

Using Teams to Screen Share

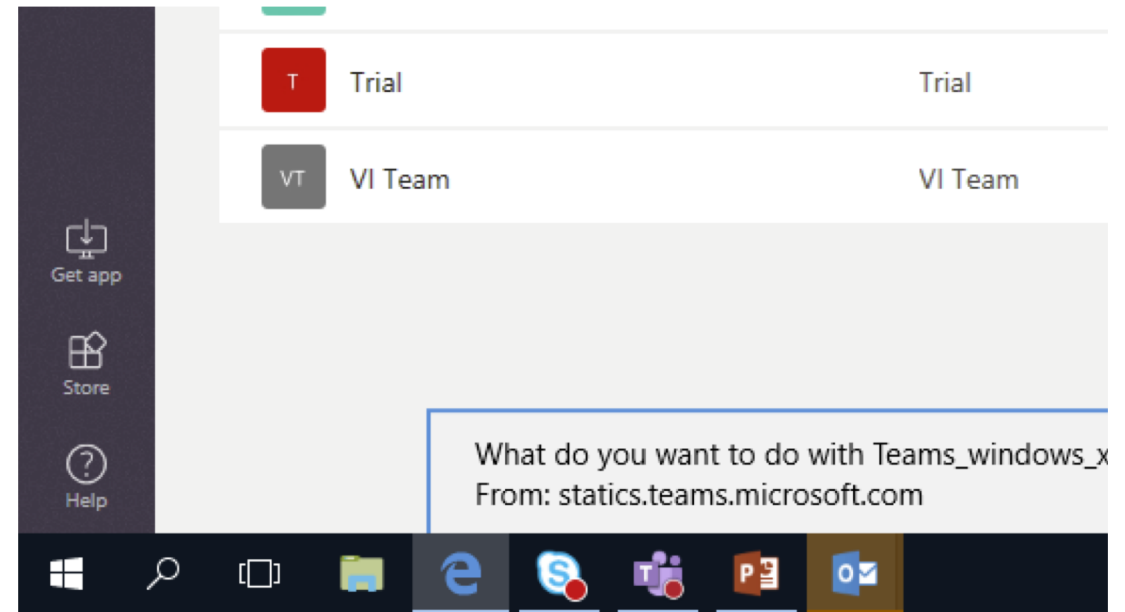
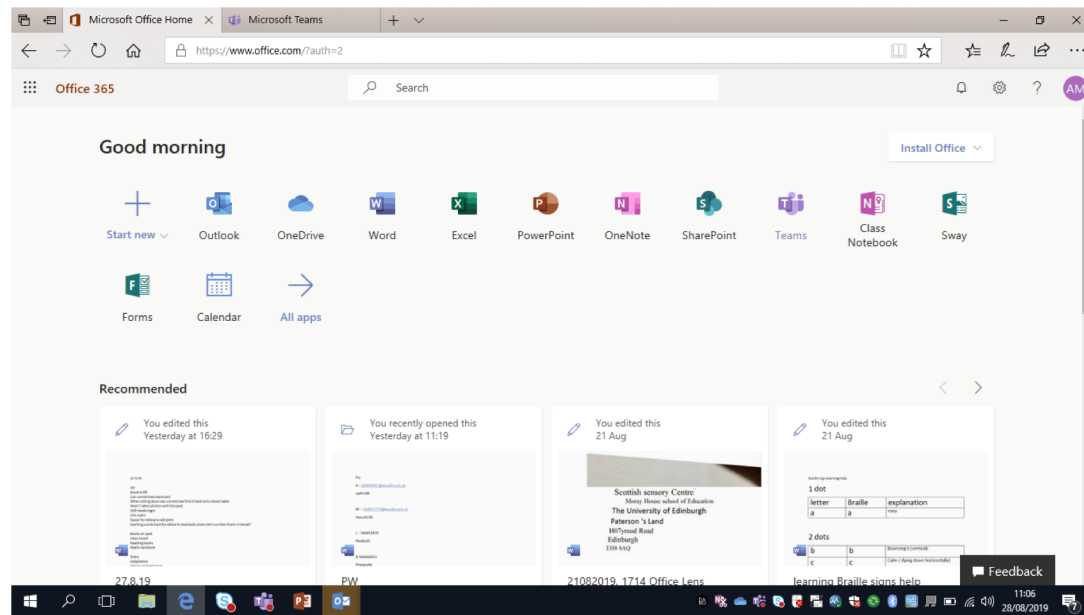
Teams should be accessed through the app

If Teams isn't on computer already go to Office 365 online and click on Teams.

Click on Get app at the lower left hand corner to download app.

