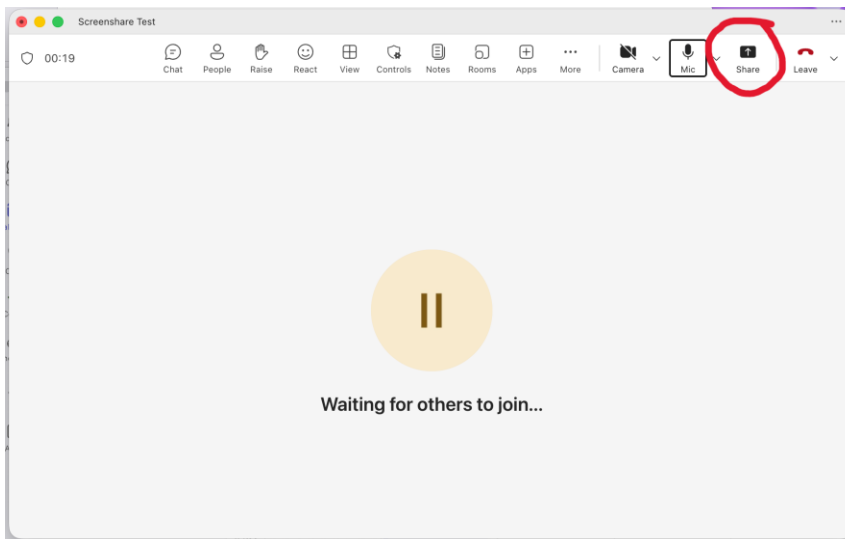




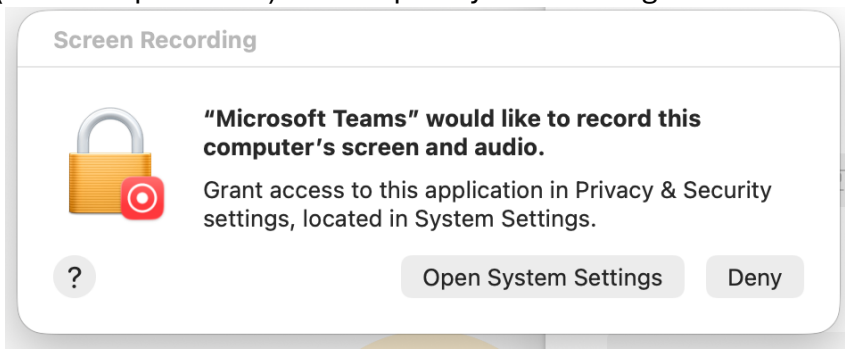
## How to Allow and Use Screensharing on Your MacBook

Please follow these instructions to allow screensharing on your MacBook. This process may have to be repeated when using different applications/websites/tools that use screensharing. For these instructions, I follow the set-up process for Microsoft Teams. Note that this would be an identical process for using screensharing on Zoom.

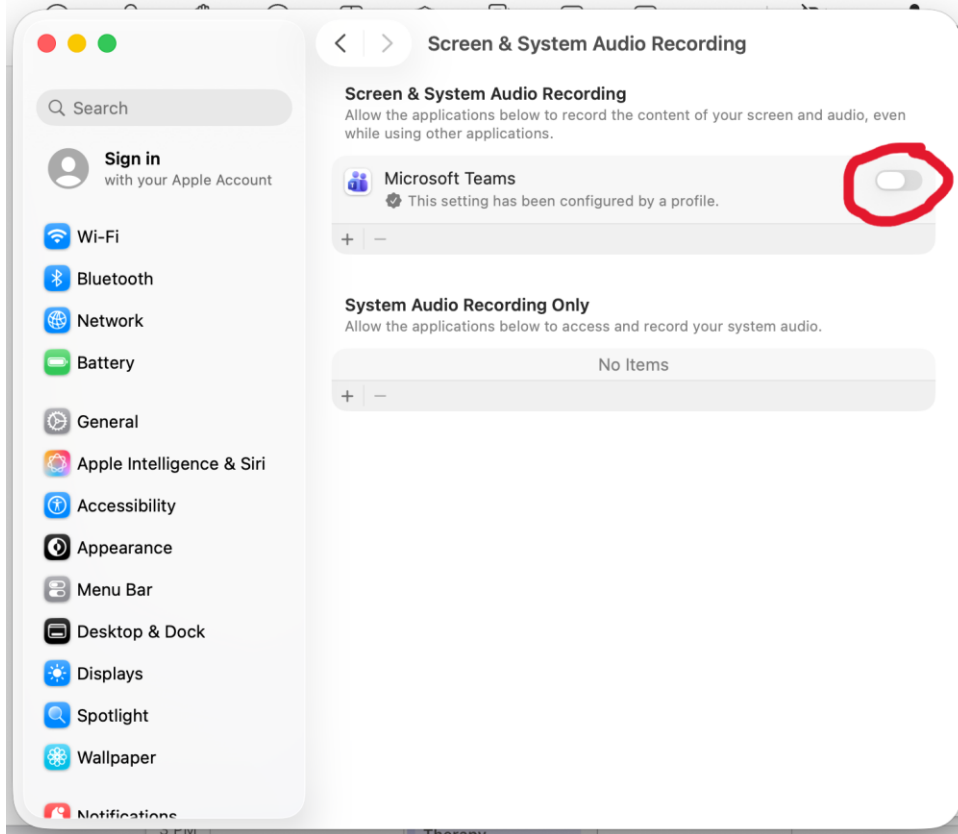
1. Open Microsoft Teams.
  - a. Click on the Apps icon in your dock and type in Microsoft Teams.
  - b. Click on the Microsoft Teams icon.
2. Join your meeting.
  - a. Click on Calendar in the left-hand side bar.
  - b. Click the meeting you wish to join.
  - c. Click join.
  - d. Ensure correct camera and audio are being used. Click join now.
3. You are now in your meeting. To screenshare, press the share icon in the top right corner of the screen.



