

Title:

Use of annotation while sharing your screen in Teams

Article Summary:

When you share your screen in a Teams meeting, you and the meeting participants can make annotations on the screen.

Full Article:

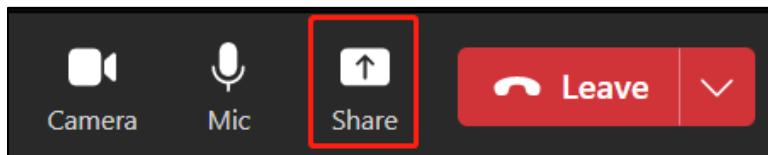
Overview

Annotation allows you to draw, highlight, and write on a shared screen while in a Teams meeting. This feature is particularly useful when discussing design, presentations, or any other visual materials that requires real-time feedback and collaboration. It's also a great tool for brainstorming sessions, where multiple people can contribute their ideas to a single document.

This feature is currently available in Teams meetings for Teams app desktop users- collaborative annotations are not an option if you are joining the meeting via web browser.

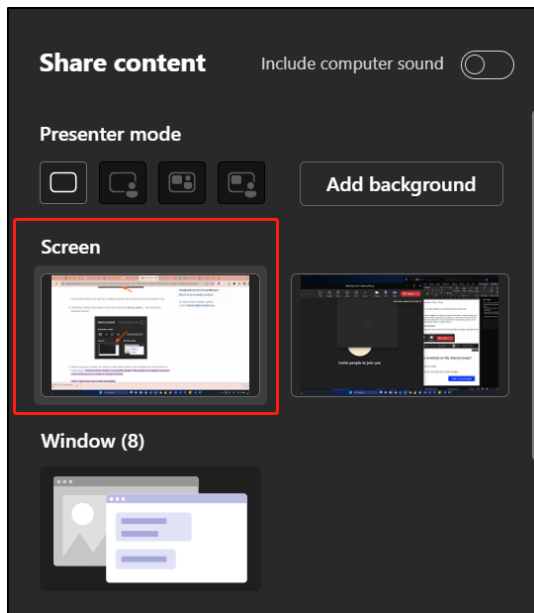
Accessing Annotation via Desktop App

1. In a Teams meeting, share your screen from the meeting toolbar by clicking the Share icon.



If you lack the Share icon, ask your meeting organizer about switching you to a presenter role.

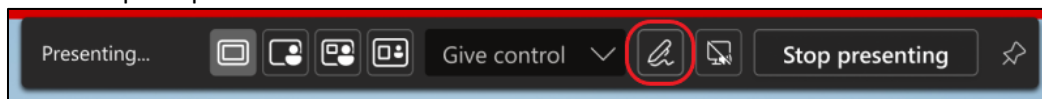
2. The Share Content panel appears. Be sure to select the **Screen** option — and not just an individual window.



- When sharing your screen, you will see a red border outline, which indicates your whole screen is being shared. At the top of the screen is a presenting toolbar.

If the toolbar is not visible, move your cursor to the top of your screen to reveal the toolbar.

Click or tap the pen icon  to start annotations



- Next, you are prompted to select either "Only I can annotate" or "Everyone can annotate and make changes" (the default). You have 15 seconds before the default option automatically takes effect. Make a selection and click or tap the button to proceed.

Who can annotate on the shared screen?

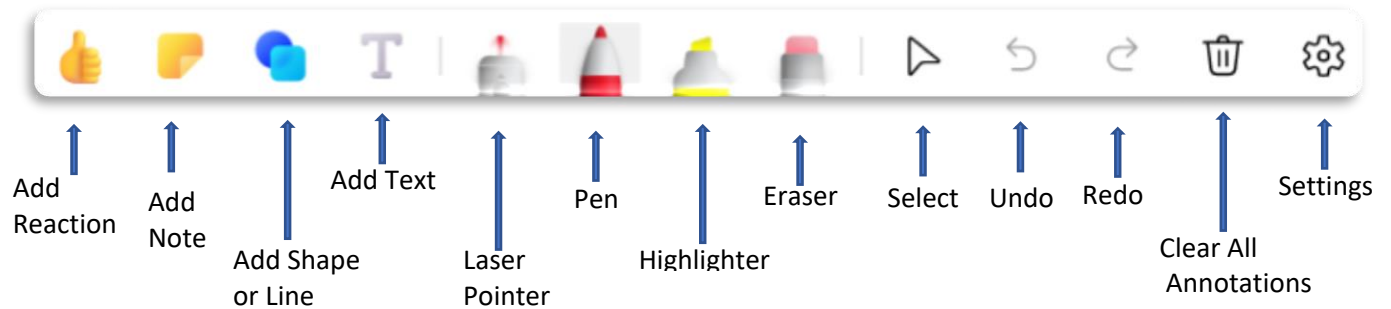
☒ Only I can annotate

☐ Everyone can annotate and make changes

Only I can annotate (15)

- The annotation session begins, and the annotations toolbar appears.

Annotation features and functionality at desktop app

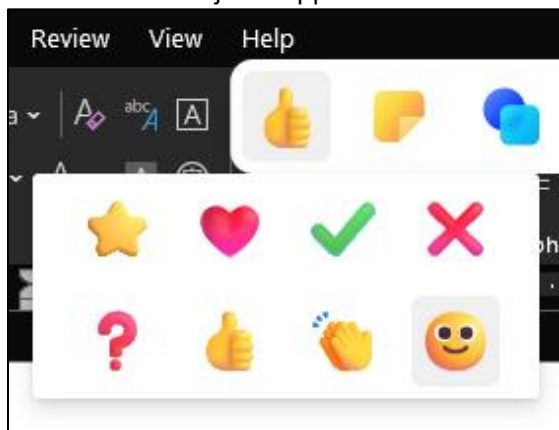


Reaction

The Reaction feature in Teams meetings allows you to express yourself with emojis that appear on the screen. With eight reactions to choose from, including thumbs up, heart, check box, and smiley face, you can easily react to what's happening during the meeting.