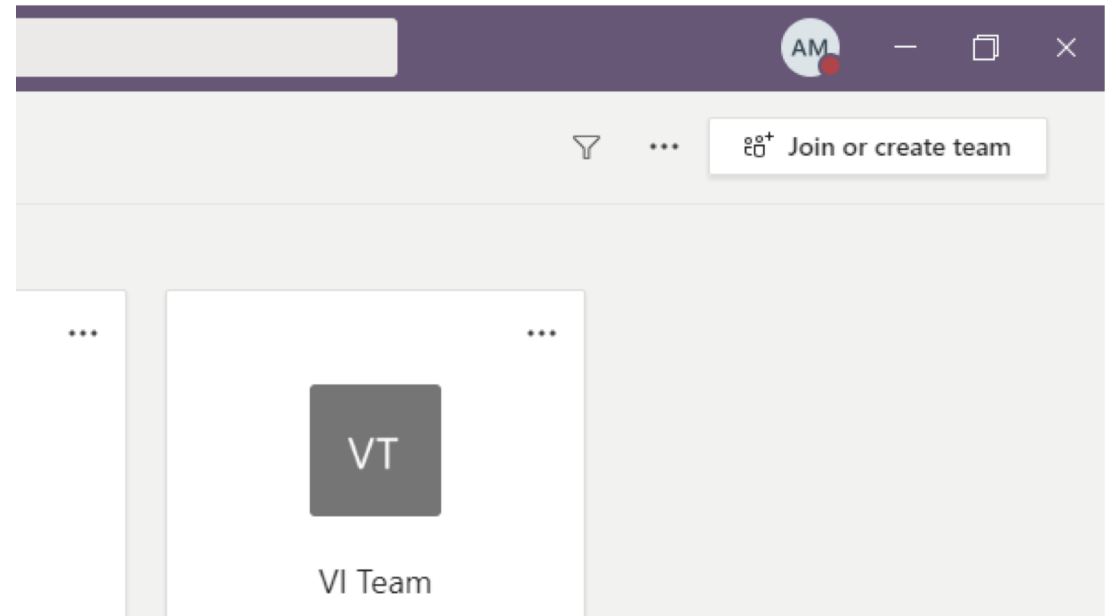
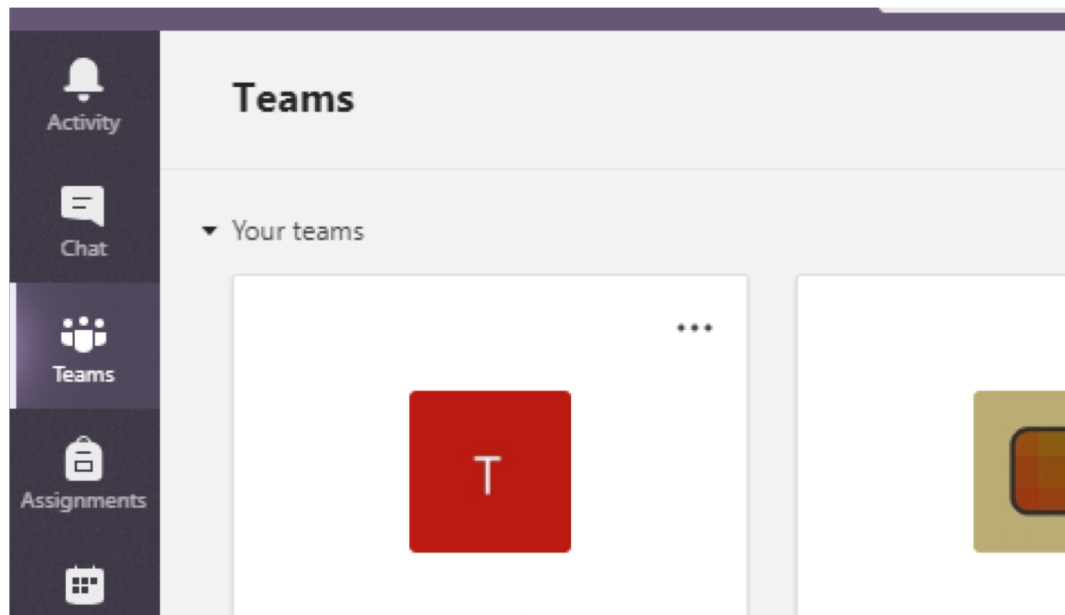
Make sure both teacher and pupil have the app.

For iPads - get the app from the App store.



In Teams App select the Teams icon from the side bar on the left hand side.

