

Email & online accounts | Easy | 2 min read

How to share your screen in Teams, Zoom or Google Meet

Sharing your screen lets others see what you see, which is helpful for presentations and for showing someone a problem. The idea is the same in each service, though the buttons look different.

Interfaces change, so use the nearest wording.

Before you share

- Close anything private, such as emails, banking, and personal messages.
- Turn off pop-up notifications if you can.
- Decide whether to share the whole screen or just one window. Sharing one window is safer.

Teams

1. Join the meeting.
2. Click **Share** at the top or bottom of the meeting window.
3. Choose **Screen** or a particular **Window**.
4. To include sound from a video, look for a tick box such as **Include computer sound**.
5. Click **Stop sharing** when done.

Zoom

1. Click **Share Screen** in the toolbar.
2. Pick a screen or window and click **Share**.
3. Click **Stop Share** when finished.

Google Meet

1. Click **Present now**.
2. Choose **Your entire screen**, **A window** or **A tab**.
3. Pick what to show and click **Share**.
4. Click **Stop presenting** to end it.

If the option is missing or greyed out

- The host may have limited who can share. Ask them to allow you.
- On Mac, you may need to allow screen recording for the app under **System Settings**, then **Privacy and Security**. Restart the app afterwards.
- Try the app instead of a browser, or the other way around.

If others see a black screen

Try sharing a window instead of the whole screen, or close and reopen the app.

Never share with strangers

Be cautious if someone you do not know asks you to share your screen or let them control it. This is a common scam tactic.

When to get more help

Contact us if you cannot get screen sharing to work after these checks, or if someone has asked to take control of your computer and you are unsure about it.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.