

Sharing Your Screen During a Meeting

Once a meeting has started, the presenter or organizer can choose to share their screen as needed, such as to view prepared PowerPoint files or demonstrate processes on your screen.

To share your screen in a meeting:

Step 1: Select **Share •** screen button in your meeting controls



Step 2:Choose to present your entire Screen, a
single Window, a shared Whiteboard or
PowerPoint file.

Share content	Include computer sound
Share content	
· · · · · ·	
Screen	
Window (12)	
Microsoft Whiteboard	
Collaborate on a whiteboard	
PowerPoint Live	
See your notes, slides, and dience while you present	
Golf Cart - LSV- UTV For Canvas	
Cash Handling Training	

T Communication)

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





Switching Screens or Applications When Screensharing

Once Screensharing has been started, in order to switch between different windows or screens you will need to stop sharing the current screen, window or powerpoint presentation and select a new source.

To switch between screen, windows or powerpoint presentations:

Step 1: Select **Stop Sharing** to stop sharing the current screen, window or powerpoint presentation



Step 2: Select **Share** Screen button in your meeting controls and choose the new screenshare source you would like to present to your audience.





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