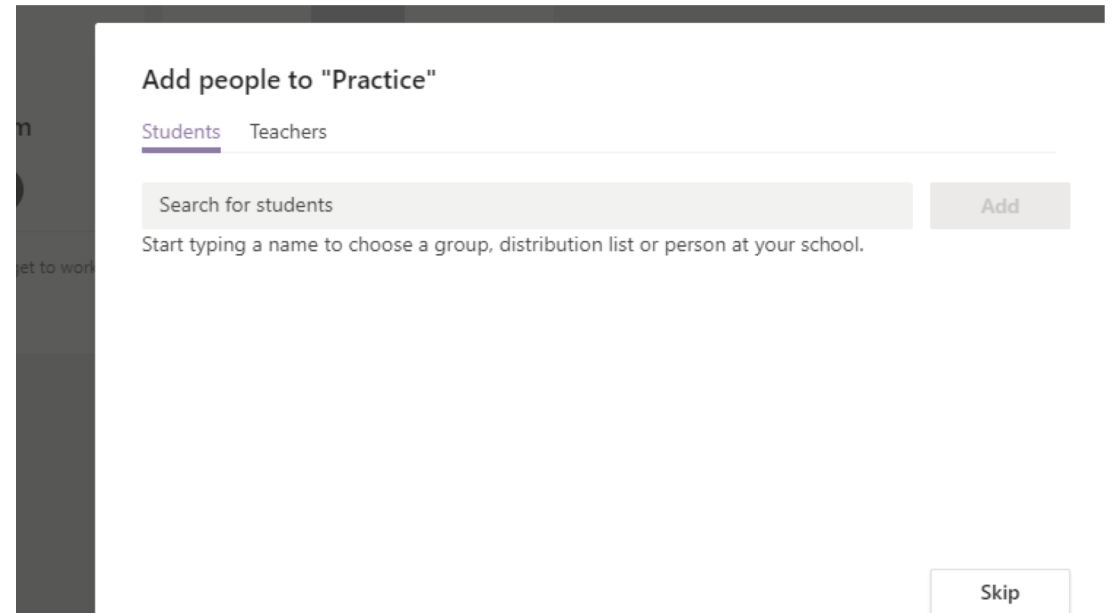
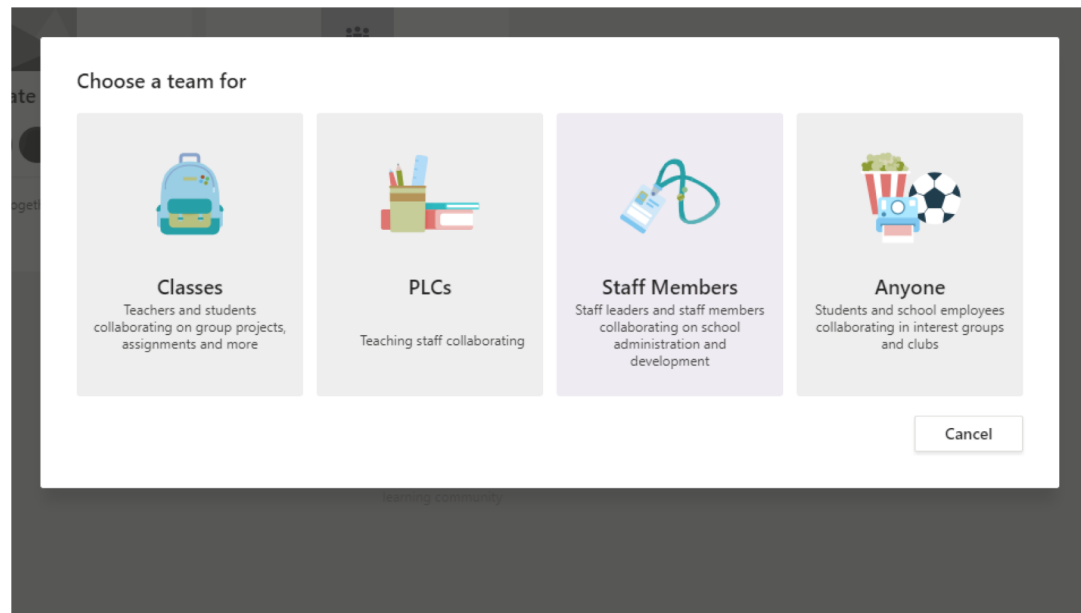
Select Join or create team in the upper right hand corner.



