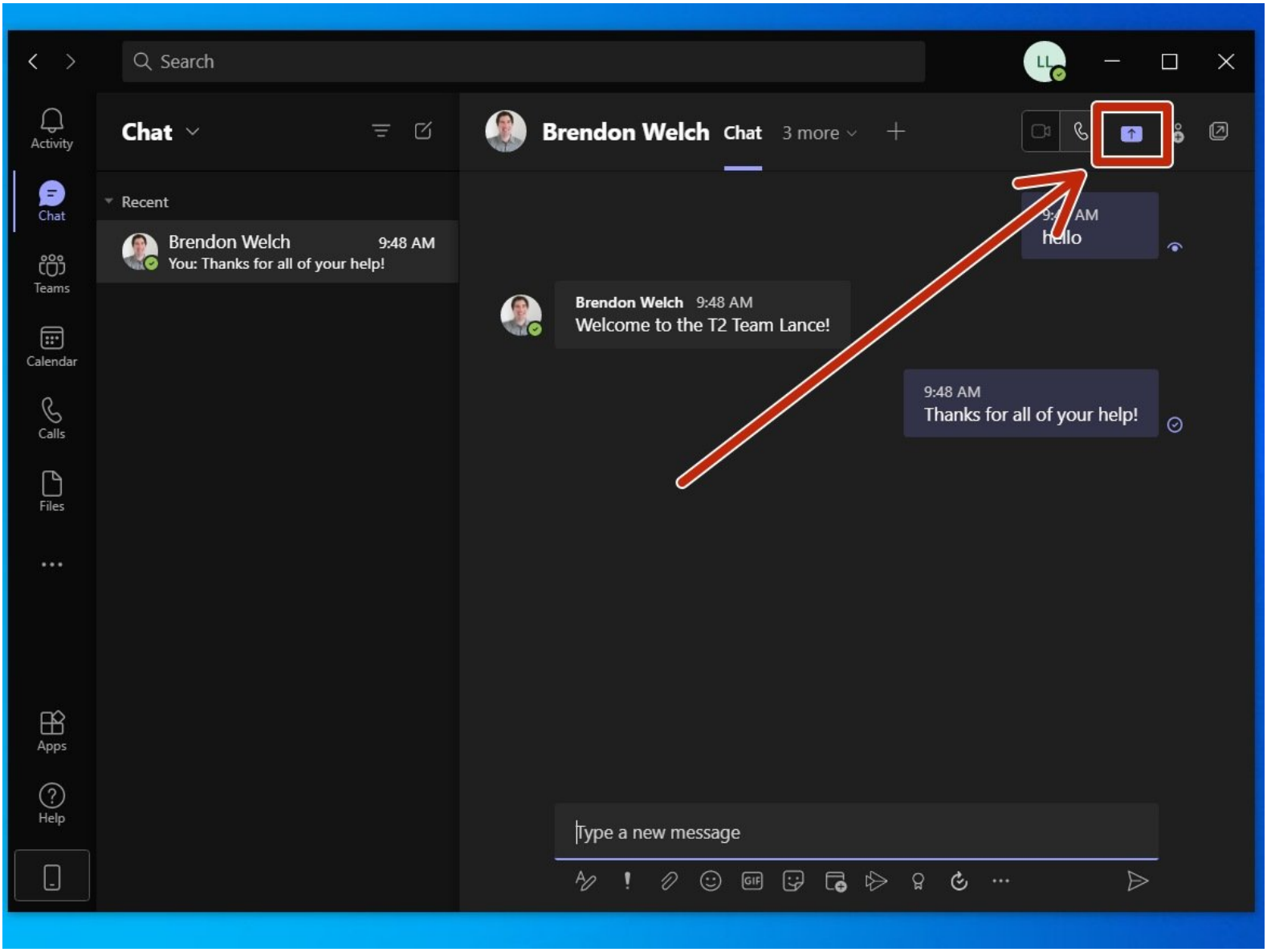
How to Share your Screen

Written By: Brendon Welch

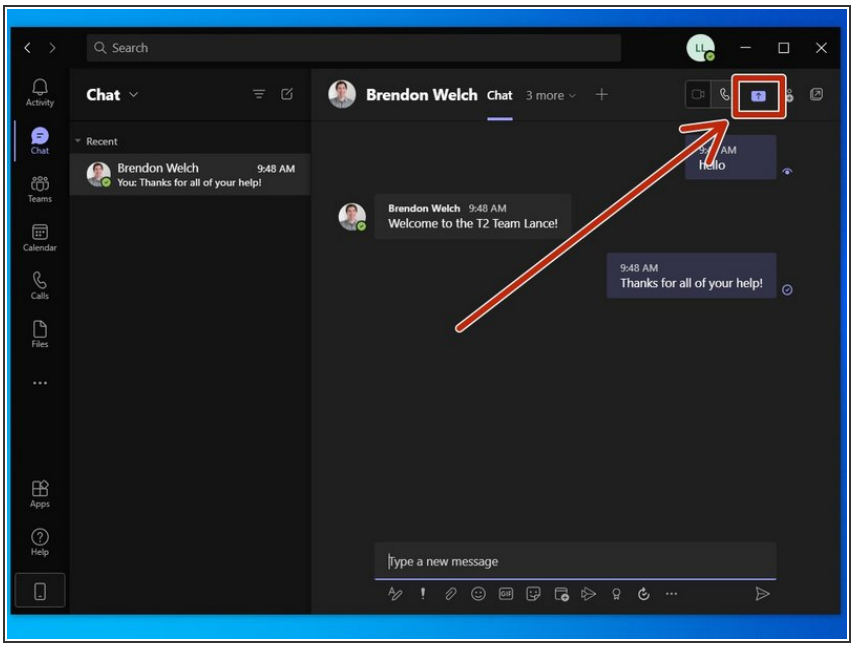


INTRODUCTION

If you need technical support from T2, or are simply trying to share your screen in a meeting, this guide will outline how it is done.

