

How to share content from within the Microsoft Teams app

Follow the steps

1. Tap the **'Share'** icon.
2. Select the option you require. You can select your whole desktop, a window, an app, uploaded PowerPoint or Microsoft whiteboard.
3. You also have the option to include sound, just toggle the switch to enable it. Remember to mute your local speakers as it will come through the Meeting Teams Rooms speakers.
4. Once you have selected the screen you wish to share you will then see the content on the front of room screens.
5. To stop sharing tap **'Stop sharing'**.

