Sharing Your Screen During a Meeting

The Rowan Learning Trust – Teams Instructions

This guide will allow you to share you screen to display Powerpoints. So that the students can follow as you speak. There is a chat feature that will allow you to see any questions from students whilst presenting.

# Step 1:

To **share** your screen when in the meeting you will need to click the **share button** (circled red) at the top of your screen.



# Step 2:

Select your document to present. Your presentations will either appear under PowerPoint or you can click **browse** and **upload from my PC**.



# Step 3:

Once you have found your PowerPoint, click it and then click Open. This will display on your Teams meeting.



# Step 4:

The PowerPoint will display to the students. To view the chat function, click the chat icon (Circled red) and it will display down to the right side of your presentation.