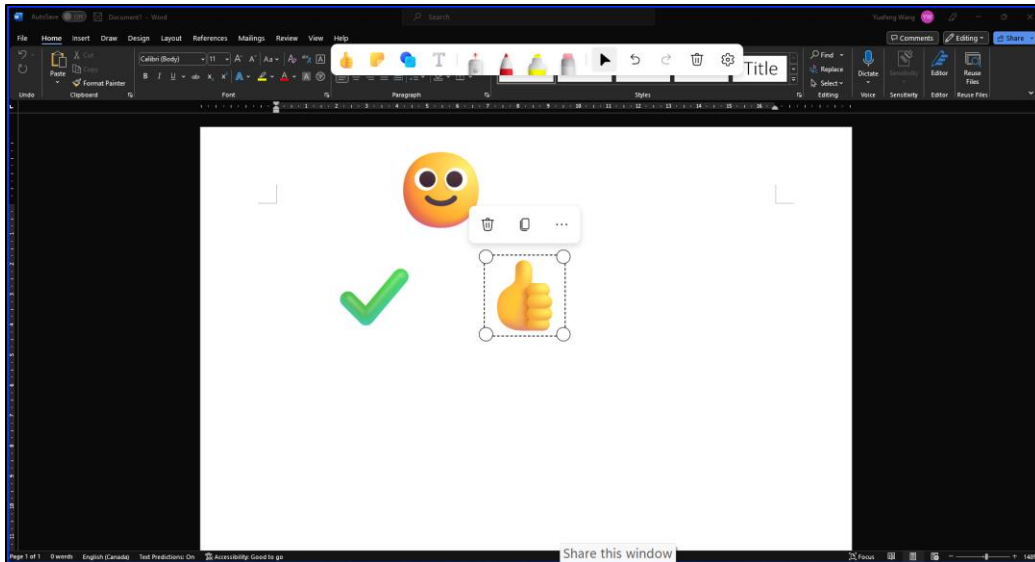
How to insert Reactions:



- Click the 👍 icon in the Annotation toolbar.
- Choose the reaction emoji that you want to use from the menu.
- The reaction emoji will appear on the screen in the location where you added it.

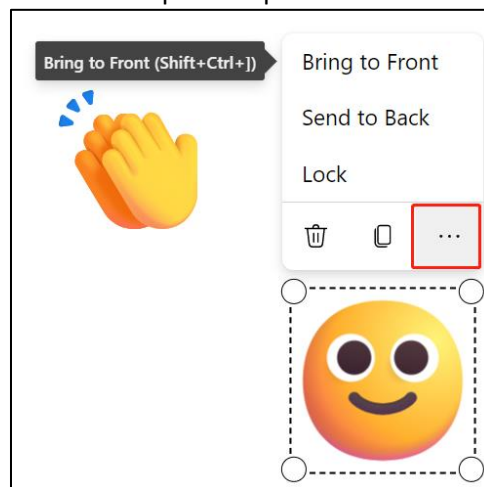


How to manage your reactions:

- Select the reaction emoji that you added.
- A tool bar will appear with several options, including delete, copy and more action buttons.



- Select the delete icon  to remove the reaction from the screen.
- Select the copy icon  to duplicate the reaction.
- Select the ... (more action) button to access additional options, including Bring to Front, Send to Back, and Lock.
 - Select Bring to Front option to move the reaction to the front of the screen, making it more visible to other participants.
 - Select Send to Back option to move the reaction to the back of the screen, making it less visible.
 - Select Lock option to prevent the reaction from being moved or deleted accidentally.



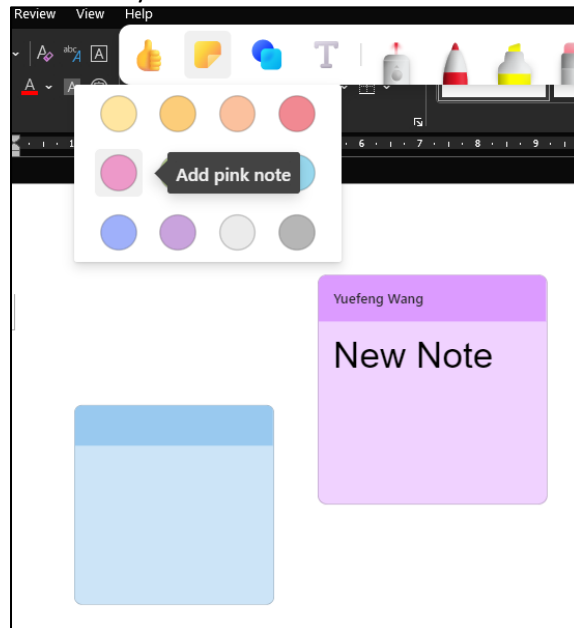
Note

The Note feature allows participants to add text boxes to the screen in different colors, making it easy to take notes or draw attention to specific points during a meeting.