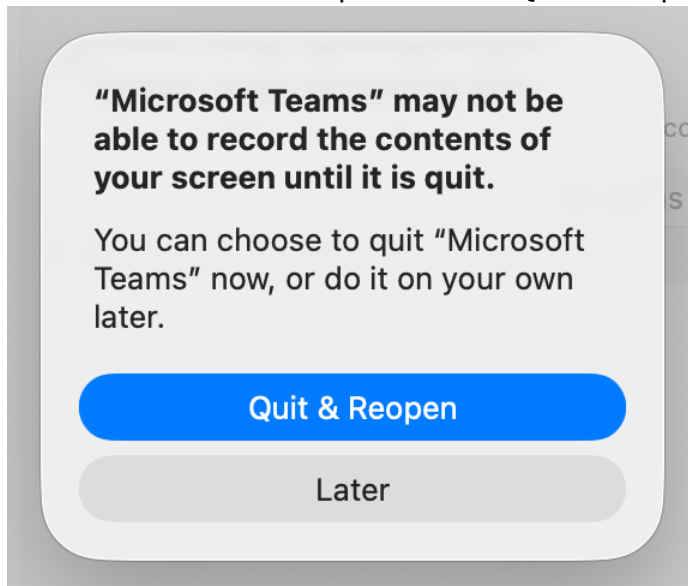
4. A popup appears that says "Microsoft Teams" would like to record this computer's screen and audio (see example below). Click Open System Settings.



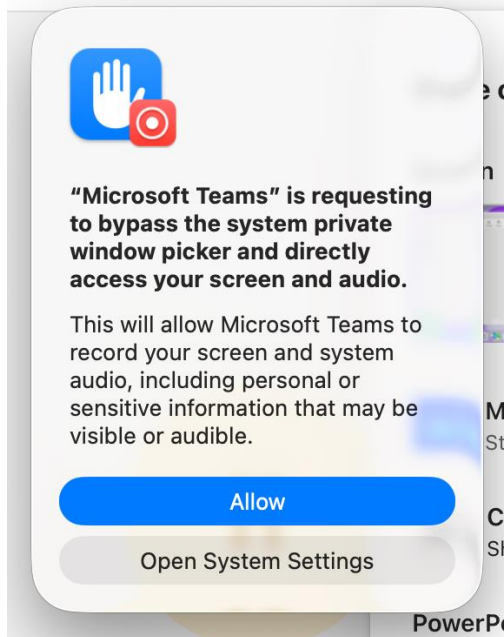
5. You will now find yourself in Screen & System Audio Recording settings. Next to Microsoft Teams, toggle on the switch. See below.



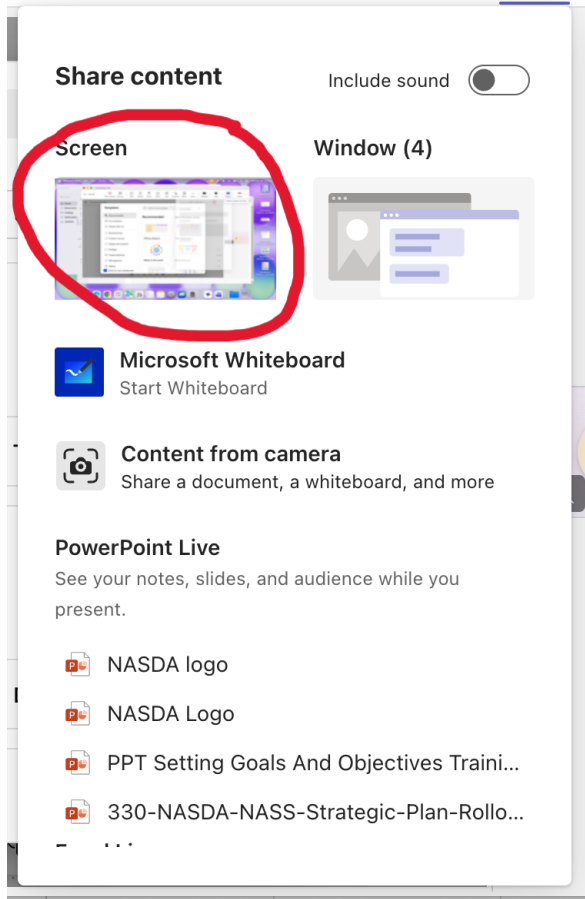
6. The below notification will pop up. To enact screen share for the first time, you will have to close out of Microsoft Teams and reopen it. Press Quit & Reopen.



7. You may have to exit out of Microsoft Teams if it does not do it automatically for you. You may also have to reopen Teams if it does not automatically do it for you.
  - a. Rejoin your meeting.
  - b. Try to share your screen again.
  - c. Now, this notification will pop up. Press Allow.



8. You should now be able to share your screen. When you press the “Share” button to share your screen, the below menu will pop up. Generally, you will click on “Screen,” as seen below.



Now, you should be able to share your screen on Microsoft Teams without adjusting the settings.

Don't forget that when you press “Share” in the top right corner of a Microsoft Teams call, you will be asked which screen to share. Follow step 8 to share your screen.