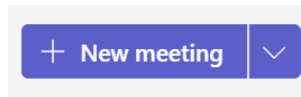


Screen Sharing on Teams

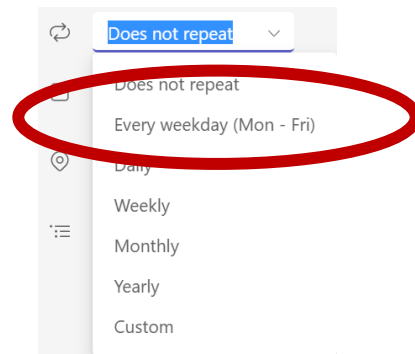
TO SET UP YEARLY SCREEN SHARING MEETINGS:

1. Open the Teams application on the teacher computer
2. Go to Calendar (left hand side)

3. Select New Meeting



4. Fill in title "Screen Sharing with (Name of student)"
5. Add Required attendees (type in the students email address)
6. Put in the school day times e.g., 8:30 to 2:30
7. Select repeats Every weekday (Mon-Fri)



8. In pop up for the repeat recurrence select the following (Below) > Save

Set recurrence

Start

Repeat every

S M T W T F S

End [Remove](#)

Occurs every Monday, Tuesday, Wednesday, Thursday and Friday until 2023-06-30

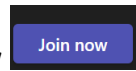
9. Add details of the event "Weekly Screen Sharing for (name of teacher) and (name of student)" > Save

TO JOIN A SCREEN SHARING MEETING:

10. When it is time to screen share open the calendar on Teacher computer and select **Join** Screen Sharing Meeting (Do the same on the student's device)



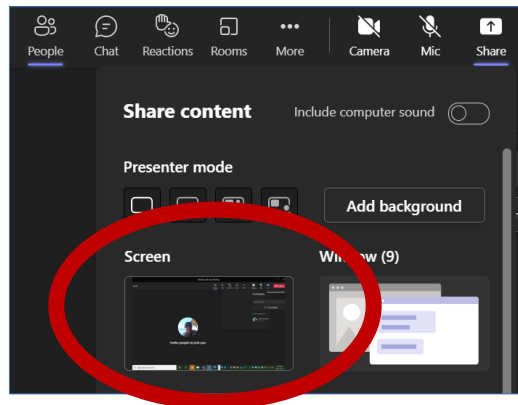
11. Select **Join Now**



12. Teacher, Click on "Share" icon (top right)



13. Select "Screen"



14. The teacher desktop will be seen on the student's iPad/ device

TO END SHARING SCREEN/CONTENT:

ON TEACHER'S DEVICE:

1. Select "Stop presenting" icon to stop sharing



TO END TEAMS SESSION:

ON BOTH TEACHER'S DEVICE AND STUDENT'S DEVICE:

1. Select "Leave" (red telephone icon)

