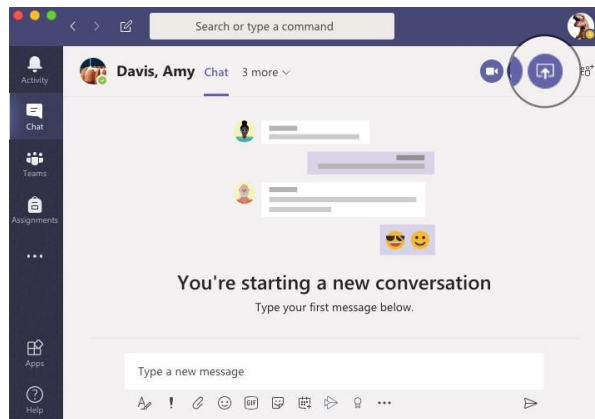# How to share your desktop through Microsoft TEAMS
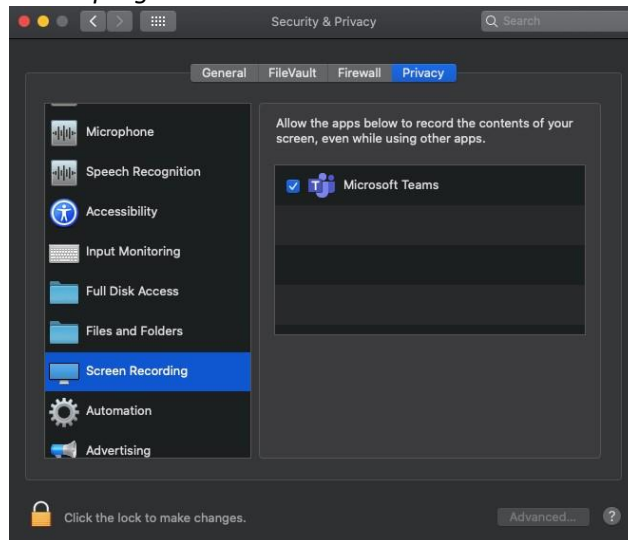
1. **Open and log into Microsoft Teams**

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        a. *If this is the first time the screen has been shared, click the upper righthand corner of the program click on the box with the "up arrow"…Hint: it looks similar to the Apple Airplay icon.*
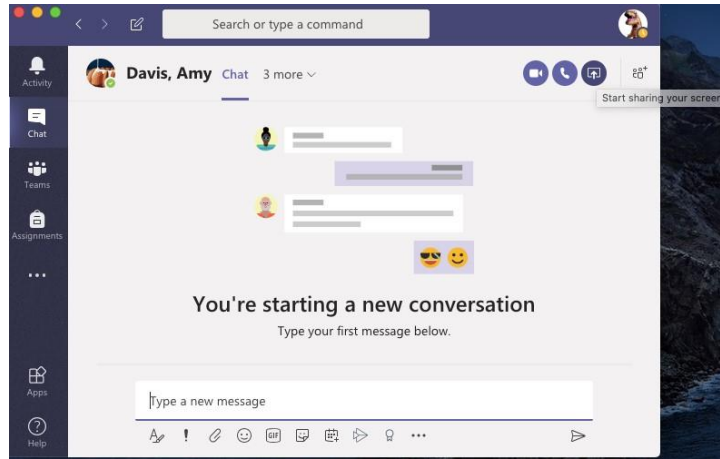
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        b. *Follow the prompts to allow the Screen Recording in Mac's Security and Settings screen, and restart the program as directed.*
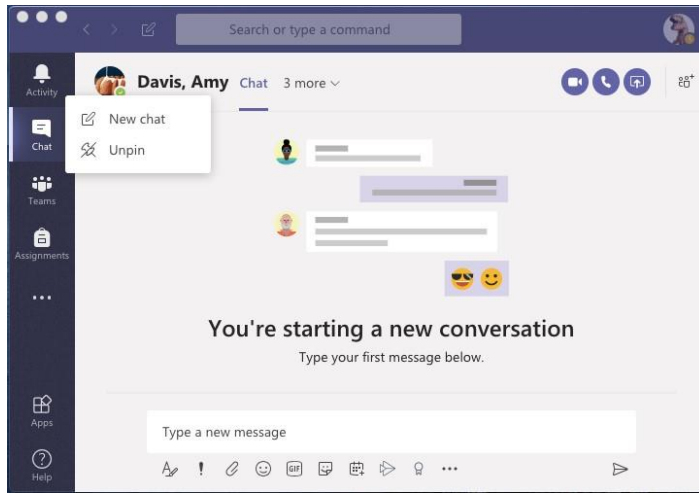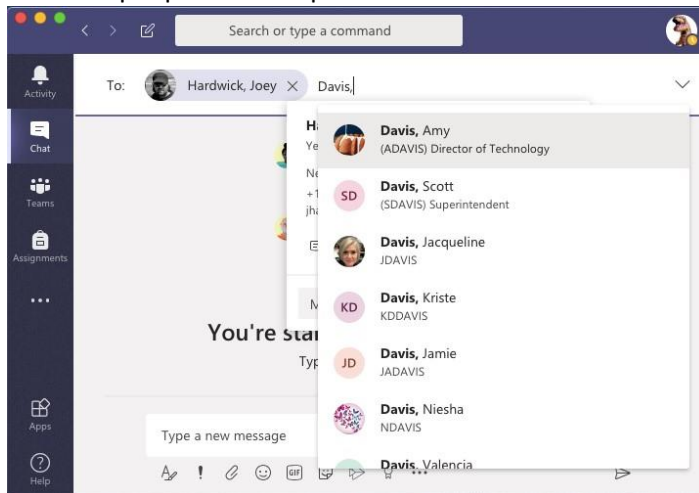
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2. **Initiating Screen Sharing**:

    a. If the screen is going to be shared with an individual, click on the specific person and start a chat

b. If the screen is going to be shared with a group:
  i.   Right click on Chat ii.
       Click on NEW CHAT
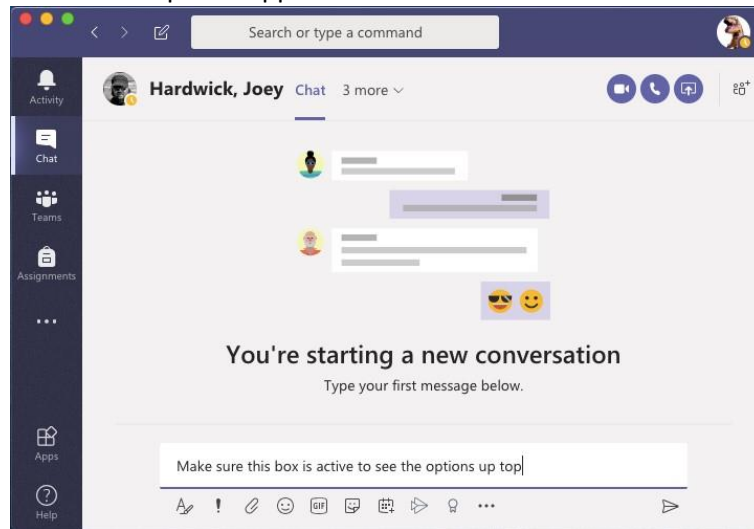

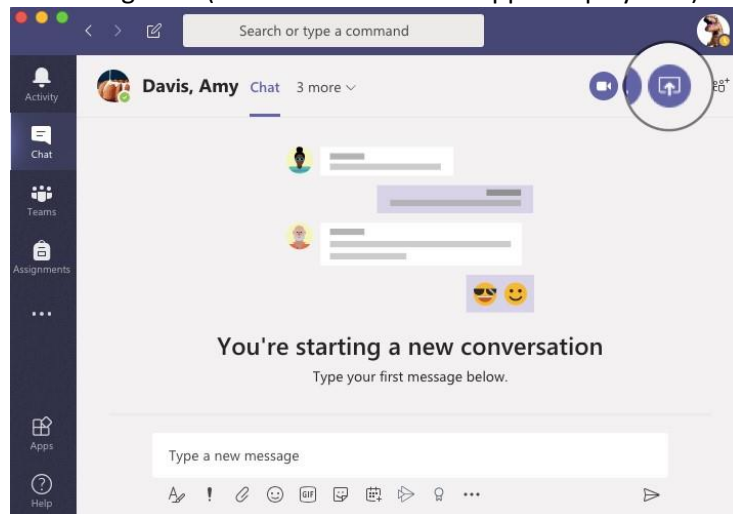 iv. Type in the chat people at the top of the screen

  v.   At the bottom of the screen, click on the message box to make the conversation

options appear

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3. At the top of the screen, there will be a circular icon of a square box with an arrow in it. This is the screen sharing box. (it looks much like the Apple Airplay icon) click on the icon

1.

4. There will be two options appear
    1. Share the desktop
    2. Share a window

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5. Click on the situational appropriate option.
    1. *For the first time, Security and Privacy will require that Accessibility controls are enabled for Microsoft Teams.*

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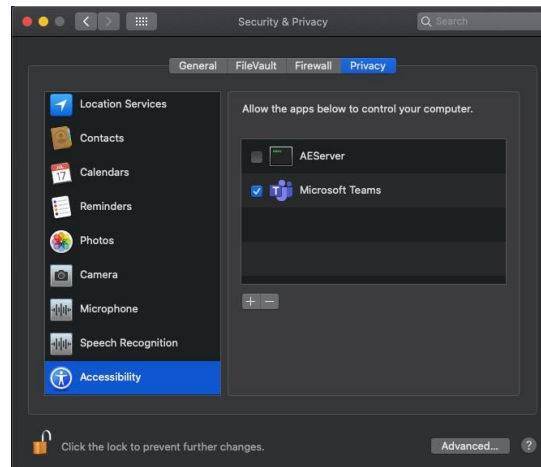
6. The screen is now shared.
7. To stop sharing
   1. Move the mouse to the top of the screen so the presentation bar will appear
   2. Click on the red STOP SHARING button.