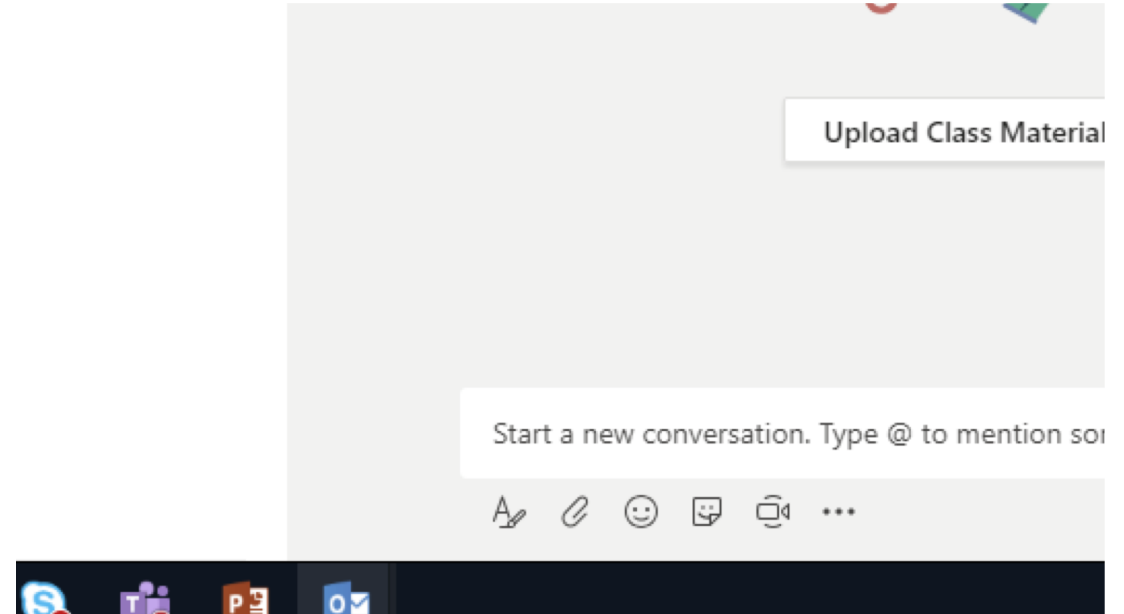
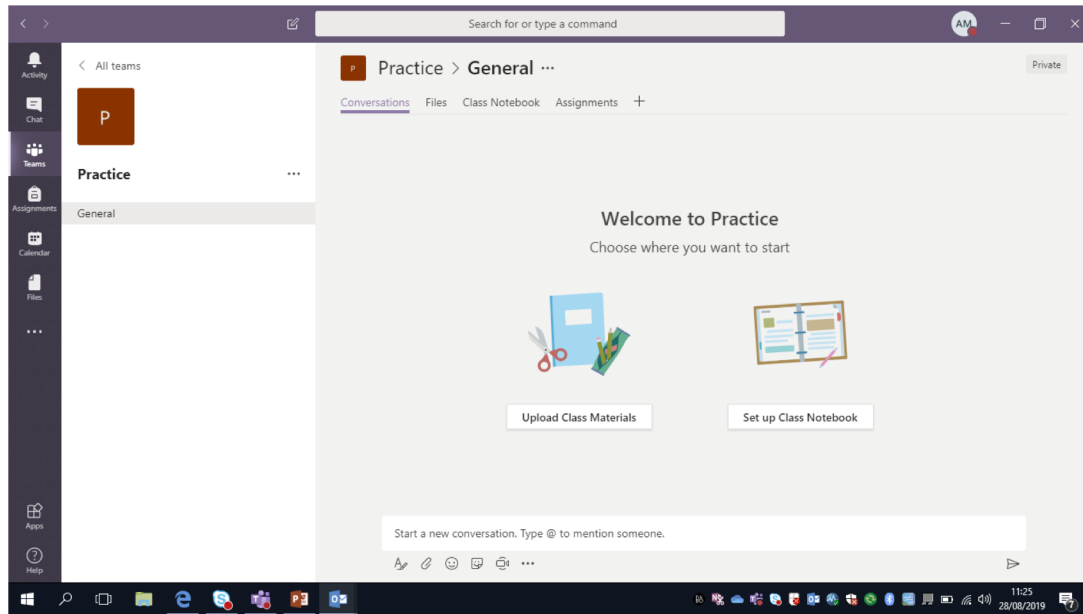
Give the Team a name.

Select classes.

