

## How to share a PowerPoint Presentation in Teams

Below we describe 3 different ways to share slides in a Teams meeting. If you are new to Teams, we would recommend OPTION 1 Basic.

### NOTES:

When you click Share Content in Teams, you see 3 options, Desktop, Window or PowerPoint.

We recommend that you share the **Window** rather than Desktop or PowerPoint.

The PowerPoint option only displays presentations you have opened in Share Point or One Drive. You are sharing an online version of your slides with some limits in functionality. Also, you currently do not get Presenter View options.

### Option 1 Sharing PowerPoint Slideshow – Basic

If you are new to Teams we recommend using this option.

It is easiest if you run your PowerPoint Slide Show before entering the meeting – go to your PowerPoint file and Run Slide Show

Click Teams icon from Taskbar to join your Teams meeting (if Taskbar is not showing your Teams icon use ALT + TAB)

When in Teams meeting and you want to show your slides, click Share Content icon from top right

hand corner of Teams Screen



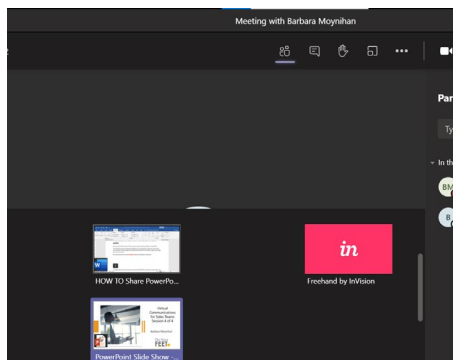
Share options show at bottom of your screen, choose your SlideShow from the Window section

**Desktop**

**Window**

**PowerPoint**

Select your PowerPoint Slide Show that you already have running

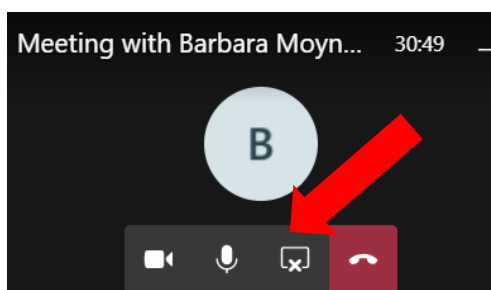



You will see your Slide Show on screen with a red box around it (this indicates you are sharing)

### Stop Sharing

While sharing you should see a miniature box in bottom right hand corner with your Teams options

Click Stop Sharing



**NOTE:** If you cannot see this miniature window, Use ALT + TAB to toggle back to your meeting and click Stop Sharing from top right hand corner of Teams Meeting window 

## Option 2 Sharing PowerPoint Slideshow and view Speaker Notes

The option below works best when you have just ONE MONITOR. If you have a second monitor, it is recommended that you disconnect it if using this view option.

Before you go into your Teams meeting, run your Slide Show as normal

When slide show is running, Right Click and choose Show Presenter View

- Next
- Previous
- Last Viewed
- See All Slides
- Zoom In
- Custom Show ▶
- Show Presenter View
- Screen ▶
- Pointer Options ▶
- Keep Slides Updated
- Update Slides
- Help
- Pause
- End Show

Click Teams icon from Taskbar to join your Teams meeting (if Taskbar is not showing your Teams icon use ALT + TAB)



When you are in your meeting and want to share your slides, click Share Content

Select your Slide Show (NOT your Presenter View) from Window option



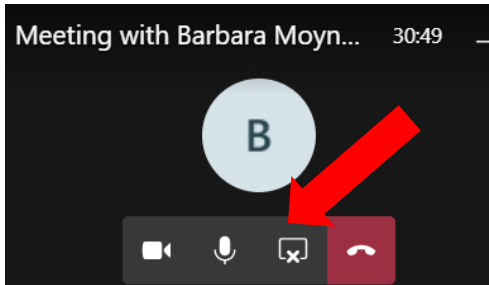
You will know that you are sharing the full Slide Show window as the red box shows around the edge

ALT + TAB to your Presenter View – as you move through slides in this view, the slides also move on the Shared Screen

### Stop Sharing

While sharing you should see a miniature box in bottom right-hand corner with your Teams options

Click Stop Sharing

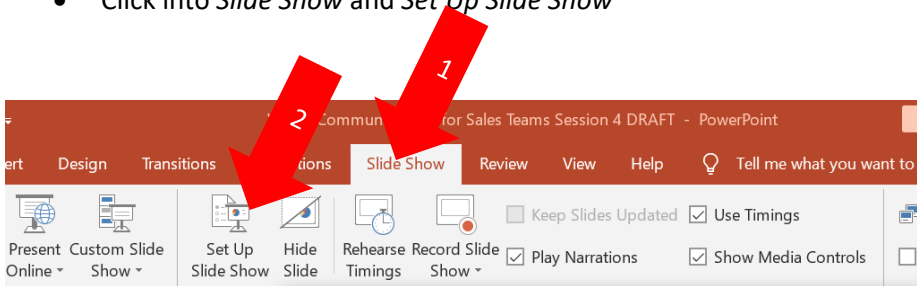


**NOTE:** If you cannot see this miniature window, Use ALT + TAB to toggle back to your meeting and click Stop Sharing from top right hand corner of Teams Meeting window

## Option 3 – Share slides and view attendee videos

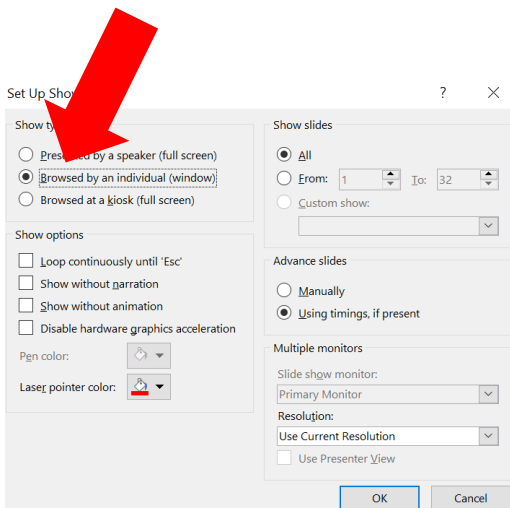
Before you start your teams meeting - open the Presentation you wish to share

- Click into *Slide Show* and *Set Up Slide Show*



In the Set Up Show Dialog box, click, Browsed by an individual (window)

Click Ok



Run Slide Show before starting your meeting – you will notice that you can re-size your slide show so that it does not fill your screen.

When you share Content in Teams, select Window and choose the window showing your slide show in the individual window.

You can re-size this window and your Teams meeting window so that you can see both on your screen and therefore see attendee videos.