How to insert Notes:

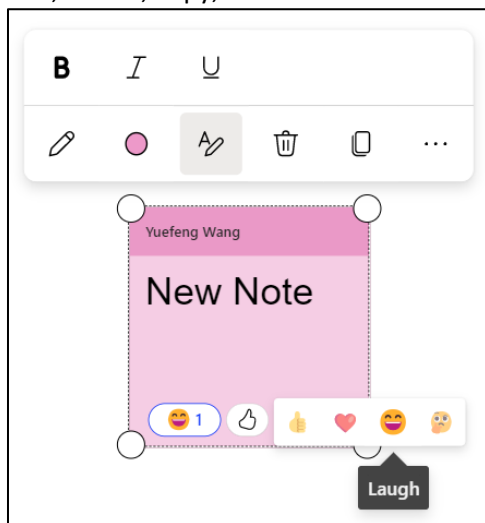
- Click the Note icon  in the Annotation toolbar.
- Choose one color from the options provided.






- Tap or click where you want to add the note on the screen.



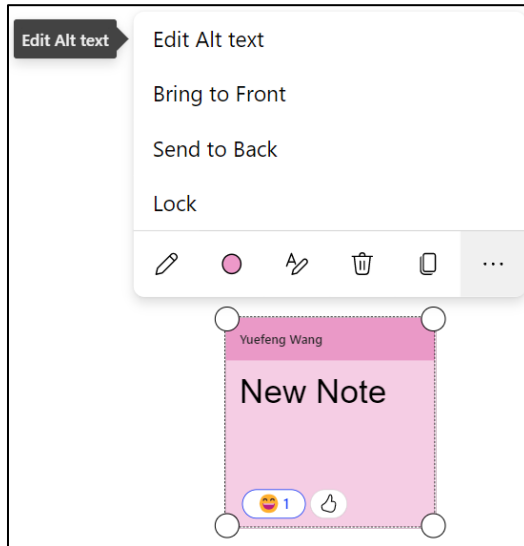
How to manage your notes:

- Click on a note that you added.
- A tool-bar will appear with several options, including editing text, changing color, formatting text, delete, copy, and more actions buttons.



- Select the editing text icon  to modify the content of the note.
- Select the changing color icon  to switch the note to a different color.
- Select the format text icon  to customize the appearance of your text by applying different formatting styles such as bold, italic, and underline.
- Select the delete icon  to remove the note from the screen.
- Select the copy icon  to duplicate the note.

- Select the ... (more actions) button to access additional options, including Bring to Front, Send to Back, Lock, and Edit Alt Text.

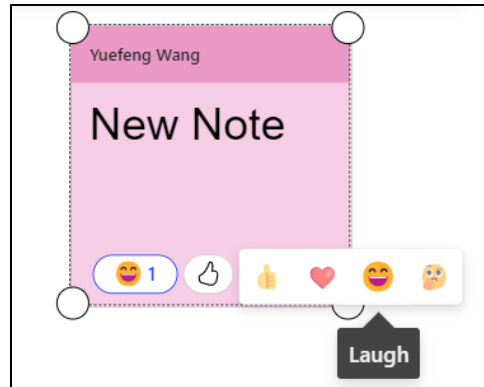


- Select **Bring to Front** option to move the note to the front of the screen.
- Select **Send to Back** option to move the note to the back of the screen.
- Select **Lock** option to prevent the note from being moved or deleted accidentally.
- Select the **Edit Alt Text** option to add a description of the note for accessibility purposes.

A screenshot of the "Alt Text" dialog box. The title is "Alt Text". Below it is the question "How would you describe this object and its context to someone who is blind?". There is a text input field with the placeholder text "1-2 sentences recommended". At the bottom of the dialog are two buttons: "Save" (in blue) and "Cancel" (in white with a grey border).

How to add reactions to notes:

- Select the 👍 icon located at the bottom of the note.
- Choose a reaction from the options provided.
- The reaction will appear on the note.
- To undo your reaction, simply select your reaction icon again.

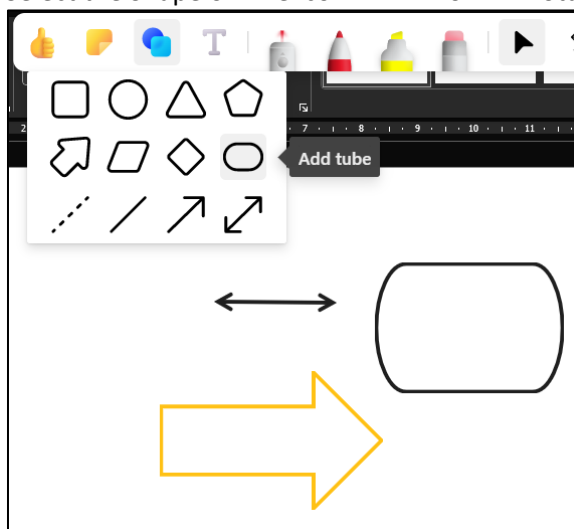


Shape or Line

The Shape or Line feature in Teams meetings allows participants to add different types of shapes and lines to the screen, such as squares, circles, arrows, and straight lines.

How to insert Shapes or Lines:

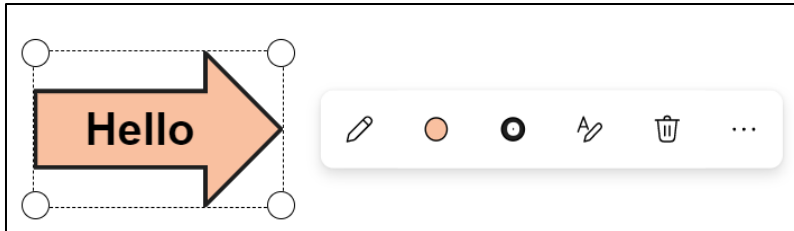
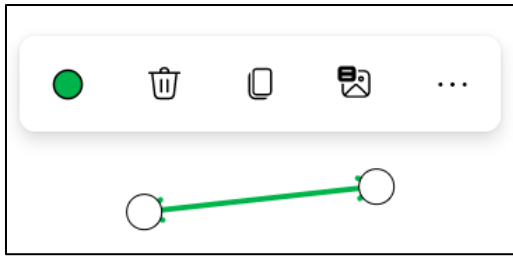
- Select the Shape or Line icon  from Annotation toolbar.




