

# Share Screen on Microsoft Teams

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While in a Microsoft Teams meeting, users can present content by sharing their screen or entire desktop.

You must have a Microsoft account to use Teams. Screen sharing is available in both the web and app versions of Teams, on a desktop computer or mobile device.

1. Log into Microsoft Teams.

**Tip:** It is recommended you use the desktop version of Teams to share your screen.

2. Open an active Teams meeting.
  - Open an existing meeting link.
  - Create a new Teams meeting.

3. Click the **Share** button to open the screen-sharing menu.

4. Choose what you'd like to share with the meeting audience.

Option	View
<b>Share Tab</b>	Sharing your tab will allow meeting participants to view

Option	View
	the tab currently open on your browser.
<b>Share Window</b>	Sharing your window allows participants to view a specific window or application. All other information on the computer screen will not be shared.
<b>Share Entire Screen</b>	Sharing the entire screen allows participants to view your entire screen.

5. Share your view with the meeting participants.

**Notice:** Users will see a red outline around the screen indicating that you are sharing content with those on the Teams meeting.

6. Click the **Audio Sharing** button from the presenter toolbar.

**Note:** Users can also share computer sound while screen sharing.