

Ipad Pro/ Tablet – share your screen via Teams

Microsoft teams recognizes your Ipad/Tablet as a mobile device. However, also on a mobile device you can share your screen – and thus the other applications that are on your Ipad/Tablet.

Tip: Install a drawing program on your Ipad/tablet in advance (or another program where you do normally do your mathematical/chemical/other calculations anyway).

- The application Microsoft OneNote is part of the Office365 package and therefore available and supported for UU employees. You can sign in by using your UU e-mail address and password.
- www.awwapp.com is a free online "Whiteboard" on which you can share your drawings live with your students and in which students can also draw live. This is however not supported by the UU.

Remarks:

- The webcam of the lecturer/presenter is not visible when a screen is shared and the lecturer/presenter also has no view of the other participants in the meeting.

- Also, there is no option for the use of the chat with a mobile device - so questions in the chat cannot be seen by the teacher on the iPad/tablet.

Recommendation: Open the meeting on your laptop as well (you can use two "devices" to log in to the same team environment and take part in the same meeting). Turn on your camera and follow the chat via that screen. In this way you can see 9 students and you are also visible.

(background information : <https://support.microsoft.com/en-gb/office/share-content-in-a-meeting-in-teams-fcc2bf59-aecd-4481-8f99-ce55dd836ce8?ui=en-us&rs=en-gb&ad=gb#ID0EAABAAA=Mobiel>)

Content (ctrl + click - to go to the manual you need)

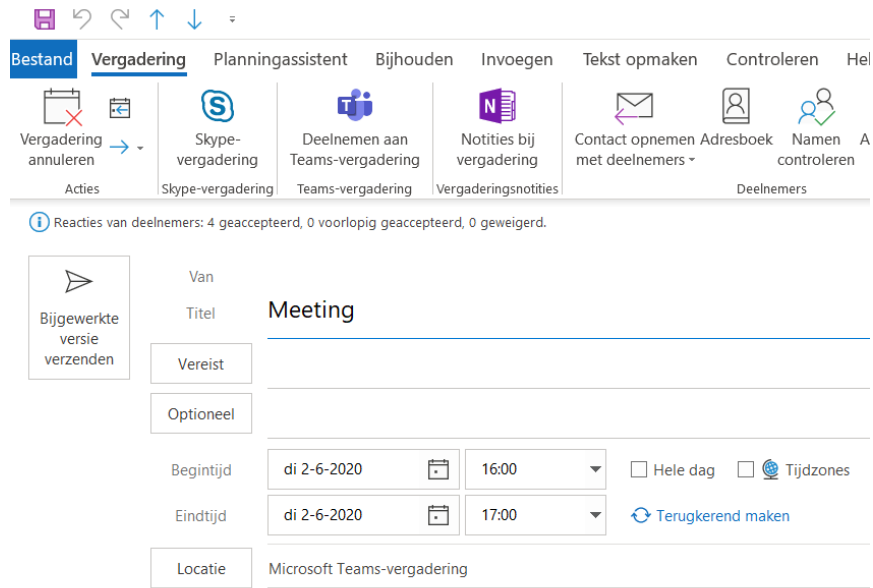
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Please note: *The text in the screenshots is in Dutch. The icons and buttons will however be in the same place, only with different names, which are mentioned in the text in this manual.*

Roadmap – open meeting on the desktop/laptop

1: log in on Teams with your solis-id and password

2: Open the Teams meeting through the link in your **outlook agenda**



The screenshot shows the Outlook interface for a meeting. The top navigation bar includes 'Bestand', 'Vergadering', 'Planningassistent', 'Bijhouden', 'Invoegen', 'Tekst opmaken', 'Controleren', and 'Hel...'. Below this is a ribbon with various meeting-related actions: 'Vergadering annuleren', 'Skype-vergadering', 'Deelnemen aan Teams-vergadering', 'Notities bij vergadering', 'Contact opnemen met deelnemers', 'Adresboek', and 'Namen controleren'. A status bar indicates 'Reacties van deelnemers: 4 geaccepteerd, 0 voorlopig geaccepteerd, 0 geweigerd.' The main content area shows the meeting details: 'Van', 'Titel: Meeting', 'Vereist', 'Optioneel', 'Begintijd: di 2-6-2020 16:00', 'Eindtijd: di 2-6-2020 17:00', and 'Locatie: Microsoft Teams-vergadering'. There are also checkboxes for 'Hele dag' and 'Tijdzones', and a 'Terugkerend maken' button.