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Step 1 — How to Share your Screen

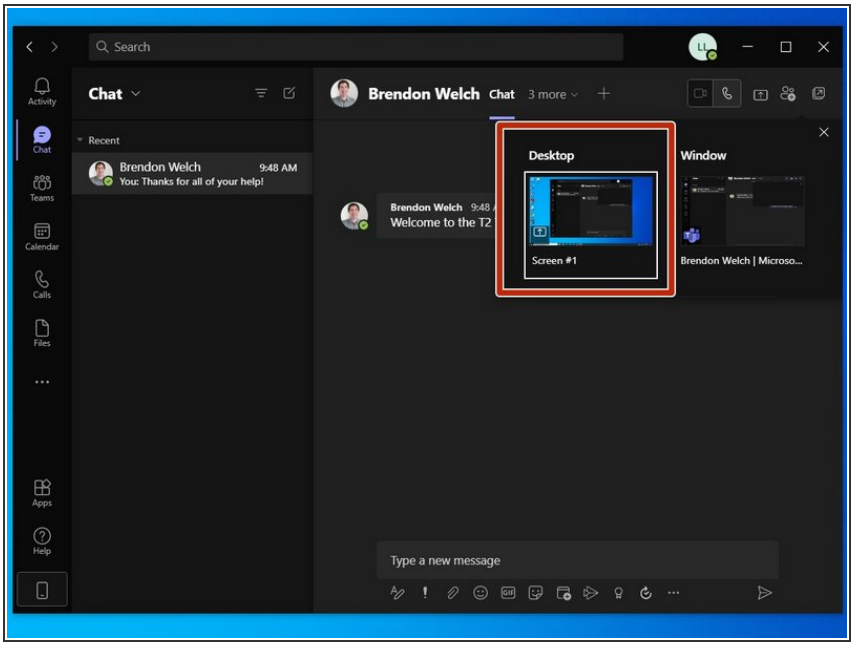


While in a chat window with the person you want to share your screen with:

- Click the **Screenshare** icon

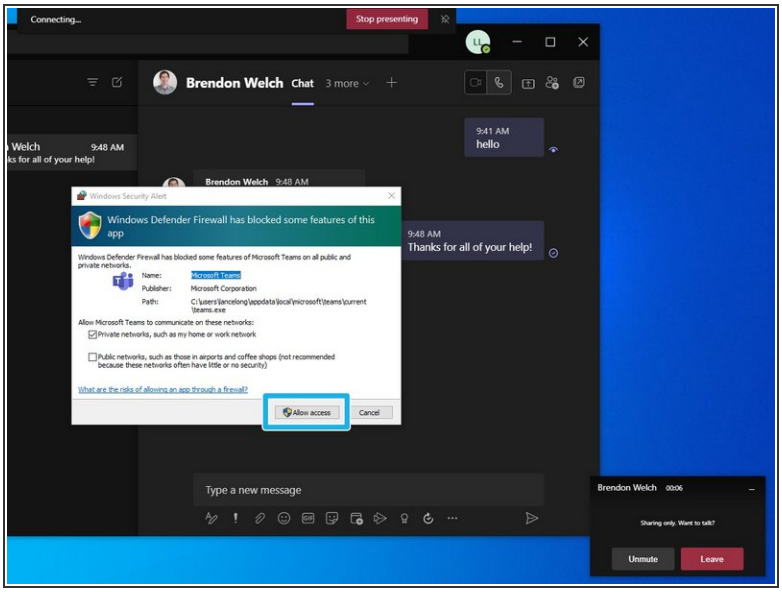
⚠ The same icon can be used in any Teams Meeting to share your screen and/or give control.

