

Tutorial: How to Screen Share in Teams Meetings

Teams meetings have a host of options while in meetings, all accessible from the below bar:




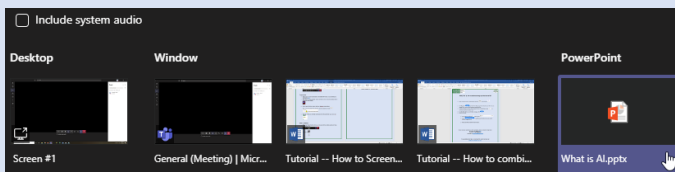
While in a Meeting (Must be using Desktop version, not mobile or web):



Etiquette note: Do not screen share until it is your turn, because screen sharing out of turn will forcefully terminate (“Hijack”) the current screen share presenter.

- While in a Teams meeting, hover your mouse into the meeting window to bring up the options bar



- Left click on 
- Left click on the item or screen you wish to share
(Check the System Audio box if you also want to share your sound)



- The red box outline will indicate that you are successfully sharing
- When done sharing your screen, left click 
 - Or, if you have shared a PowerPoint presentation in a Team or Chat within MS Teams and are directly presenting from that upload, left click 

If you need any assistance or have questions, please contact the Help Desk
via Teams by clicking [Here](#)
via phone at: **575-562-4357**
via email at: Help.Desk@enmu.edu

–ENMU Portales ITS Technical Trainer