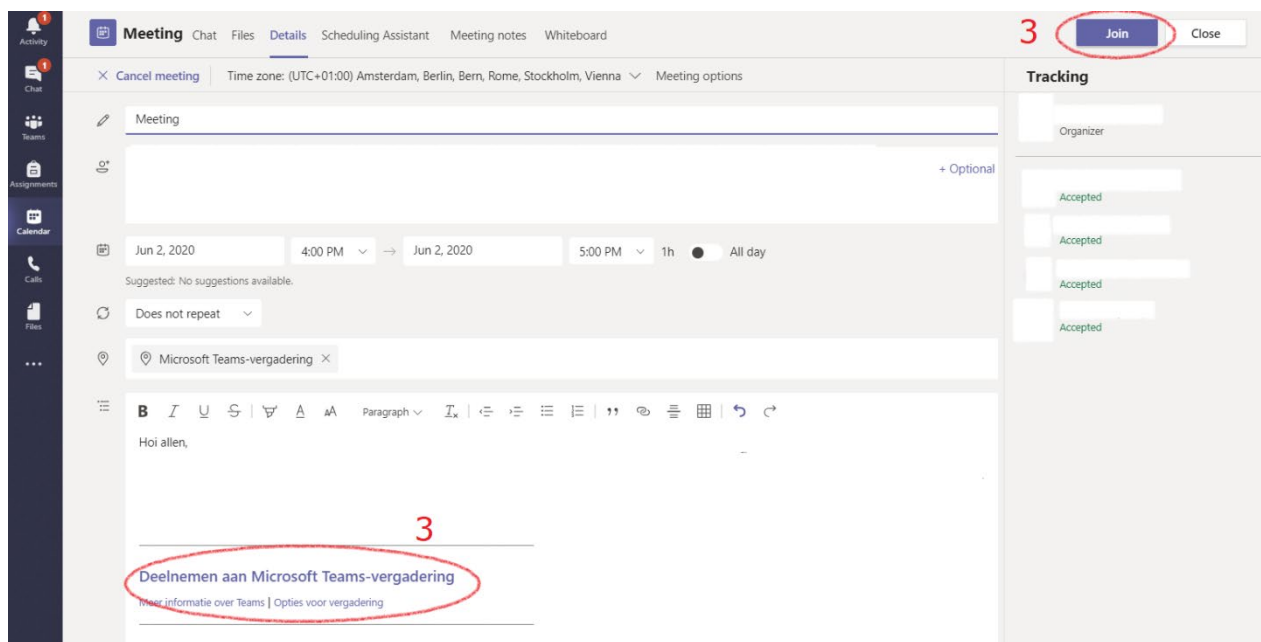
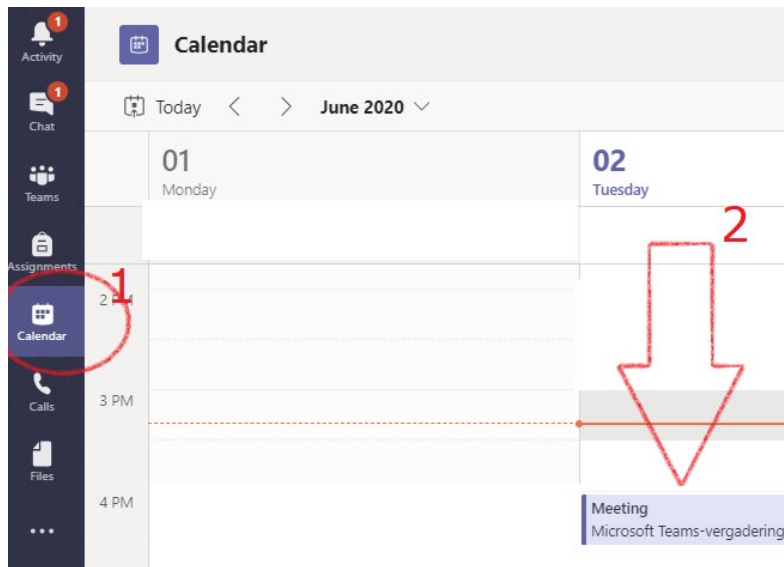
Hoi allen,