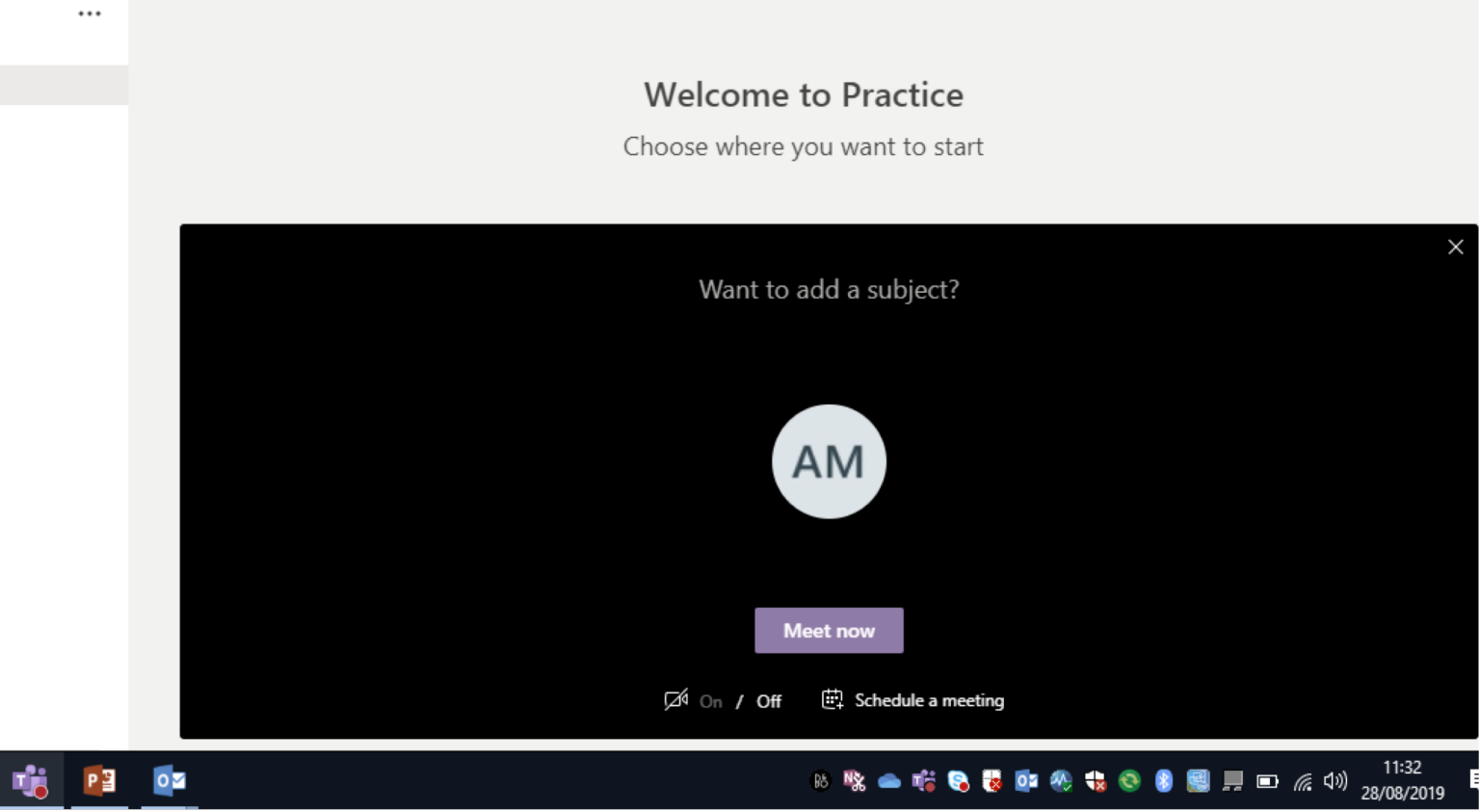
Search for pupils name, if they have an Office 365 account their name should come up.



