

Teams Screen Sharing

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Teams Administration Roles

Microsoft Teams can have multiple administration roles. This highlights each role, what the role can do and which tools the admin can use.

Teams Administrator	Manages the meetings, voice controls, messaging, organization wide settings and reports.
Teams Communications Administrator	Manages the calling and meeting features in Teams."
Teams Communications Support Engineer	Supports and assists with any communications issues in Teams to help with quality control. .
Teams Device Administrator	Manages devices to use with Teams software.
Teams Telephony Administrator	Manages the telephone and voice features in the Teams software.

Share Screen on Microsoft Teams

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. Open or start Microsoft Teams.

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

2. Log into Microsoft Teams.
3. Start a Teams meeting.
 - Open an existing meeting link.
 - Create a new Teams meeting.
4. Click the button in the upper-right corner of the screen showing an upward facing arrow inside a square.
5. Click share **Tab**, **Window** or **Entire Screen**.

Note: Sharing your tab will allow meeting participants to view the tab currently open on your browser. Sharing your window allows participants to view a specific window or application. All other information on the computer screen will not be shared. Sharing the entire screen allows participants to view your entire screen.

6. Check that there is a red outline around the presentation screen.

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

7. Click the **Stop Sharing** button to stop sharing your screen.
8. Click the **Audio Sharing** button from the presenter toolbar.

Note: Users can also share computer sound while screen sharing. The presenter toolbar contains user controls and is only visible to the person presenting.

Teams Whiteboard Features

Whiteboard has a multitude of features for use in a Teams meeting on desktop or in the app version.

Name	Function
Follow	Allow allow participants to follow your point of view during a meeting.
Text	Add a text box to the whiteboard. Text color can be changed but the font cannot be changed.
Notes	Add a sticky note to the whiteboard. Choose the note color and type in the sticky note's text box.
Draw	Digital ink with 15 colors, 15 highlighters, ink arrows, and various thicknesses. Draw also contains the Laser Pointer tool for temporarily hihglighting areas of the board.
Ruler	Used to draw straight lines on the whiteboard canvas.
Enhance Shapes	Changes hand-drawn shapes to precise shapes automatically. Toggle off or on in Settings .
Shapes	Eight common shapes.
Reactions	Eight reactions, such as thumbs up, heart, check box, or smiley face.
Templates	Template with whiteboard elements arranged for collaboration and planning. Includes templates designed for brainstorming, retrospectives, workshops, and other uses.