

GSD. MS Teams - Sharing Screen/Application/Document in a Teams Video Session

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General Information:

Possible symptoms/errors:

How to Share Screen/Application/Document in a Teams Video Session

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Teams has the same features offered by Skype. This includes screen sharing during video meetings. However, Microsoft made this feature even better with teams as it allows you to share screen, an application window and document.

You can also guide user as described below:

Advise the user to select Share content and to choose if they want to share their computer audio. Now, user needs to select what they want to share:

Screen lets user show everything on their screen. PowerPoint Live lets user share a PowerPoint presentation. Microsoft Whiteboard and Freehand by Invision lets user share a whiteboard where participants can sketch together. Window lets user share an open window like a specific app they have open.

After user selects what they want to show, a red border surrounds what they're sharing. Meeting participants won't see any notifications that might come in. Advise the user to select Stop sharing to stop showing your screen.

Note: Linux users won't see the red border surrounding what they are sharing. Also, window sharing isn't available for Linux users.

You can also guide user as described below:

If user is a presenter

Ask them to select Share content. Then, to select a presentation under the PowerPoint category. Advise the user to navigate the presenter's view:

Current slide: Shows the current slide user is on. Slide notes: Show notes user has prepared in their presentation. Thumbnail strip: Choose a thumbnail to move to that slide.

Note: User can select Go to slide or press G on their keyboard to view all slides and navigate anywhere in the presentation.

If user is a meeting participant

Ask them to select an arrow key to Navigate forward or to Navigate back without interrupting the presenter.

Note: The presenter must share the file from the PowerPoint category in order for participants to skip around during a presentation.

Advise the user to select To presenter to sync their view back to the presenter's when they want.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A