Solution to opening a tender box remotely in Microsoft Teams

Please note - if you can't access Teams, contact your local IT support

- 1. Open Teams (Note you need the app to share your desktop)
- 2. In the command box at the top of the screen, type in the person's name
- 3. Select the person and a chat screen will appear.
- 4. Click on the phone or the arrow point up into a screen icon

		Search for or type a command	🦓 – 🗆 ×
Activity	Chat Recent Contacts 7	MARSHALL Christian Chat Files Organisation Activity +	C C C C
∎ ∞×	Recent GREAVES Susan, +5 12:29 PM LAW Robert: Ok found a Call control - call	MARSHALL Christian 1133 AM sorry lee am on the phone will call you back soon	
Teams	HINGST Michelle 12:22 PM You: Hahahahahaah - I'm sick of hearing abo	11%9 AM	
Calendar	MARSHALL Christian 11:49 AM You: Sent a file	Activity No.docx personal > kee_kemp_hpw.qld.gov.au	

The phone wil give your voice comms where the other icon will just share your desktop – so you'll need to call them to.

Clicking on the arrow pointing up to the screen gives you an option of what screen to display.

- 5. Select your display
- 6. Select give control and the person will be able to accee your desktop
- 7. Have them type in their password and then give control back to you.
- 8. The tender box can now be opened.