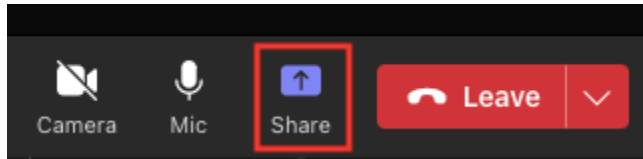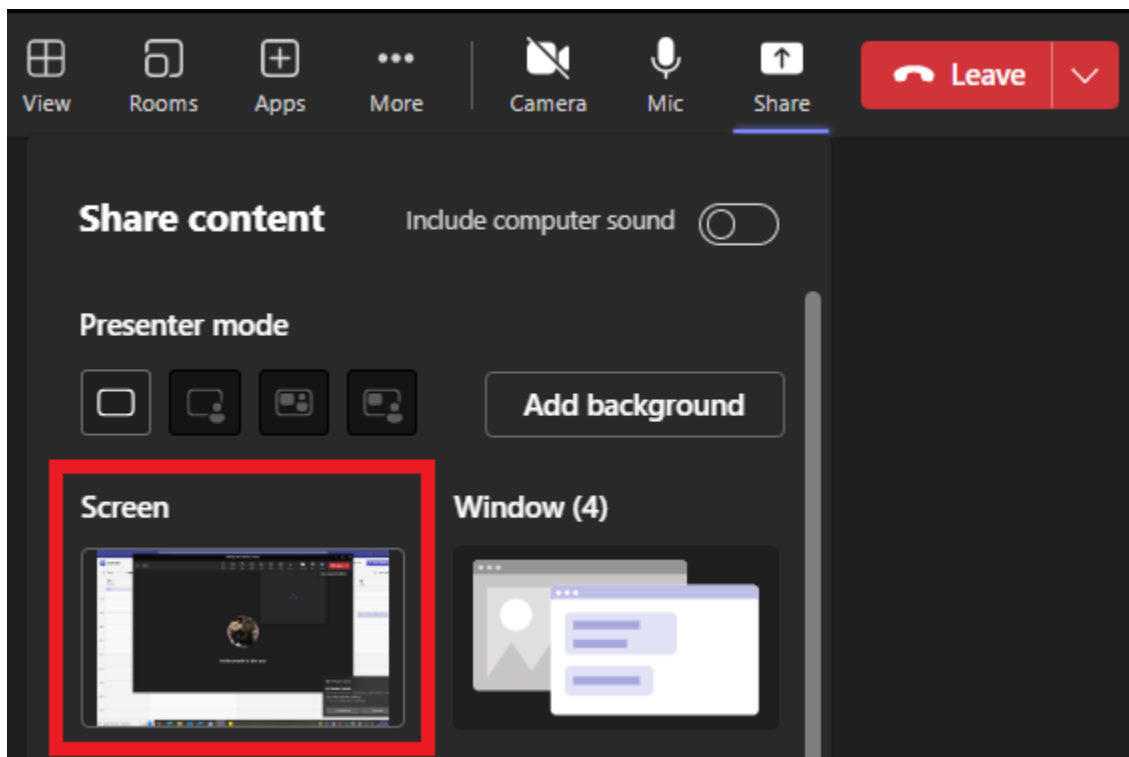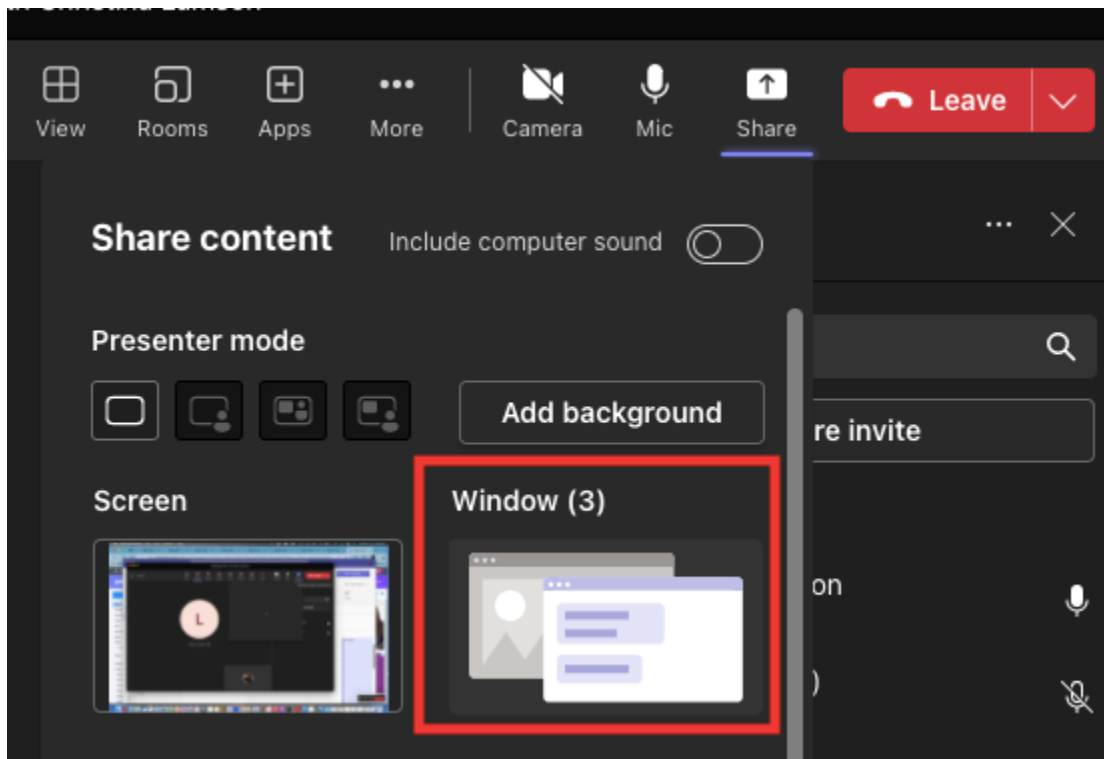# How to Share Screens or Present in Microsoft Teams

