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Technology Tips: Things to Remember for Screensharing

Screensharing during a meeting or on a recorded video can be a great way to share information with a team or to review a draft project or document. Here are some items to consider if you are new to screensharing:

- Minimize or close out of all windows
    - Take a moment to consider which windows may play music or video which could interrupt screensharing
        - YouTube or music channels
        - Websites with audio or video ads
        - Outlook or email incoming message reminders
        - Calendar reminders
- Close out or mute functions which send alerts such as email, chat, or messaging
- Consider the icons on your desktop or home screen
- Consider your desktop, home screen, lock screen, or screensaver visuals, words, and graphics
- Consider the icons pinned to your taskbar (if applicable)
- Test screensharing before implementing so you know how to do it
    - Remember which screen is which when using dual or multiple monitors
    - Test other meeting room functions so you are proficient while screensharing such as:
        - Admitting new people to a meeting space while maintaining screenshare
        - Monitoring meeting room chat and responding verbally or in text box
- Alert meeting attendees you will be screensharing before starting
- Ensure all items are open and ready to share before starting
- Be mindful of logging in to systems or tools when screensharing
    - Verify log in ahead of screensharing or ensure your password remains confidential
- Turn off screensharing when you are finished with that discussion item