**How to Share screens or Take Control**

To share your screen in a meeting, select **Share** in your meeting controls. Then, choose to present your entire desktop, a window, a PowerPoint file, or a whiteboard.

**Note:** If you're using Teams on the web, you'll only be able to share your screen if you're using Google Chrome or the latest version of Microsoft Edge.



| **Share your...** | **If you want to...** | **Great when...** |
| --- | --- | --- |
| Desktop | Show your entire screen, including notifications and other desktop activity | You need to seamlessly share multiple windows |
| Window | Show just one window, and no notifications or other desktop activity | You only need to show one thing and want to keep the rest of your screen to yourself |
| PowerPoint | Present a PowerPoint file others can interact with | You need to share a presentation and want others to be able to move through it at their own pace |
| Whiteboard | Collaborate with others in real time  | You want to sketch with others and have your notes attached to the meeting |

When you're done sharing, go to your meeting controls and select **Stop sharing** 

**Note:** If you're using a Mac, you'll be prompted to change your privacy settings before you're able to share your screen.

**Give and take control of shared content**

**Take control**

**Note:** The person has to share their desktop before you can request control.

To take control **while another person is sharing**, select **Request control**.



Then, the person sharing will approve or deny your request.



While you have control, you can make selections, edits, and other modifications to the shared screen.

You can see **two different mouse pointers**, your own and the person you gave control too



When you’re done, select **Cancel control** to stop sharing control.



**Give control**

If you want another meeting participant to change a file, help you present, or demonstrate something, you can give control to that person. You will both be in control of the sharing, and you can take back control anytime.

On the sharing toolbar, select **Give control**. (right on top of the page you hover the mouse on the red bar)



1. Select the name of the person you want to give control to.

Teams sends a notification to that person to let them know you’re sharing control. While you’re sharing control, they can make selections, edits, and other modifications to the shared screen.

1. To take control back, select **Take back control**.

**Zoom in to shared content**

Want to get a better look at shared content?

Click and drag to see different areas.

And to zoom in or out, try the following:

* Pinch in or out on your trackpad
* Use the keyboard shortcuts **Control** + **Plus sign** and **Control** + **Minus sign**
* Hold the **Control** key and scroll with your mouse