# Share Screen and Adjust Audio in Microsoft Teams

[Process](#_Toc177463167)

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**Description:** Steps to share screen and adjust audio in Microsoft Teams.

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| Process |

Perform steps below:

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| **Step** | **Action** |
| **1** | From the accepted invite, or Outlook calendar listing, select **Click here to join meeting**.    **Result:**  Participant will be redirected to Teams where meeting options will be displayed before joining.  **Note:** Participants can also join from the Outlook calendar listing by selecting **Join**. |
| **2** | Select appropriate Audio, Volume, and Camera options; click **Join now** in lower left corner.    **Result:** Participant will join meeting in progress. |
| **3** | View and/or change settings as needed.  **Participants should always remain on mute when others are presenting**.   * View other participants/attendees in the meeting by selecting the Teams button icon in the upper right corner of the meeting.      * View and chat with other participants/attendees by selecting the message icon in the upper right corner of the meeting.      * Update video or audio options during the meeting. |
| **4** | Share screen as needed. Select the Share Content icon in the upper right corner of the meeting.       * Click the “Include computer sound” toggle to share computer audio. |
| **5** | Select what content to share.   * Participants may select a specific program or share what is visible on their monitor by selecting screen #1 or screen #2. * If a specific program is selected, other attendees will be unable to view other programs that are shared until the sharing participant has updated what content has been selected.      * While sharing, participants can update their audio/camera settings, stop sharing, or leave the meeting entirely via a pop-up box that will generate. |
| **6** | Select the Leave option in the upper right corner of the meeting at the end of the meeting.    **Note:** Only the meeting organizer will have the option to “End meeting.” |

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| Related Documents |

[Customer Care Abbreviations, Definitions, and Terms Index (017428)](https://thesource.cvshealth.com/nuxeo/thesource/#!/view?docid=c1f1028b-e42c-4b4f-a4cf-cc0b42c91606)

**Parent Document:**  [CALL 0049 Customer Care Internal and External Call Handling](https://policy.corp.cvscaremark.com/cs/groups/public/@pnp/@all/@6700/documents/sop/y2fs/bc0w/~edisp/call-0049.pdf)

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