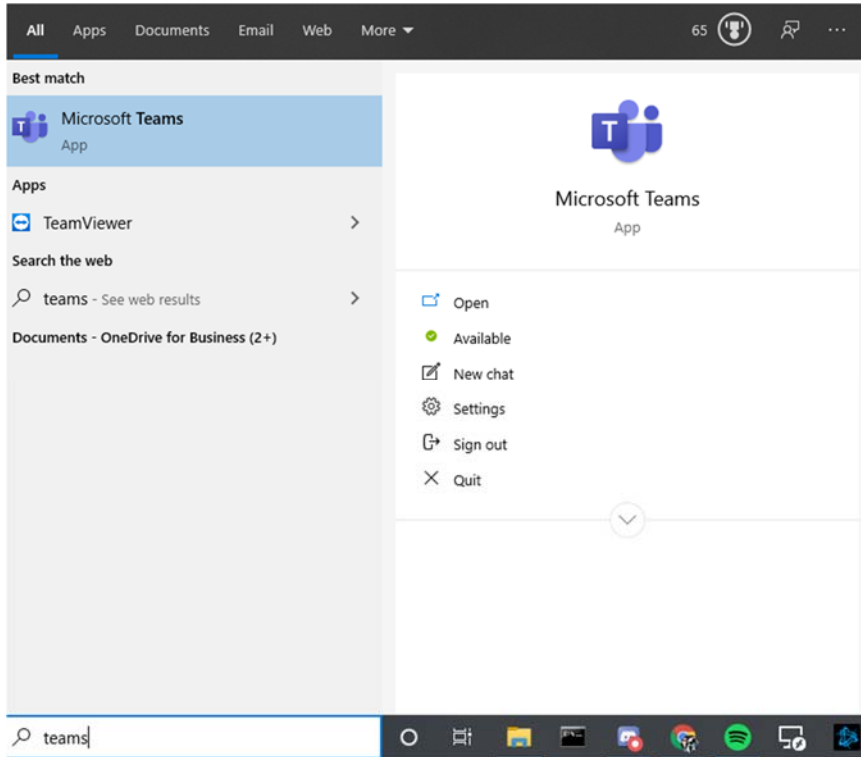
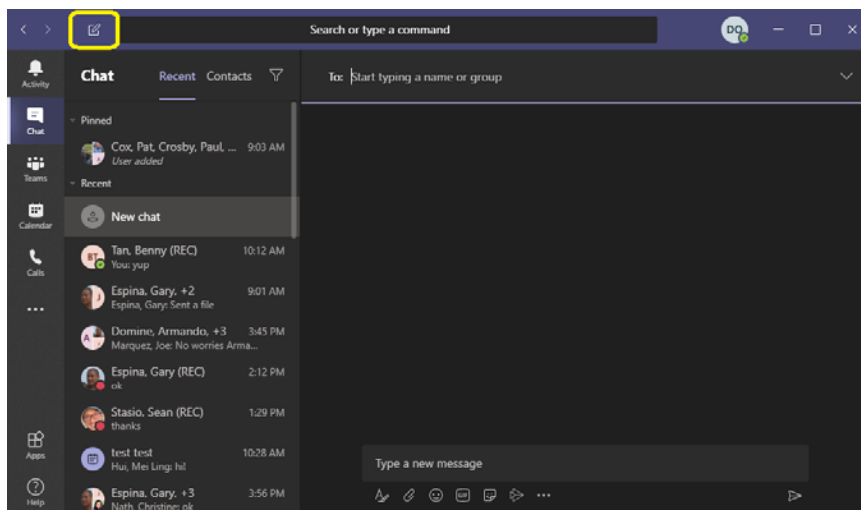


Intro to Screen Sharing with Teams

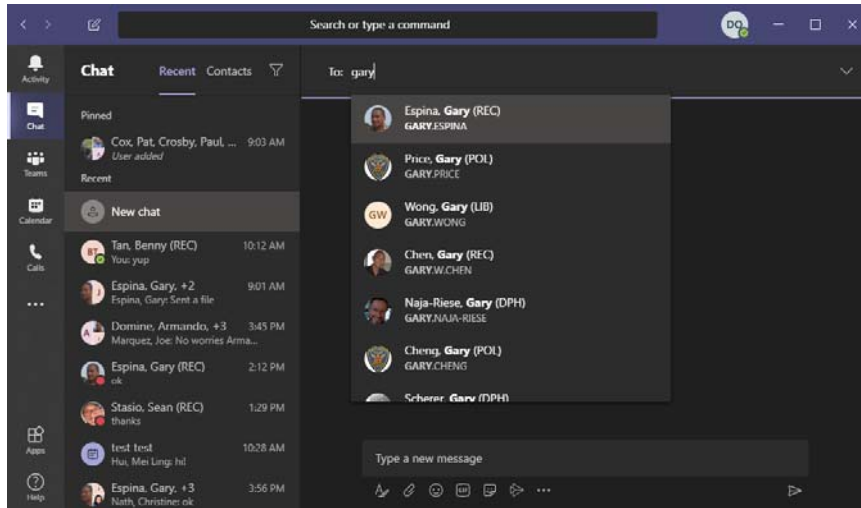
Open the Microsoft Teams application by searching for “teams” in your start menu



