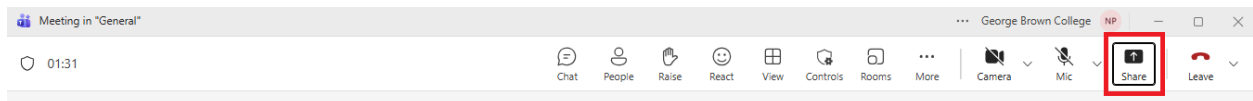


# How to share your screen in MS Teams

## Locate Share button

- In your Teams meeting, move your mouse or tap the screen to reveal the meeting controls.
- At the top of your screen, select the **Share** icon. It looks like a rectangle with an upward arrow.



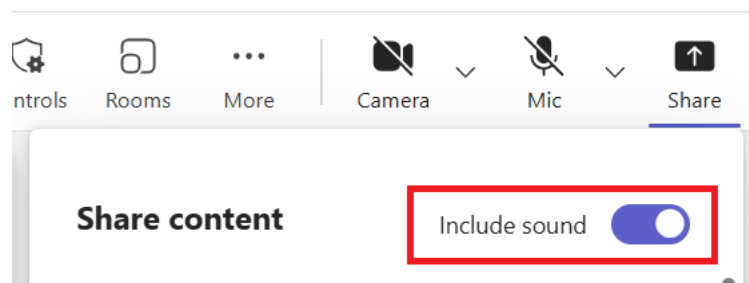
## Choose What to Share

After selecting the Share icon, you'll see several options:

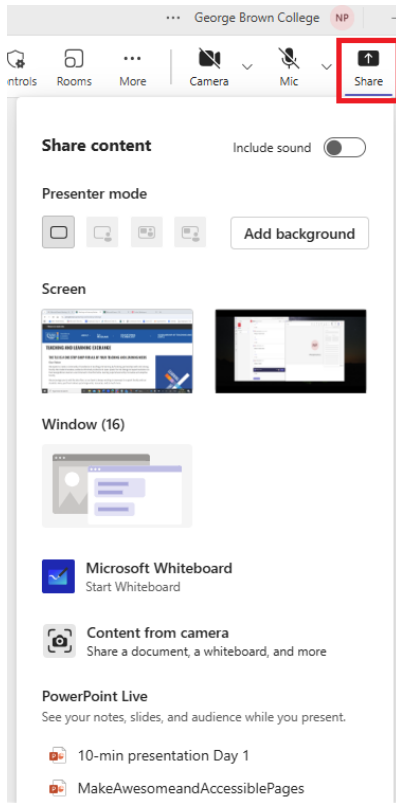
- **Screen:** Shares everything on your screen. Ideal for switching between apps.
- **Window:** Shares only one specific app window. Great for privacy and focus.
- **Whiteboard:** Opens a collaborative space for drawing or brainstorming.
- **PowerPoint Live:** Lets you share a presentation with interactive features.

## Share Audio and Video

- Turn on the toggle to “Include sound” at the top of the sharing panel or choose “Share sound” from the meeting toolbar after you begin sharing.

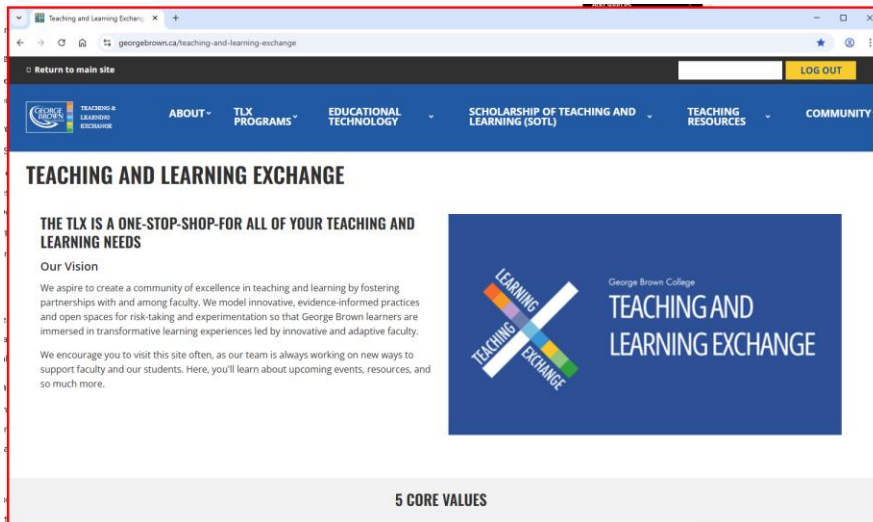


- Select “Optimize for video” for smoother playback of video from the meeting toolbar after sharing your screen.



## Start Sharing

- Select the screen, window, or file you want to share.
- A red border appears around the shared content to indicate it's visible to others.



## Stop Sharing

- When you're done, select the **Stop Sharing** button (usually a small square icon with an X).

