Microsoft Teams - Share presentation with your iPad

These instructions demonstrate how to use Office 365 Microsoft Teams desktop application to share control with podium computer with an iPad.

**Podium**

1. Open the applications folder on your podium computer (booted in Mac environment) or your mac laptop.
2. Open and sign in to your Millersville University Microsoft teams app.
3. Select the calendar icon.
4. Select Meet Now top right corner (Join with video or Mic optional).
5. Select start meeting.
6. Select join meeting.
7. Exit out of invite people now you are in your new solo teams meeting.

**iPad**

1. Open and sign in to your Millersville University Microsoft teams app - the app can be downloaded from Self Service.
2. Once signed in and Teams is open.
3. You will get prompted to join as seen here also keep camera and mic option off as well.
4. Now select add this device as seen here.
5. Now both devices are in your solo Teams meeting that you just started.
6. On ether device you can share your apps or your entire screen like you normal would on your device.
7. On my apple iPad I would select the share icon.
8. Follow prompts of what you would like to share. Note you may be asked to start broadcasting to enable the share.

⚠️ Change viewing in video

Make sure both the desktop mac and the iPad or what ever devices you are using are on the same network (Works on android and PC's as well).

⚠️ Share device

To swap control back to the podium device just stop share and share from the podium mac.