the option to give control of your screen and to stop

presenting is now visible.

By using the drop-down arrow next to give control you can select whom will have control of your screen.

Whilst you are presenting you will automatically be placed in presenter mode. If you are not presenting, you will be able to see the request control button is now available on your toolbar. By clicking on the button, you can request control of the presenter's screen, allowing you to navigate and access items on the presenter's screen.



Requests for control can be denied by the presenter.

To view a short video on Screensharing click on the following link [Share your screen during a meeting](#)

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=276>