Steps to use Microsoft Team

- **Step 1:** Click on the meeting link and open in a new tab of your browser

- **Step 2:** You can see this window

- **Step 3:** Click on Join button

- **Step 4:** You can see the tool box

This tool box appears on movement of your mouse over team

- Turn on or off Video
- Turn on or off Mic
- Raise hand
- Share Screen
- Stop or leave from Team

Click on Desktop/Window

Select ‘Your Entire Screen’

For stop sharing click on it

Click on ‘…’ to select full screen

Also you can change settings after selection on ‘Show device settings’