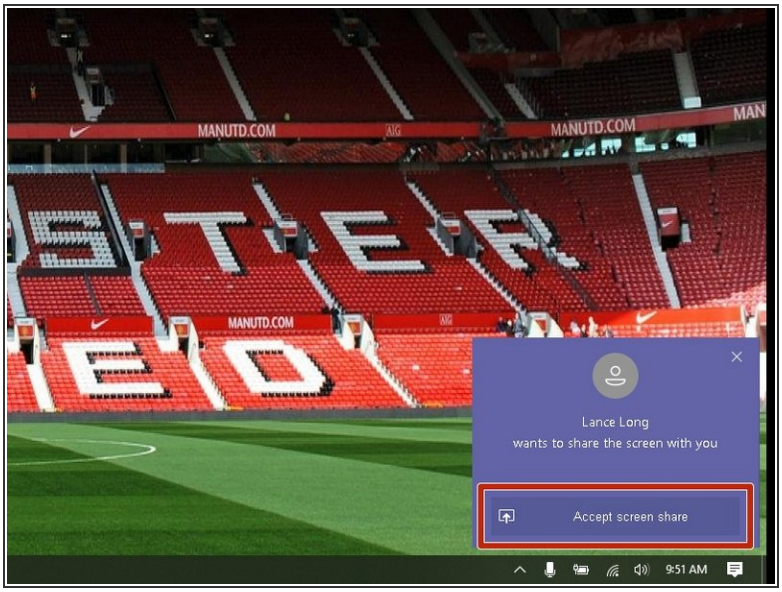
Step 2



- Click the **Screen you want to share**

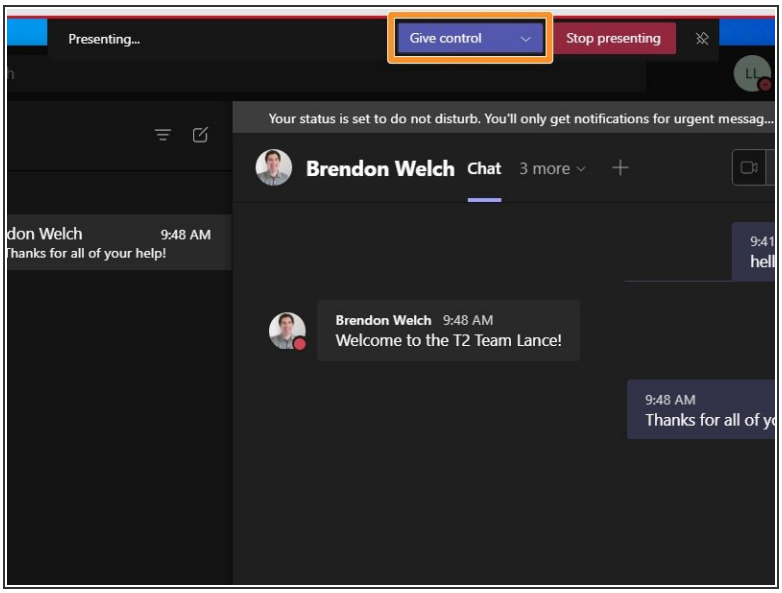
Step 3

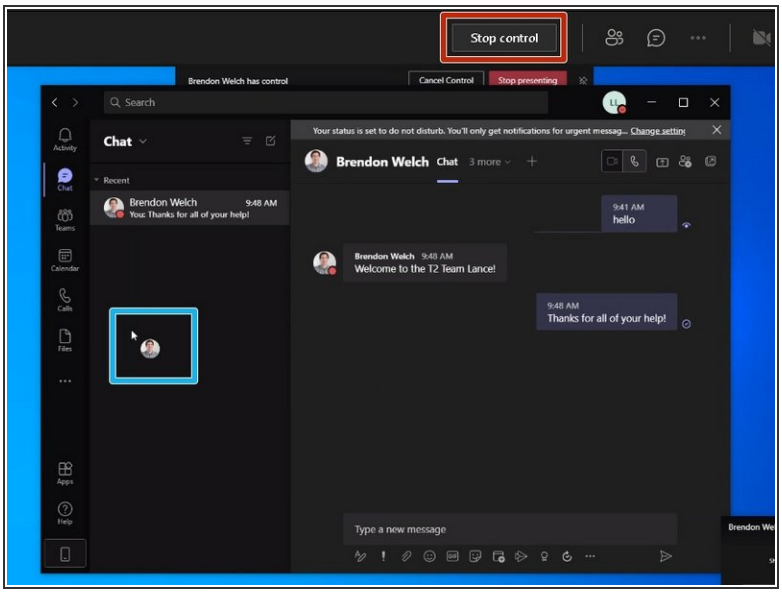




- Only the very first time you initiate a meeting, you will be prompted to allow access.
- Click **Allow access**
- The other party needs to **Accept screen share**

Step 4





To give control to the other party:

- Click **Give control**
- **The other party's cursor** will appear with their image tracking their activity
- Click **Stop control** or close the meeting to revoke their controls