1. After your meeting has started and you are ready to present or share, click on **Share** from the top menu.
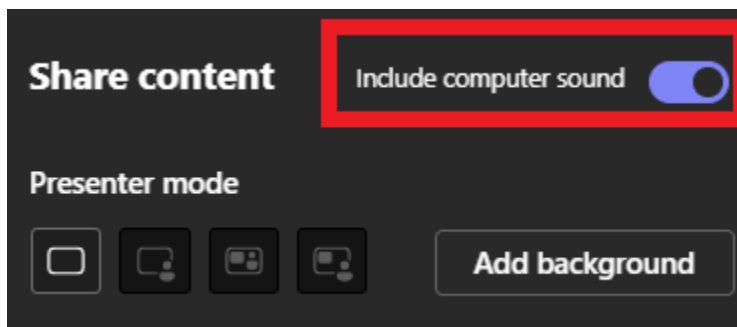

2. Select **Screen** to share anything on your screen.

Or select 'Windows' to pick a specific window to share (and it will only share that specific window).

3. Click on the toggle next to 'Include computer sound' if you want any videos or presentation audio effects to play through the Teams Meeting.
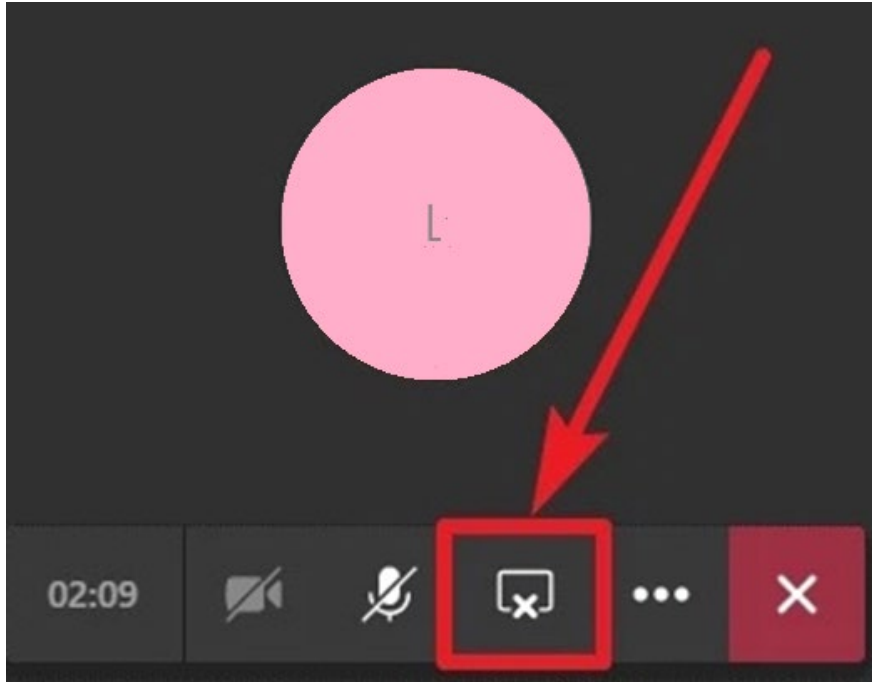

You will now be presenting to the participants.

Stop Presenting in Microsoft Teams

To stop sharing:

1. On the small screen showing your camera view, click on the rectangle with the 'X' in it.

2. Click **Stop Presenting** from the presentation menu. This menu may be hidden while you are presenting, so you may need to push your cursor all the way to the top middle of your screen to make it appear.
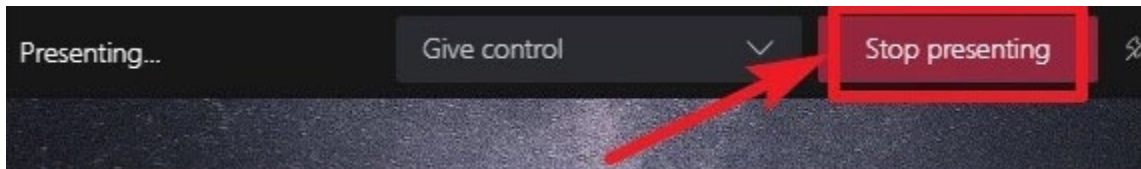
3. When sharing you can also give control to another person by clicking on drop-down arrow next to 'Give control' and selecting the name of the person you want to give control to. To take back control, click on 'Take back control' from the presentation menu.