| **Step** | **Action** | **Graphic** |
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| **NOTE:** If you want students or others in the meeting to be able to share content, you must designate them as Presenters. You may do this when you organize the meeting or you may change their status during the meeting. Attendees do not have the capability to share content. See the job aid on managing participants for more information. | | |
| 1. | Once in the meeting, to begin sharing your screen or files, click the **Share content** button in the upper right corner of the meeting window, to the left of the **Leave** button. | Image of open Microsoft Teams app with meeting open. |
| 2. | Clicking the **Share content** button will present you with different options at the bottom of your screen, as shown. | Image showing screen that appears when Share content button is selected. |
| 3. | You may share your desktop… | Image showing screen that appears when Share content button is selected with desktop area highlighted. |
| 4. | …a particular window… | Image showing screen that appears when Share content button is selected with window section highlighted. |
| 5. | …use the Whiteboard…  (See the separate job aid for how to use the whiteboard feature.) | Image showing screen that appears when Share content button is selected with whiteboard highlighted,. |
| 6. | …or share a PowerPoint presentation. (Note that this image shows “no files available” but PowerPoint does show in the Window section.) | Image showing screen that appears when Share content button is selected with PowerPoint highlighted. |
| 7. | You may also browse your computer for a specific file. Just find the file you want and select it. | Image showing screen that appears when Share content button is selected with browse highlighted. |
| 8. | Selecting the **Browse** link offers you the options of uploading from your local computer or OneDrive. | Image showing screen that appears when Share content button is selected and browse is selected. |
| 9. | Once you select **Upload from my computer** or **OneDrive**, you will see your Windows File Explorer. You may search your drive for the file you want and select it. | Image of Windows file explorer window. |
| 10. | You may also share your computer audio by turning on the **Include computer sound** switch. Note that this switch toggles the sound – use the same switch to turn off your sound. | Image showing include computer sound switch. |
| 11. | When you are finished sharing what you want to share, select the **Share content** button again and Teams will stop sharing your screen and/or files. | Image showing share content button to turn off sharing. |
| For more information on sharing in Teams, see [this Microsoft website](https://support.microsoft.com/en-us/office/show-your-screen-during-a-meeting-90c84e5a-b6fe-4ed4-9687-5923d230d3a7), which includes a short video. | | |
| For more information on using the Whiteboard, see [this website](https://support.microsoft.com/en-us/office/use-whiteboard-in-microsoft-teams-7a6e7218-e9dc-4ccc-89aa-b1a0bb9c31ee?ui=en-US&rs=en-US&ad=US). | | |