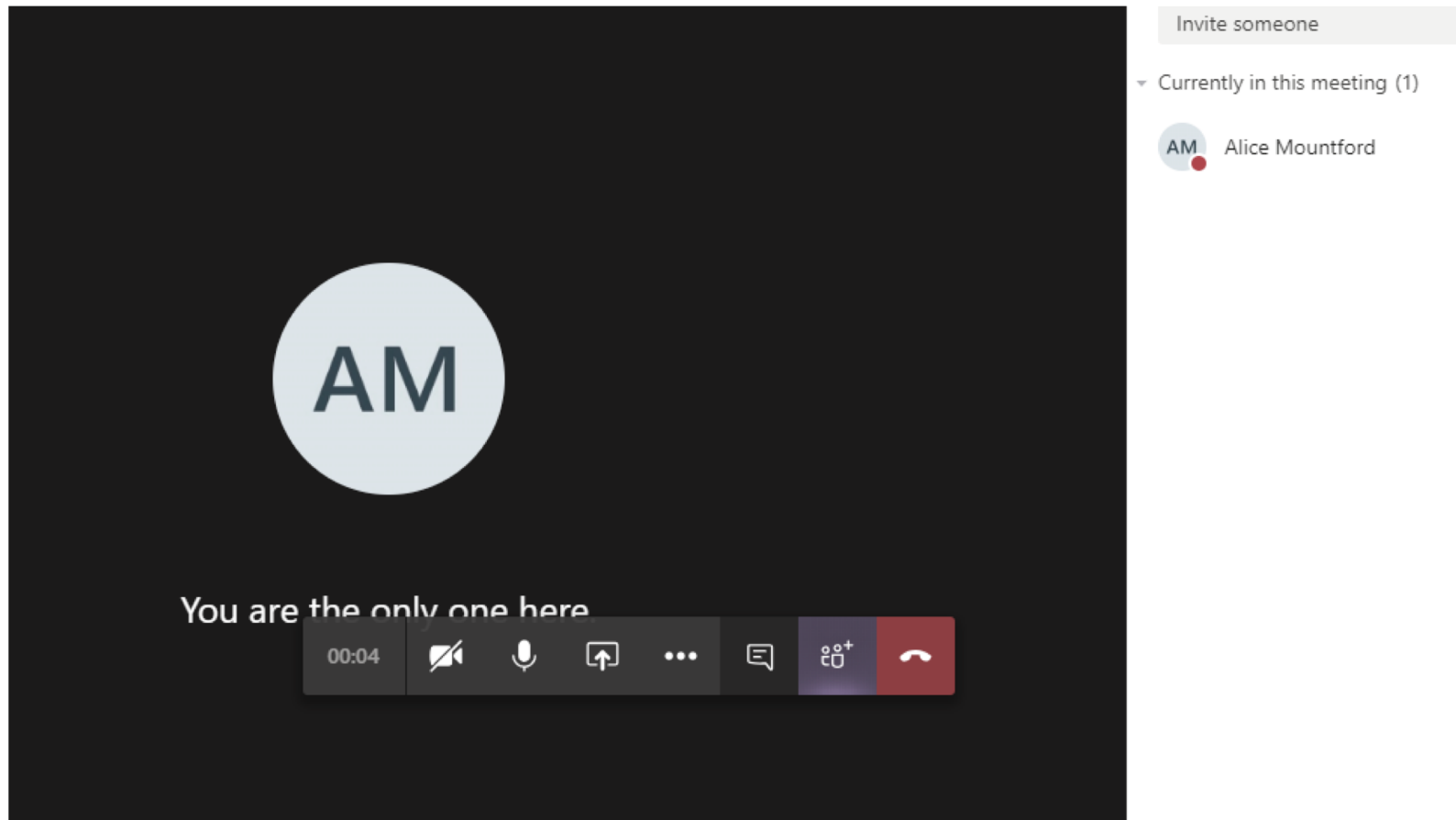
Select the icon for the team you just set up.
Select the video camera icon at the bottom of the screen to Meet Now.