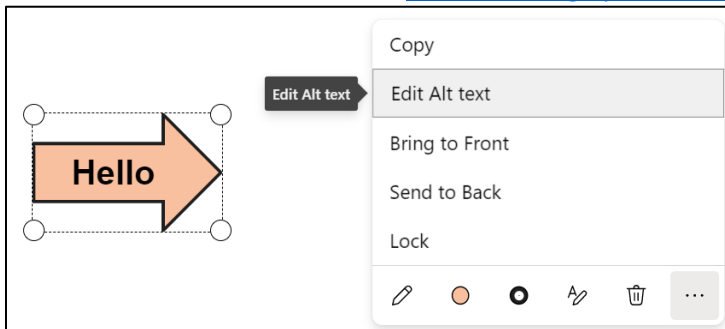
- Choose a shape or line type from the options provided, such as a square, circle, arrow, or straight line.
- Click or tap where you want to add the shape or line on the screen.

How to manage your shape or line:

- Select a Shape or Line that you added.
- A toolbar will appear with several options, including editing text (only shapes), changing color, changing shape outline (only shapes), formatting text (only shapes), deleting, copying, and more actions buttons.




- Select changing shape outline button  to switch the outline to a different color.
- The editing text, changing color, formatting text, deleting, copying and more actions are same as Notes. Learn more about them in [How to manage your notes](#).



Text

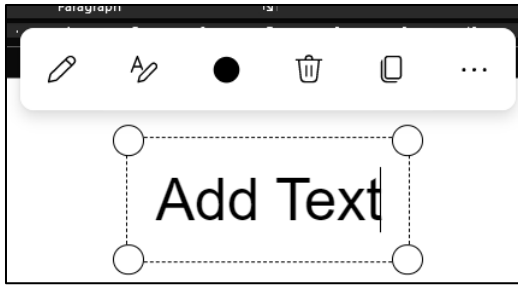
The Text feature in Teams meeting annotation allows you to add text boxes to the shared screen. Text boxes can be useful for adding labels, captions, or notes to the content on the screen.

How to insert Text boxes:

- Click the Text icon  from the Annotation toolbar.
- Tap or click where you want to add the note on the screen.
- Enter your text in the text box.

How to manage your Text:


- Select a Text that you added.
- A toolbar will appear with several options, including editing text, changing color, formatting text deleting, copying, and more actions buttons. These features are same as Notes. Learn more about them in [How to manage your notes](#).

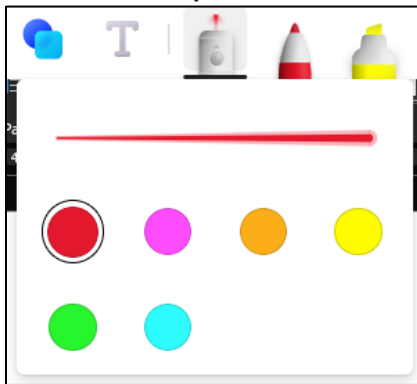


Laser Pointer, Pen, and Highlighter

When using Annotation in a Teams meeting, emphasize your points and engage viewers with the colorful laser pointer and drawing tools. Your “ink” will be visible to everyone in the meeting.

Focus viewer attention with the laser pointer:

- Select the **laser pointer**  and a color to make temporary marks on the current slide.

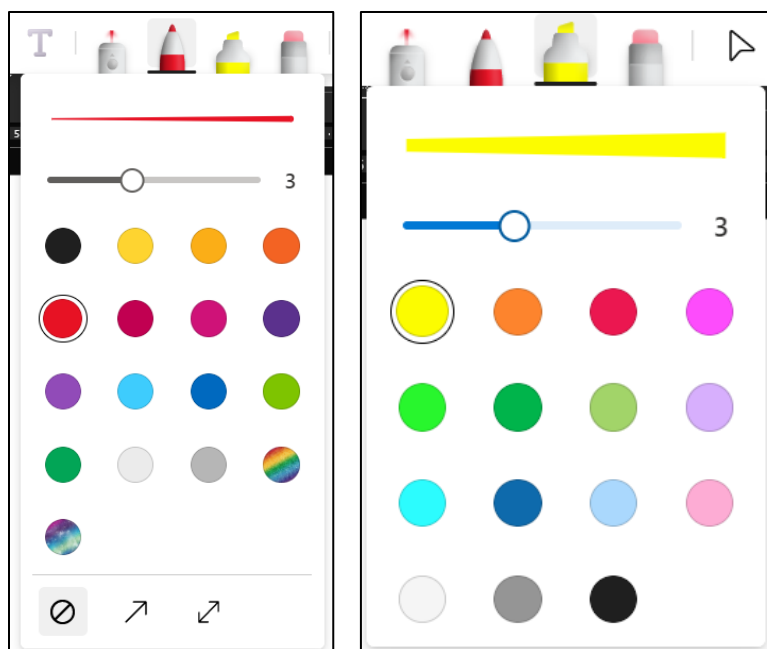


- To create a short line simply move the mouse around. To create a longer line, press and hold the mouse button as you draw.

Tip: If you quickly make several marks, they will all be visible at the same time and then fade away together.