[Deelnemen aan Microsoft Teams-vergadering](#)

[Meer informatie over Teams](#) | [Opties voor vergadering](#)

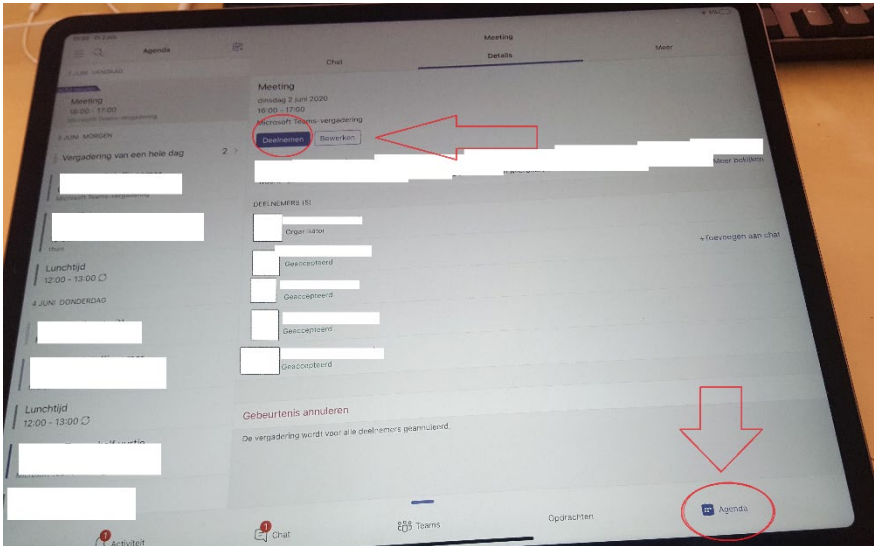
OR

Open the meeting in Teams through the icon **Calendar** (on the left)



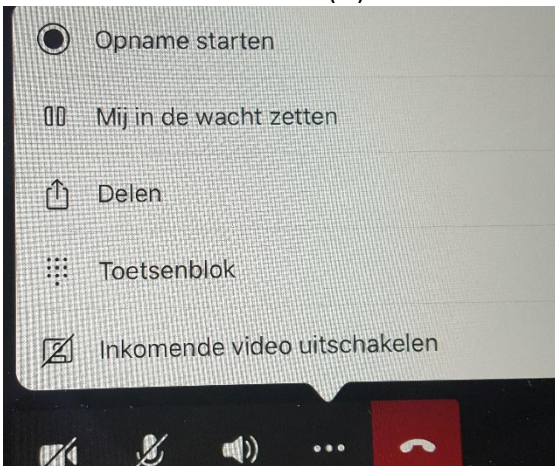
Roadmap DISPLAY screen in a meeting on the Ipad

1. Install Microsoft Teams on your Ipad / tablet
2. Open Teams and log in
3. Click on the icon **Calendar** at the bottom right



