

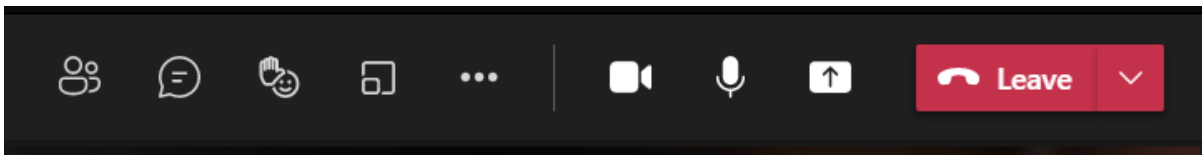
Check Your Screen Share Ability in a Microsoft Teams Call

NOTE: If at any point during this process you are unable to continue to the next step, please contact Testing Services at 801-863-7095.

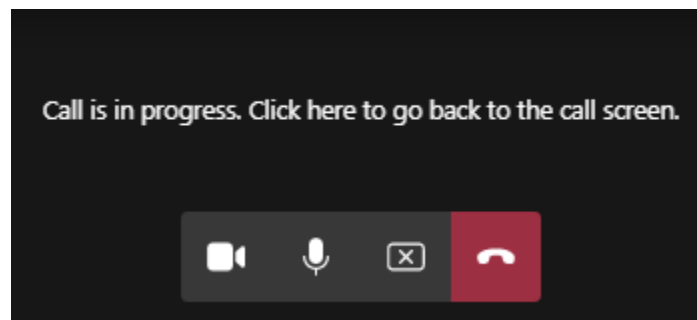
1. Enter the Microsoft Teams meeting using the link found in the email sent to you from Testing Services. The link will look like this:

[Click here to join the meeting](#)

2. Once the meeting has started, click on the “Share Content” button at the top-right of the screen. (The box with the arrow.)



3. From the menu that appears, select “Screen.” to share your computer screen.
4. You should see a red box around the entirety of your computer screen. The red box indicates you are sharing your screen so that anyone else in the meeting can see the content of your screen.
5. Stop sharing by selecting the “Stop Sharing” button. (The box with an X.)



If you were able to successfully complete each of these 5 steps, then you can screen share in a Microsoft Teams call.