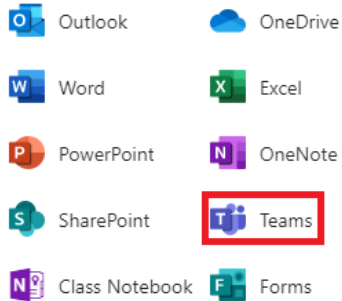


Downloading and Screen Sharing on Teams

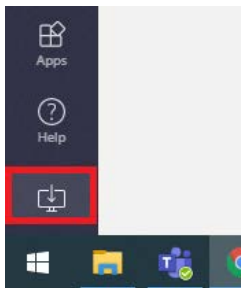
1. To access Teams online, log in to your Outlook/UTmail+ (<https://mail.utoronto.ca/>) account and click on the waffle icon in the top left hand corner. Select the Teams tool.

Apps

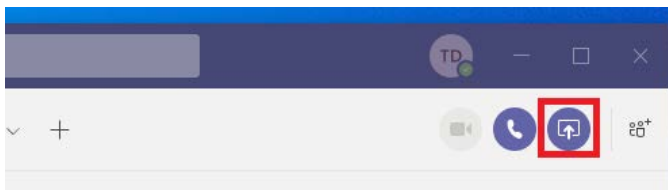


[All apps](#) →

2. To download Teams, log in to the online version and click on the computer icon in the bottom left hand corner.



3. Log in to teams with your @utoronto.ca email account.
4. Select the chat you would like to start sharing your screen with.
5. Click the screen sharing button.



6. Choose what you want to cast. In most cases It will be **Screen #1** in order to share your main screen. you also have the option to only share an application you currently have open ie:

Powerpoint

Desktop



Screen #1

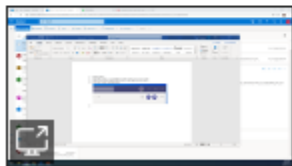
Window



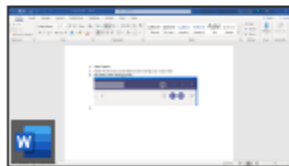
Asma Khanam | Microsof...



Floral flourish - PowerPoint



Screen #2



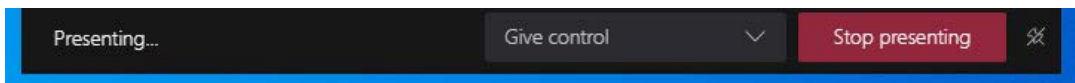
Document1 - Word



Mail - Psych Technical Su...

* If you would like to change the window or screen you are casting you will need to stop casting and click the screen sharing button again and choose which screen or window to cast.

7. If you would like a user you are casting to take control of your screen, you can do so by clicking **Give control** at the top of your screen and selecting the user's name.



8. To stop sharing your screen click **Stop presenting** at the top of the screen.