Highlight and connect ideas with the drawing tools:

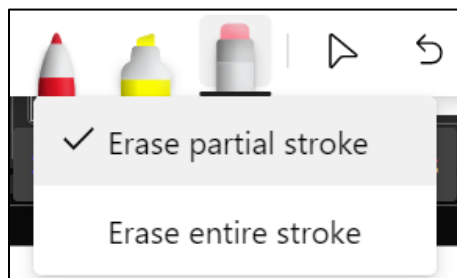
- Select Pen  or Highlighter  and then a line thickness and color.



- Press and hold the mouse button as you draw.

Erase your ink marks:


Select the eraser icon . There are two options you can select:



- Erase partial stroke:
 - Select the eraser icon from the annotation toolbar.
 - Click and drag your mouse or stylus over the ink marks you want to erase partially.
 - The ink marks you select will be erased, leaving any remaining marks intact.
- Erase entire stroke:
 - Select the eraser icon from the annotation toolbar.
 - Click on the ink mark or stroke you want to erase entirely.
 - The entire stroke will be removed from the screen.

Note: The Eraser function in Teams meeting annotation can only be used to erase ink strokes made with the pen or highlighter tools. Other annotations such as shapes and reactions cannot be erased with the eraser tool.

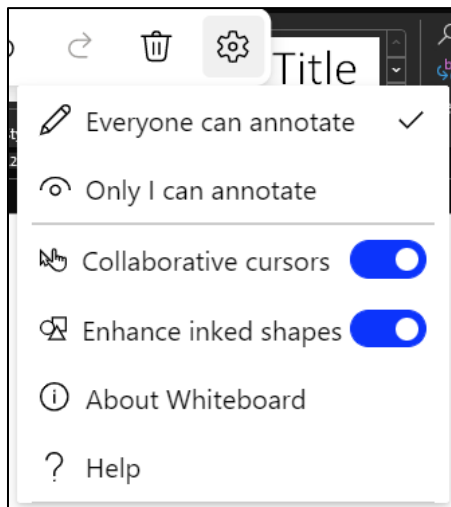
Other tools

- Select : This tool allows you to select and move annotations on the screen. You can use this tool to reposition annotations or ~~make adjustments to~~ adjust their size or appearance.

- Undo ↶ : This tool allows you to undo the last annotation you created. If you make a mistake or want to remove an annotation, you can use the undo tool to quickly revert back to the previous state.
- Redo ↷ : This tool allows you to redo the last annotation you undid. If you accidentally undo an annotation or change your mind about removing it, you can use the redo tool to restore the annotation to the screen.
- Clear All Annotations 🗑️ : This tool allows you to clear all annotations from the screen. If the screen becomes too cluttered with annotations or you want to start over, you can use this tool to remove all annotations with a single click.

Settings

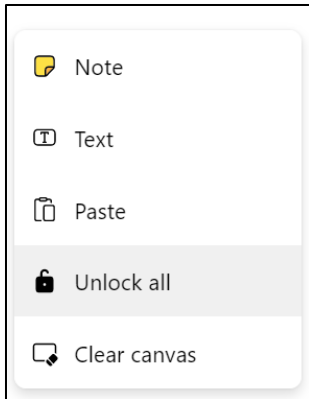
If you choose the Settings gear ⚙️ from the annotation toolbar, you will see the following drop-down menu:



- Only I can annotate: This setting restricts annotation privileges to only the person who selected this option, while other participants cannot add ink to the screen.
- Everyone can annotate: This setting allows all meeting participants to annotate and add ink to the screen.
- Collaborative cursors: This setting allows participants to see each other's cursors while they are drawing or annotating, making it easier to follow along with the discussion. It also displays person labels on cursors during annotation.
- Enhance inked shapes: This setting provides more precise shapes and lines when using the shape and line tools in the annotation toolbar.
- About Whiteboard: This option is linked to more information about the Whiteboard feature and its various functionalities.
- Help: This option is linked to Microsoft support.

Right-click feature

The right-click feature in Teams meeting annotation provides a quick way to access different options and functions for annotating and collaborating on a shared screen. Here are the different options available in the right-click dropdown menu:

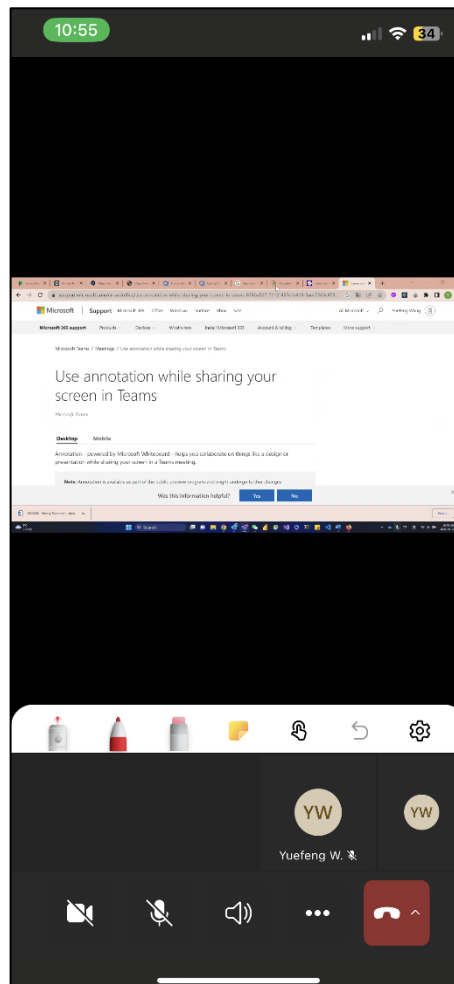
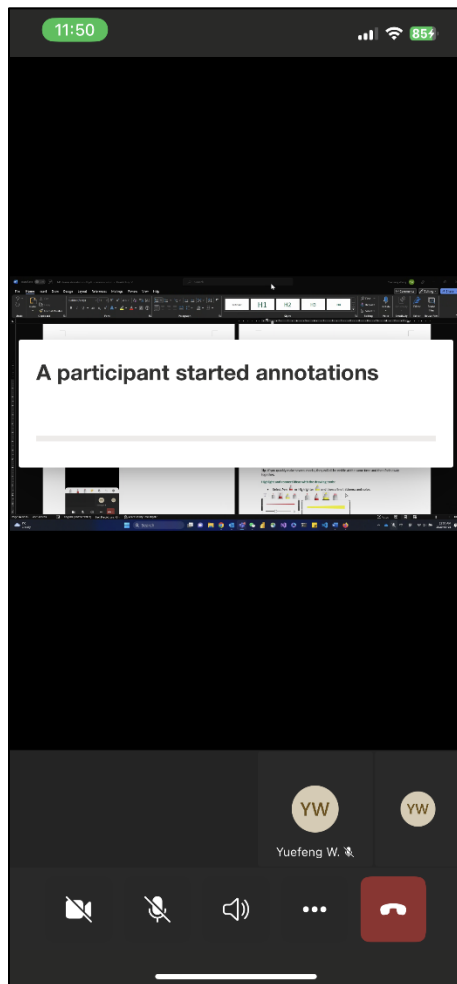


- Note: This option allows you to add a note to the shared screen.
- Text: This option allows you to add text to the shared screen.
- Paste: This option allows you to paste annotations from your clipboard onto the shared screen.
- Unlock all: This option allows you to unlock all annotations on the screen.
- Clear canvas: This option allows you to clear all annotations from the screen.

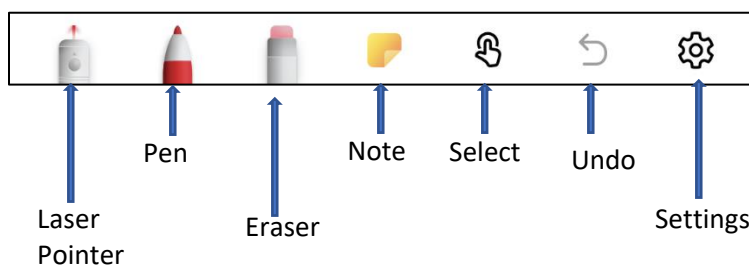
Accessing Annotation via Mobile App

If you are sharing your screen from the mobile app during a meeting, you won't be able to initiate annotations. However, if the presenter is sharing their desktop, you can annotate from your mobile device.


In case another participant begins annotating, you will receive a notification saying, "A participant has started annotations."

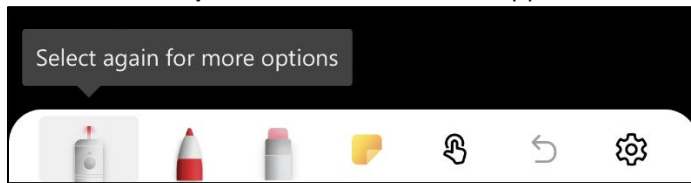


Annotation features and functionality at mobile app

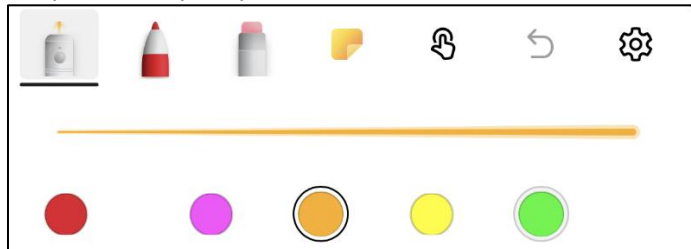


Laser pointer

- Select the **laser pointer** . A note will appear to inform you to select again for options.



- Select the icon again, and tools for the laser pointer will appear. You can change the colors of the pointer to your preference.




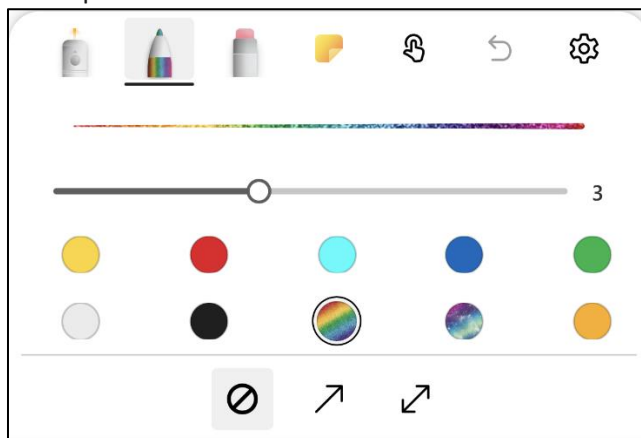
- To create a line, simply move your finger around the screen.

Tip: If you quickly make several marks, they will all be visible at the same time and then fade away together.

Pen

How to draw lines with the Pen:

- Select Pen . A note will appear to inform you to select again for options.
- Select the icon again, and tools for the pen will appear. You can change the color and thickness of the pen and choose to draw a line with arrows.



- To create a line, simply move your finger around the screen.

How to manage your ink marks:

- Select on the ink mark that you added.
- A tool-bar will appear with several options, including Delete, Copy, Ink to Shape, and more actions buttons.



- Select the delete icon **Delete** to remove the ink mark from the screen.