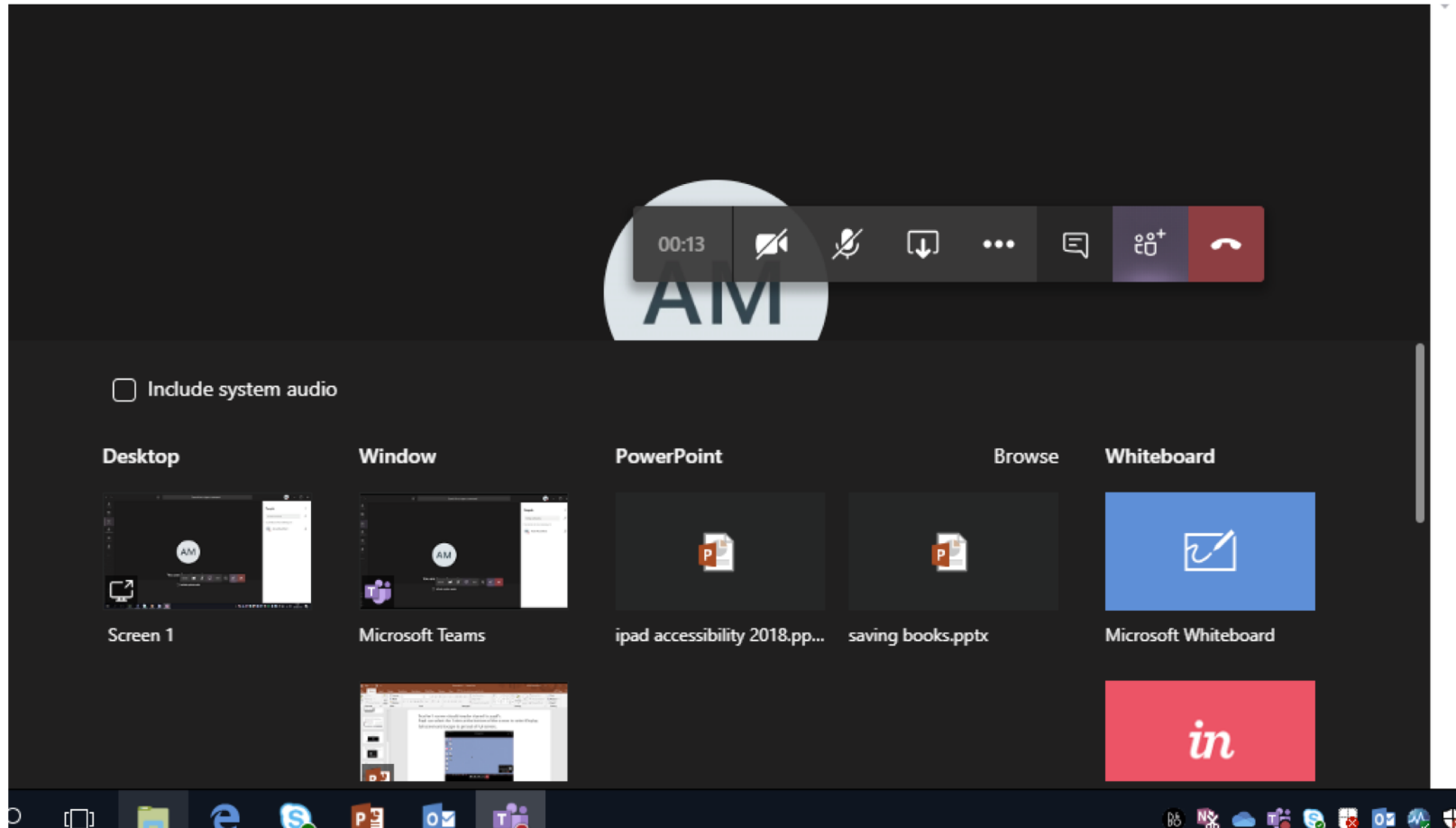
Turn off Camera and select Meet Now



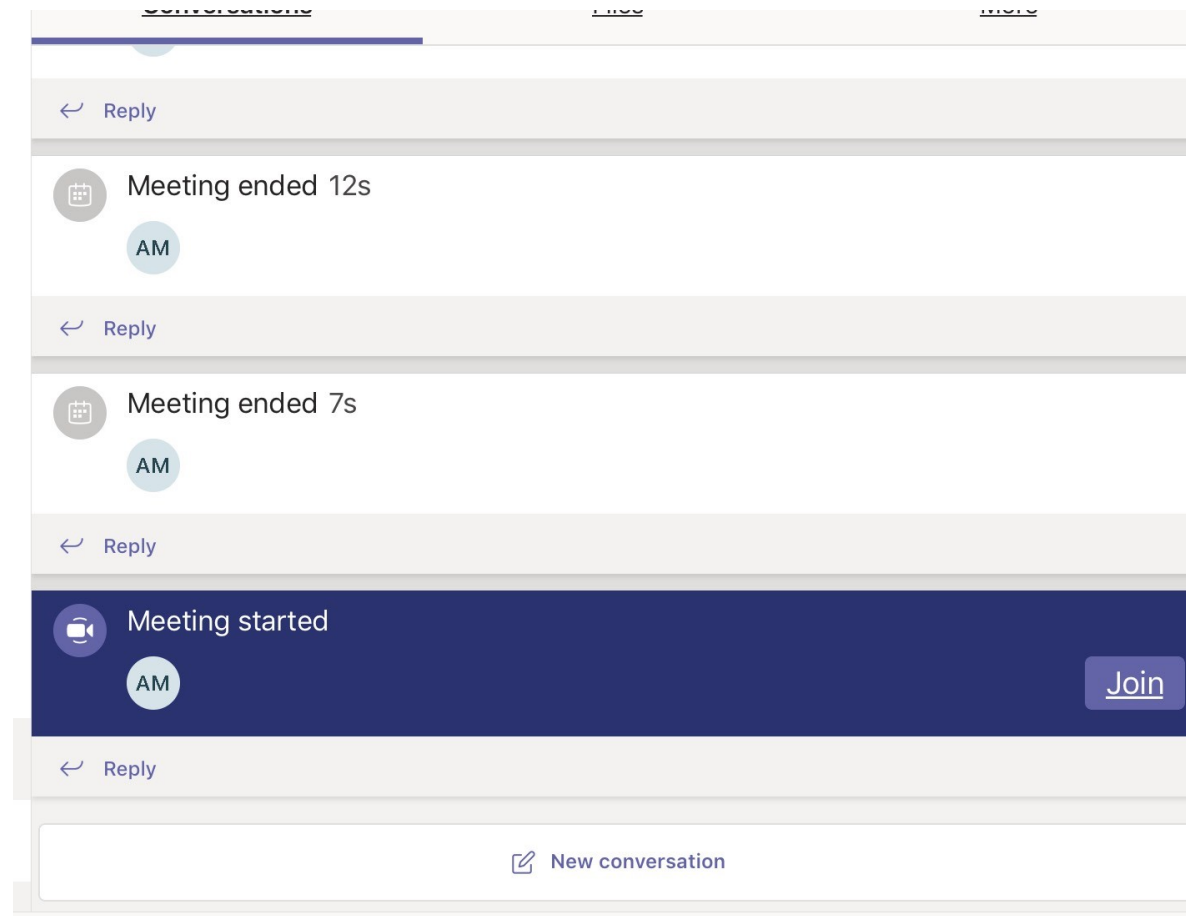
Make sure the camera and microphone are off on both the teacher's and pupil's laptop/ipad.
Select Share - the rectangle with the arrow pointing up.



