How to share a file while in a team meeting:

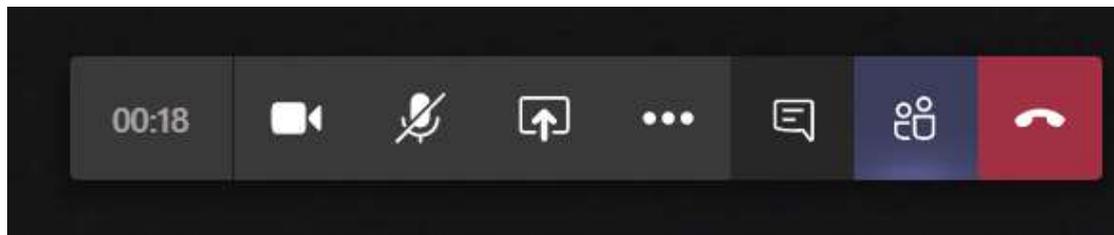Before the meeting, if it is a word document:

Open up the file from teams 'Files' using Chrome if you have uploaded to your class materials.

In another Chrome tab, connect to your teams meeting. You can also do this using the Teams app which is accessible from the start menu – whichever you prefer to use, there isn't much difference in the web version or the app.
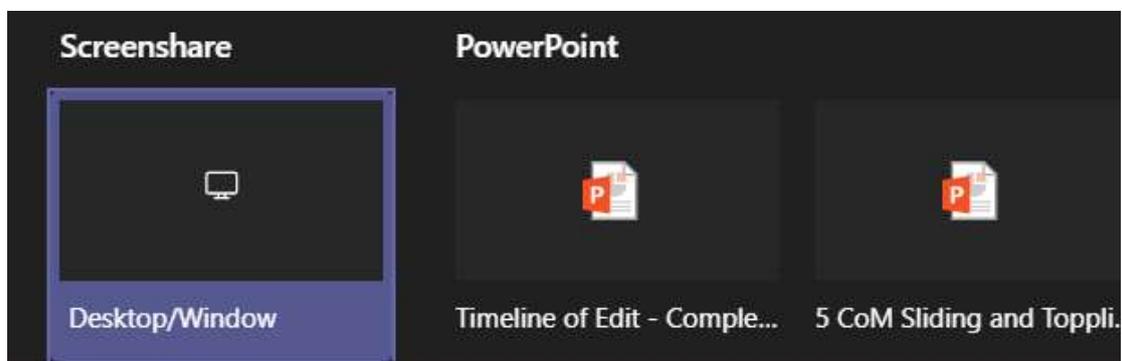
You can alternatively open it up from your documents on the laptop in the word application. Either will work and I will explain how to do both.

To share a file:

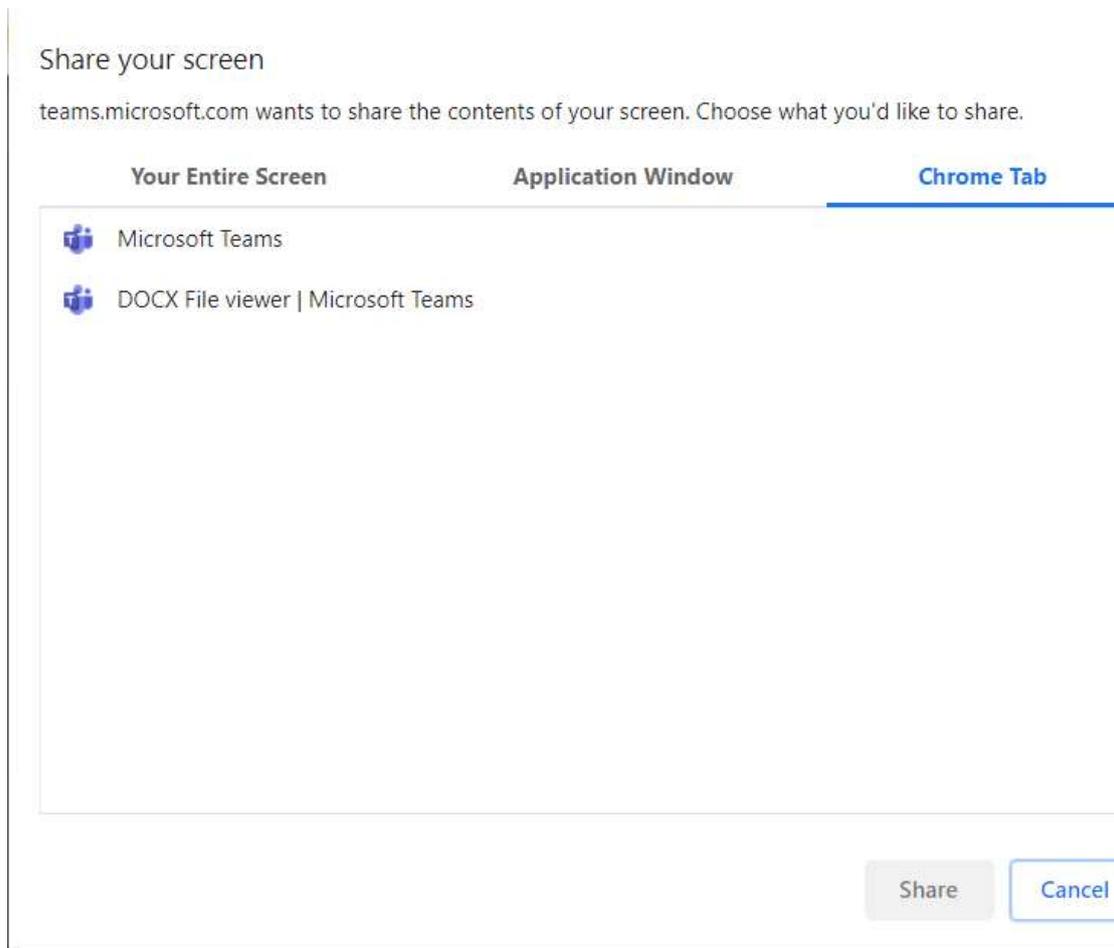When in the meeting, press this "share" button.

That will bring up your sharing options.

If it is a PowerPoint, you can select it from the list that appears or there is a 'browse' option where you can locate the PowerPoint if it isn't one of your recent options. This will then share it on the screen with the class, and as you change slide it will for them too. Also if you want to make annotations etc. they can see that too.

If it is a word doc, you will need to press the desktop/window button on the far left of the sharing options. Then this menu will pop up:

If you have opened your file in a tab from teams, then you can choose chrome tab and select the tab with your open file, so for me it would be "DOCX File viewer".

That will allow the students to see the tab on your PC as you are showing it, and you can also talk through it as you go.

If you have opened your file in word, choose to share an application window.

I wouldn't recommend ever showing your entire screen as if you accidentally open emails or sensitive information etc. they will be able to see that whereas by choosing a tab or window it will lock onto only that specific page/tab.

When you are ready to stop sharing, there will be a bar with a 'Stop' button.

 If you are sharing an application screen it will be at the bottom and look like this

If you are sharing a browser tab it will be at the top and look like this.