



# Teams: Share Content VCP - Single Matter Hearings

## Information Technology Division – Training Unit



### Teams: Share Content in a Virtual Court Proceeding - Single Matter Hearings

*During a Virtual Court Proceeding it is very important that all documents are provided before the Virtual Court Proceeding starts, but on occasion, under special circumstances, you may receive permission from the court to share information on your screen during a proceeding.*

**Training Video** Click link below or image on the right

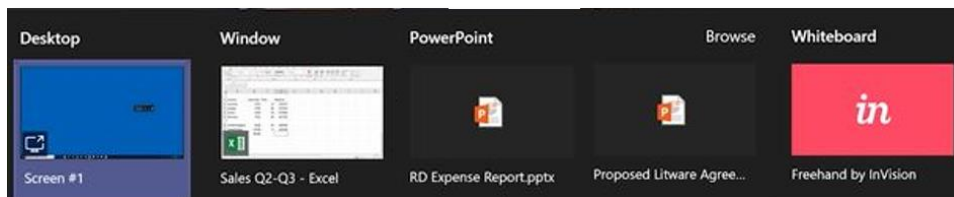
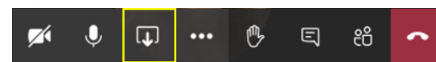
[Show your screen during a meeting](#)

### Share your screen

To share your screen, select **Share**  in your meeting controls.

Then, choose to present your entire desktop, a window, a PowerPoint file, or a whiteboard.

**Note:** If you're using Teams on the web, you'll only be able to share your screen if you're using Google Chrome or the latest version of Microsoft Edge.



Share your...	If you want to...	What will be presented...
Desktop	Show your entire screen, including notifications and other desktop activity <b>(not recommended)</b>	You need to seamlessly share multiple windows <b>(not recommended)</b>
Window	Show just one window, and no notifications or other desktop activity <b>(recommended)</b>	You only need to show one thing and want to keep the rest of your screen to yourself <b>(recommended)</b>
PowerPoint	Present a PowerPoint file others can interact with	You need to share a presentation and want others to be able to move through it at their own pace
Whiteboard	Collaborate with others in real time	You want to sketch with others and have your notes attached to the meeting

When you're done sharing, go to your meeting controls and select **Stop sharing**.

**Note:** you may need to put cursor on the screen to see control, Stop sharing or the icon.

**Note:** If you're using a Mac, you'll be prompted to change your privacy settings before you're able to share your screen. Also, window sharing isn't available for Linux users.