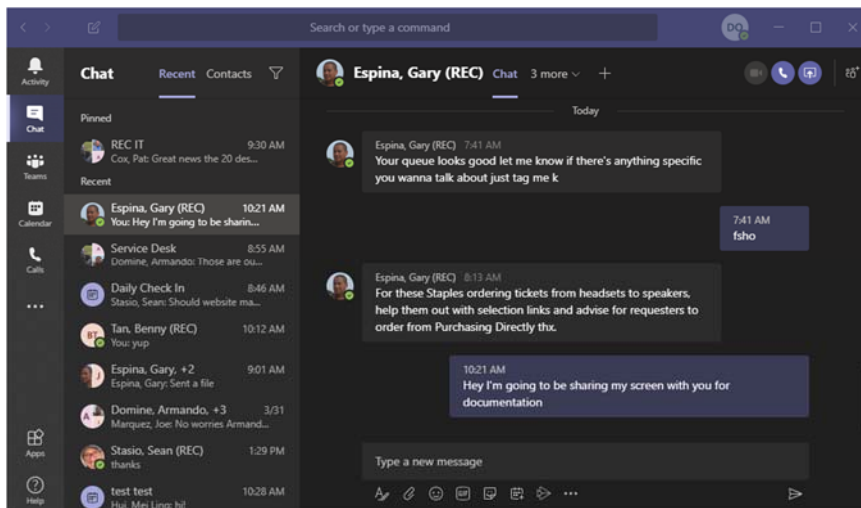
Select the “New Chat” button at the top of the window



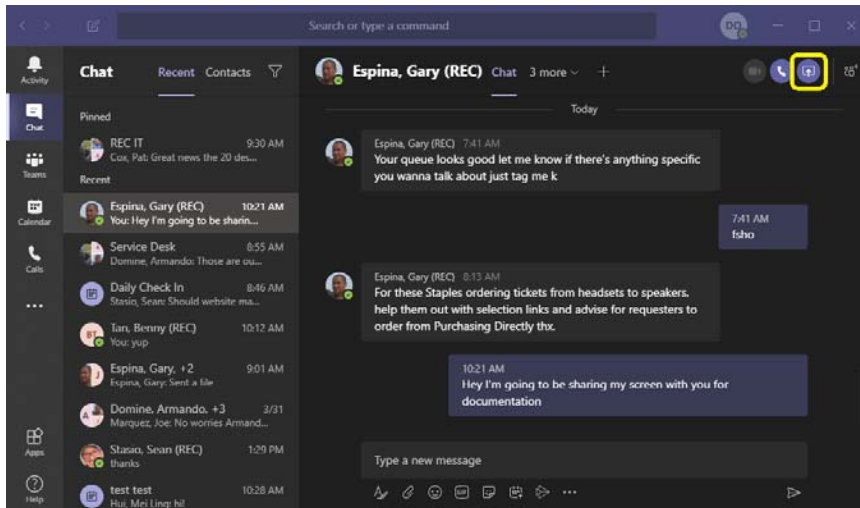
In the “To:” field, type the name of the person you’d like to share your screen with and select them from the list



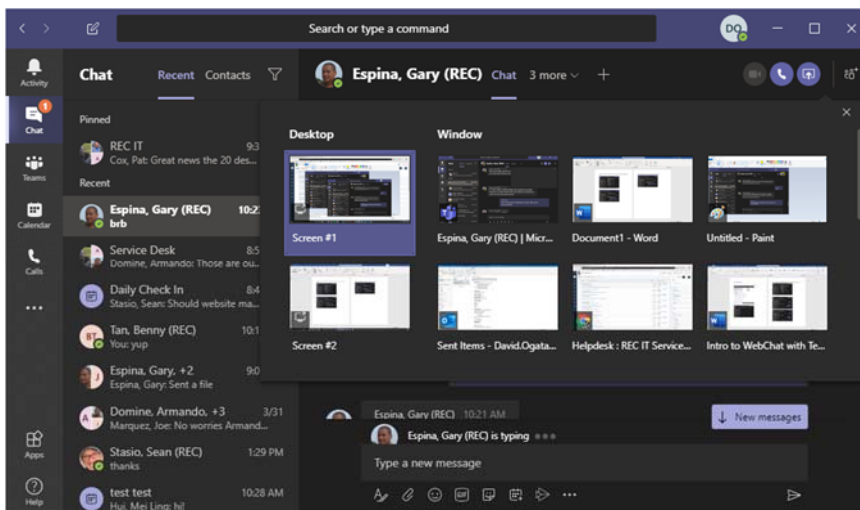
Let them know you’re going to be sharing your screen with them



Select the “Start sharing your screen” button near the top right of the window



Select the Screen or Application you'd like to share



When you're done sharing your screen, click “Stop Presenting” located at the top of your screen