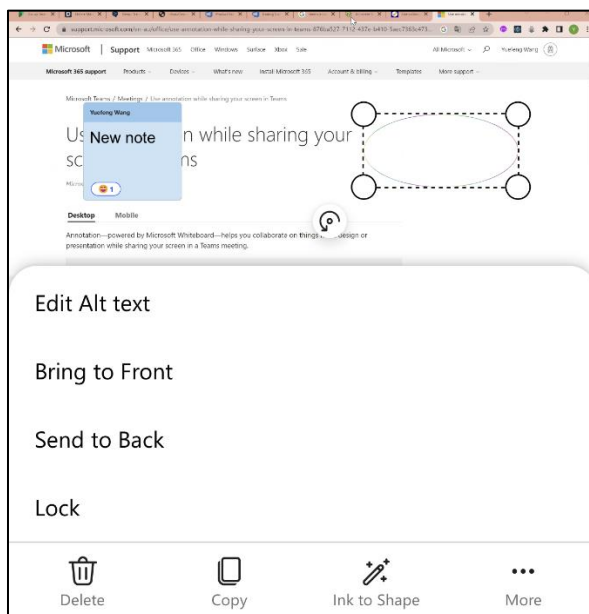
- Select Copy icon **Copy** to duplicate the ink mark.



- Select Ink to Shape icon **Ink to Shape** to change the ink mark to a shape.

...

- Select the **More** (more actions) button to access additional options, including Edit Alt Text, Bring to Front, Send to Back, and Lock.
 - Select the **Edit Alt Text** option to add a description of the ink mark for accessibility purposes.
 - Select the **Bring to Front** option to move the ink mark to the front of the screen.
 - Select the **Send to Back** option to move the ink mark to the back of the screen.
 - Select the **Lock** option to prevent the ink mark from being moved or deleted accidentally.



Erase your ink marks



- Select the eraser icon .
- Use the eraser tool to erase the ink marks you want to remove.

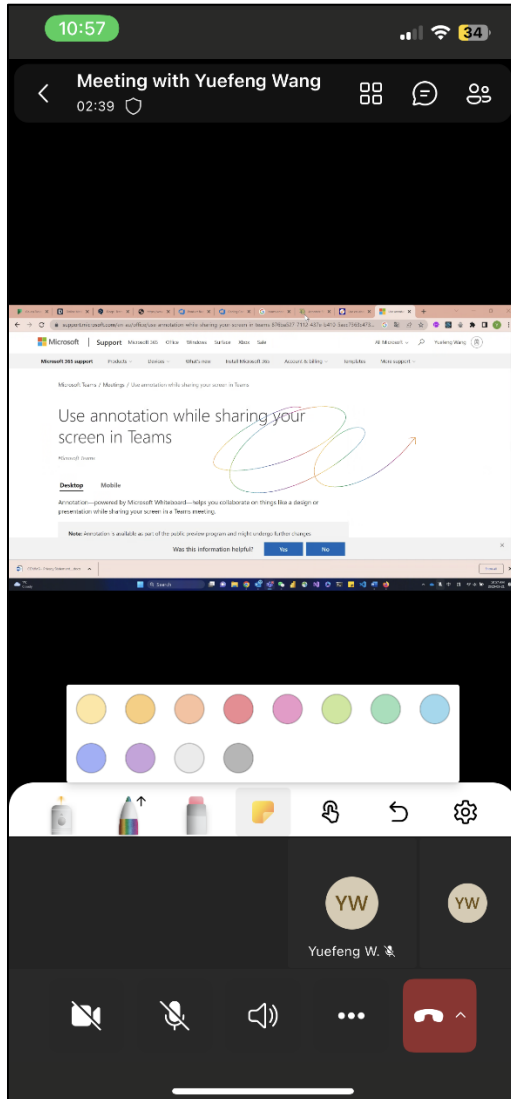
Please note that the eraser function in Teams meeting annotation can only be used to erase ink strokes made with the pen. Other annotations such as shapes and reactions cannot be erased with the eraser tool.

Note

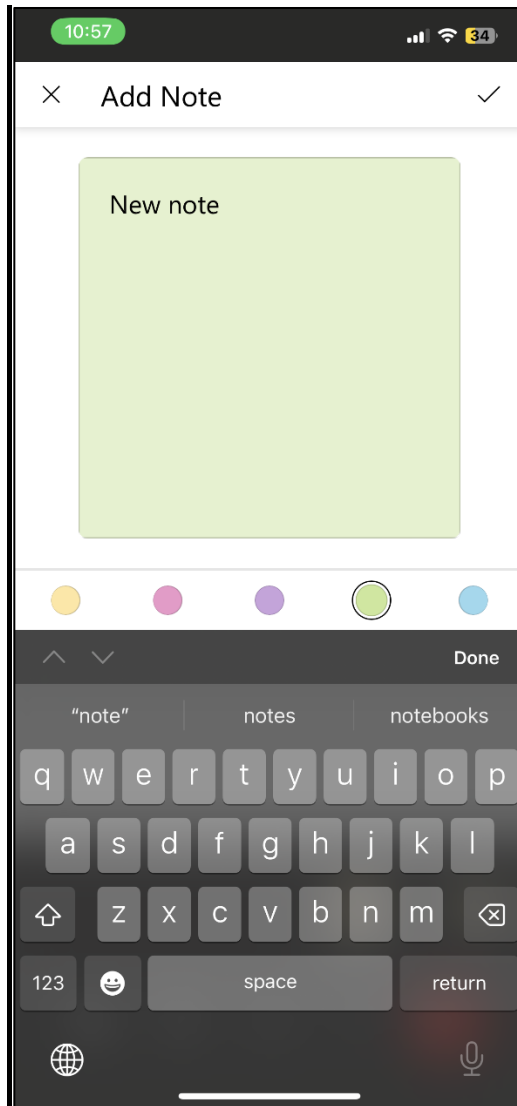
The Note feature allows participants to add text boxes to the screen in different colors, making it easy to take notes or draw attention to specific points during a meeting.

