

# Present and Share in a Teams Meeting

It is possible to show the Desktop, a specific application, a presentation or a specific file while in a meeting.

## Quick Reference Guide

### Screen Sharing

The **Share** option allows participants to share different types of applications or windows during a meeting.

To share the desktop, application, window, presentation or any file.

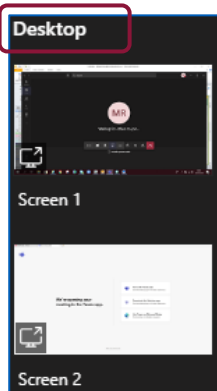


- Click the **Share** icon.

### Desktop

Shows everything on the screen.

- Under **Desktop** click the screen to share.
- If there are multiple screens → click the one to share.



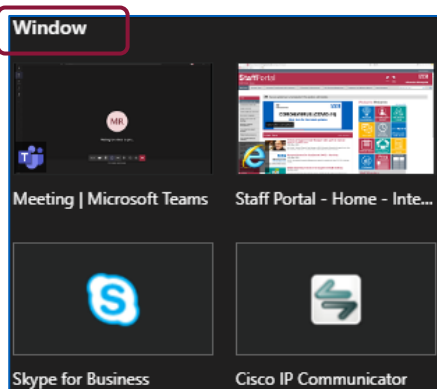
Screen 1

Screen 2

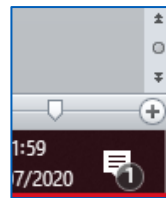
### Window

Shows a specific app.

- Under **Window** click the application to share.

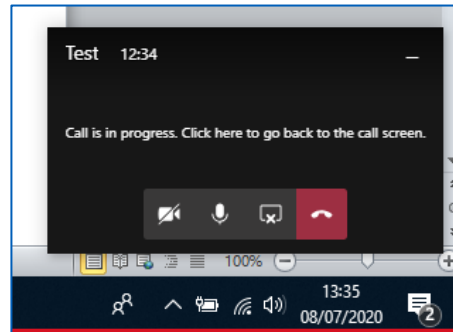


App



When sharing the desktop or a window app, a red boarder surrounds what is being shared.

The meeting window minimises when sharing and moves to the bottom right-hand corner of the screen. It can be moved around if needed.



**Sharing options** are located at the top of the screen on a floating panel. They will disappear if not in use.

- Move the mouse to the **top of the screen** to enable the panel.



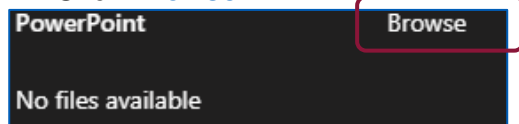
- **Give control** – Allows the presenter to give control of a screen or programme to a participant.
- **Include System Audio** – Allows Presenter to share and include the system audio.
- **Stop Presenting** – Stops presenting the Screen/Programme.
- **Pin Toolbar** – Pins the toolbar to the top of the screen so it is always on show.

### PowerPoint

Shows a presentation.

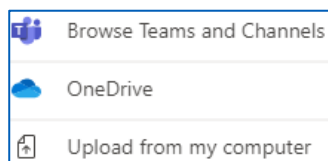
A PowerPoint can also be shared and viewed from sharing a window app. To select a PowerPoint.

- Click **Browse**.



Browse option allows PowerPoint files to be shared if they are saved within Teams and Channels, OneDrive or from My Computer.

- Select the **required option** and navigate to where the PowerPoint is saved
- Open the presentation** to run the PowerPoint.



A small control bar appears to the left of the screen when opened

- Click the **< >** arrow keys to move through the presentation slides.
- Click **Stop presenting** to stop the PowerPoint being shared.

PowerPoint presentation shared from within the PowerPoint section allows participants to navigate forward in a presentation without interrupting the presenter.

- Click the **Eye** icon to stop participants moving through the presentation → **click again** to allow.



### Whiteboard

Whiteboard allows participants to draw, sketch and write together.

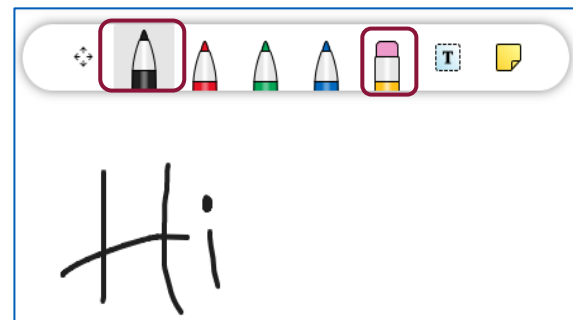


The Whiteboard cannot be viewed by users who joined through the browser.

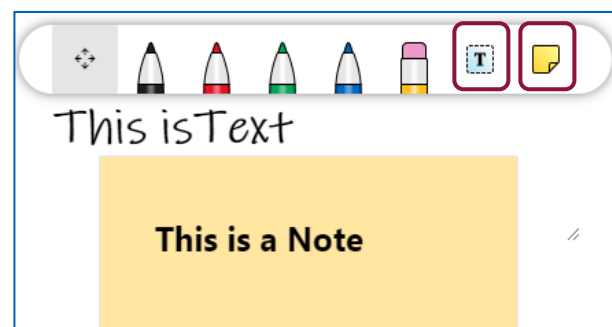
- Under Whiteboard click **Microsoft Whiteboard** icon to share.



- Participants can click the **colour pen** and start to write/draw on the board.
- To erase click the **eraser** and drag it over the content to be erased.



- Click the **Text** icon to add text.
- Click the **Note** icon to add notes.



The whiteboard will be available to all participants from within the meeting chat on Teams. It can still be worked on when the meeting has ended.

To book training or speak to a trainer, please get in touch via:  
e [training@imerseyside.nhs.uk](mailto:training@imerseyside.nhs.uk)