

VoiceOver Screen Sharing in Microsoft Teams

Tested in iOS/iPadOS 13.4

In this guide, we will cover how to share your screen during a Microsoft Teams online meeting from an iOS device.

This guide assumes that you have downloaded and installed Microsoft Teams and that you have logged into the app.

In order to broadcast your screen during an online meeting, you'll first need to add Screen Recording as an option in the Control Center. You'll only need to do this once.

1 Open **Settings**.



Settings

2 **Swipe right** until you reach the **Control Center** button.
Double tap to open Control Center.

Settings

- General
- Control Center**
- Display & Brightness

3 **Swipe right** until you reach the **Customize Controls** button.
Double tap to open the Customize Controls options.

Control Center

Swipe down from the top-right edge to open Control Center.

Access Within Apps

Allow access to Control Center within apps. When disabled, you can still access Control Center from the Home Screen.

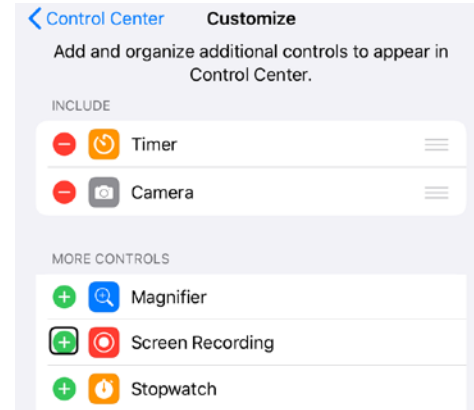
Customize Controls >

4

Swipe right until you reach the **Insert Screen Recording** button.

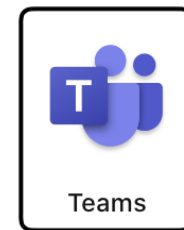
Double tap to add Screen Recording as a control in the Control Center.

Press the **Home** button to exit Settings.



5

Open your online meeting app: Microsoft Teams.



6

Join a meeting or video call by navigating to the **Video Call** button for the contact(s) you wish to contact.

Double tap to start the video call.

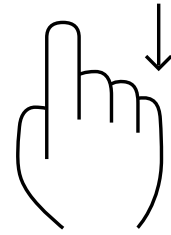


7

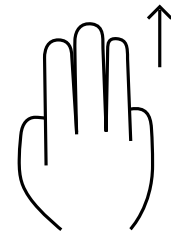
To open the Control Center, **swipe down** from the top-right edge of screen.

OR

Tap any item in the status bar, then **swipe up with three fingers**.



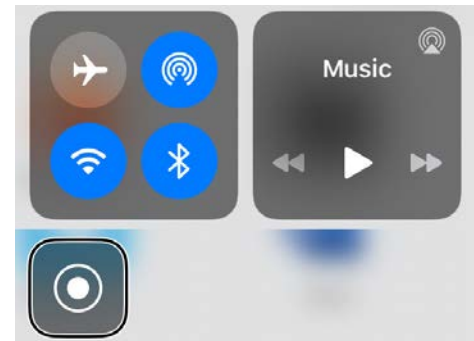
OR



8

Swipe right until you reach the **Screen Recording** button.

Double-tap and hold to show more controls.



9

Swipe right until you reach the name of the meeting app: **Microsoft Teams**.

Double tap to select the app.



10

Swipe right until you reach the **Start Broadcast** button.

Double tap to start broadcasting your screen.

You will be given a 3-second countdown before the broadcasting starts.



11

Press Home button three times to return to your home screen and navigate to what you want to share with meeting participants.



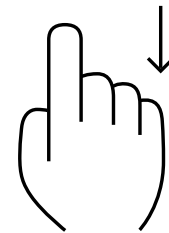
12

To end screen broadcast, open the Control Center.

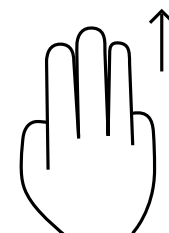
Swipe down from the top-right edge of screen.

OR

Tap any item in the status bar, then **swipe up with three fingers**.



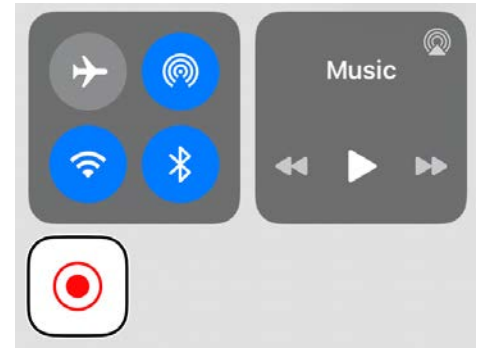
OR



13

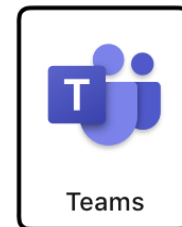
Swipe right until you reach the **Screen Recording** button.

Double tap to stop broadcasting your screen.



14

Return to your online meeting app: Microsoft Teams.



15

To end a video call, **double tap with two fingers** anywhere on the screen.

OR

Navigate to the **Hang Up Call** button and **double tap** to end the video call.