How to insert Notes:

- Select the Note icon  in the Annotation toolbar.
- Choose one color from the options provided.

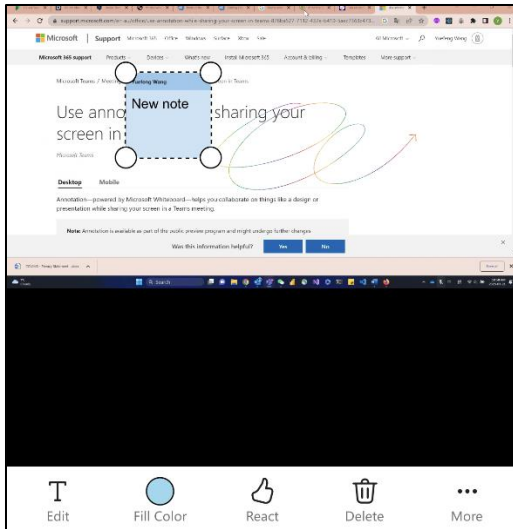


- Enter your notes in the Add Note page.
- Select the ✓ icon.



How to manage your notes:

- Select on a note that you added.
- A tool-bar will appear with several options, including Edit, Fill Color, React, Delete, and more actions buttons.



T

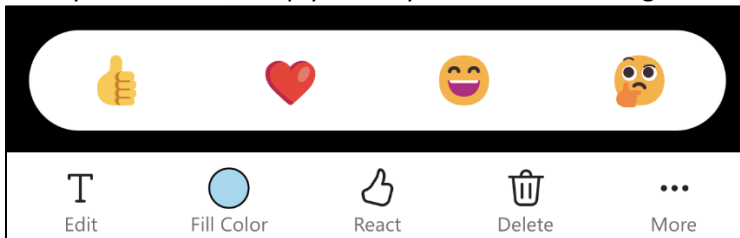
- Select the editing text icon **Edit** to modify the content of the note.



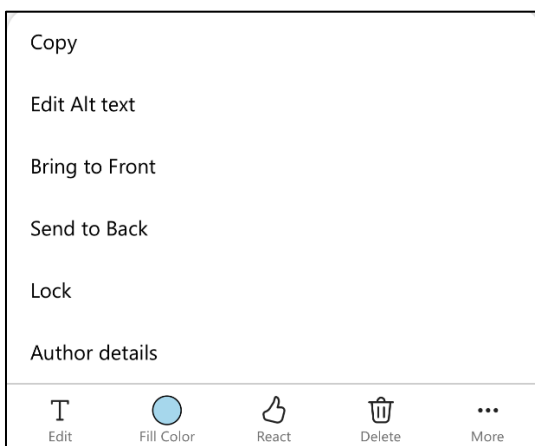
- Select the changing color icon **Fill Color** to switch the note to a different color.



- Select the reaction icon **React** to add reactions and choose one from the options provided. To undo your reaction, simply select your reaction icon again.





- Select the delete icon **Delete** to remove the note from the screen.
- Select the **More** (more actions) button to access additional options, including Copy, Edit Alt Text, Bring to Front, Send to Back, Lock, and Author details.




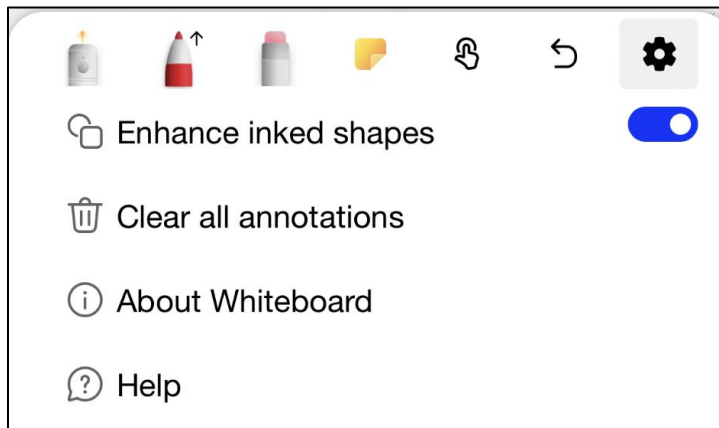
- Select the **Copy** option to duplicate the note.
- Select the **Edit Alt Text** option to add a description of the note for accessibility purposes.
- Select the **Bring to Front** option to move the note to the front of the screen.
- Select the **Send to Back** option to move the note to the back of the screen.
- Select the **Lock** option to prevent the note from being moved or deleted accidentally.
- Select the Author **details** to see who created the note.

Other tools

- Select : This tool allows you to select and move annotations on the screen. You can use this tool to reposition annotations or adjust their size or appearance.
- Undo : This tool allows you to undo the last annotation you created. If you make a mistake or want to remove an annotation, you can use the undo tool to quickly revert to the previous state.

Settings

If you choose the Settings gear  from the annotation toolbar, you will see the following drop-down menu:



- Enhance inked shapes: This setting provides more precise shapes and lines when using the shape and line tools in the annotation toolbar.
- About Whiteboard: This option is linked to more information about the Whiteboard feature and its various functionalities.
- Help: This option is linked to Microsoft support.

Timing: Available now.