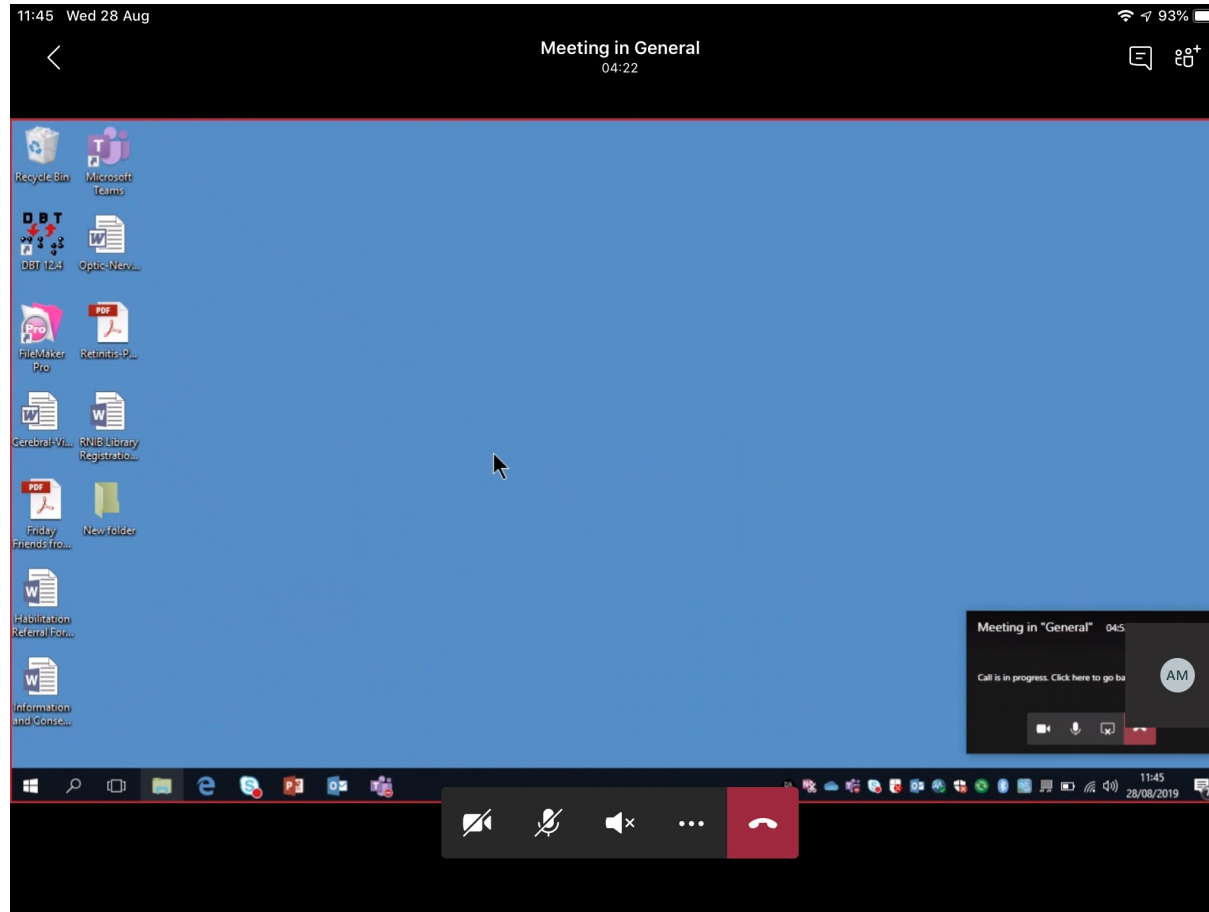
You can choose to share Desktop, Window or a particular app. If you choose Desktop make sure you end the meeting before checking emails or looking at anything confidential.



Pupil should also be in the team you set up on their laptop/iPad.
They need to click on the Join button in Meeting Started.



Teacher's screen should now be shared to pupil's.
Pupil can select the 3 dots at the bottom of the screen to select Display full screen and Escape to get out of full screen.



To end meeting select the red phone.