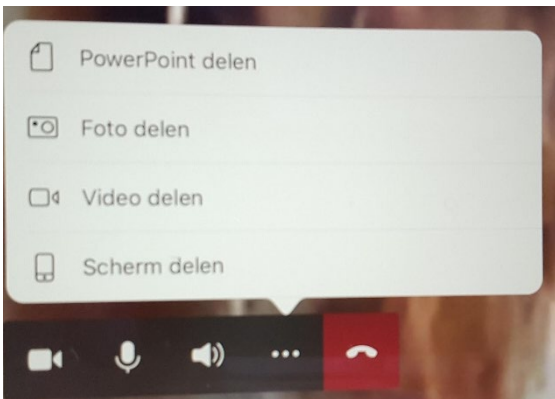
4. Then click on 'Join'
The meeting will now be opened

5. Click on the three dots (...)

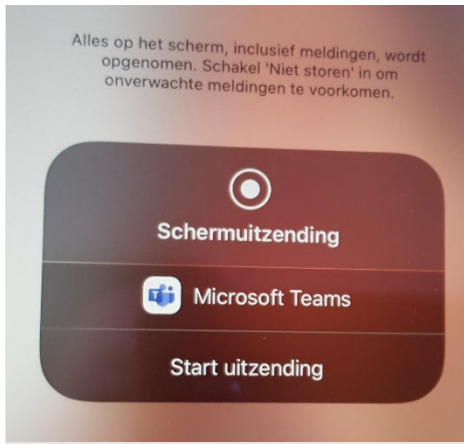


6. "Share"

7. "Share screen"



8. A pop-up will open with the notification screenshare. When you're ready to share, tap "Start presenting" at the bottom of your screen.

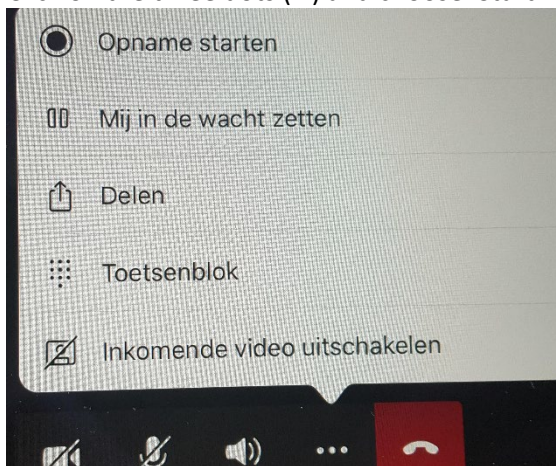


9. Go to the application that you want to share and start your meeting / lecture.
10. Are you finished? Close the application and go back to Teams.
11. Choose "Stop presenting".
12. The webcams of the participants in the meeting will reappear.

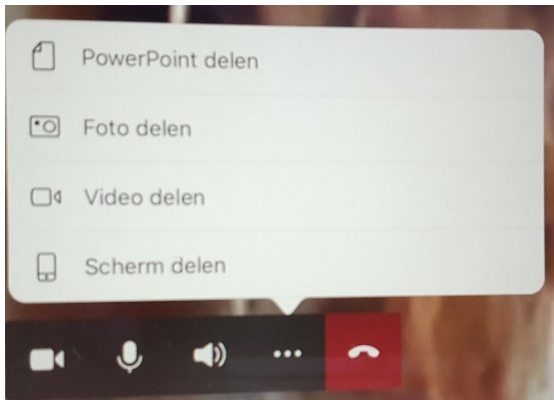
Roadmap RECORD screen in a meeting

Follow steps 1 - 4 from the 'Roadmap DISPLAY screen in a meeting on the Ipad'.

5. Click on the three dots (...) and choose 'Start recording'.



6. Click on the three dots (...) again and choose: "Share"
7. Choose: "Share screen"



8. A pop-up will open with the notification screenshare. When you're ready to share, tap "Start presenting" at the bottom of your screen.



9. Go to the application that you want to share and start your meeting / lecture.
10. Are you finished? Close the application and go back to Teams.
11. Choose "Stop presenting".
12. The webcams of the participants in the meeting will reappear.
13. Choose "Stop recording".

Teams will save the recording – this may take a while.

When the processing is finished you will receive a message in your mailbox with a link to Microsoft Stream, where you can edit and save the recording.

Student view

