This tutorial covers how to use your iPad while having your computer webcam on at the same time. This tutorial assumes you have installed Teams on your computer and iPad. This method required no additional software, but may be glitchy for some users.

Before you begin, make sure you have added the Screen Recording STEP 1 button into your control center on iPad. If you have not, navigate to Settings -> Control Center -> Customize Controls then tap the plus button next to Screen Recording. You should see the following: 2:31 PM Wed Jun 17 🗢 🕑 🖌 🏹 74% 🔳 Control Center Customize Settings Smartku-044e-5G VVI-FI Bluetooth On Add and organize additional controls to appear in Control Center. INCLUDE Notifications Camera 0 Sounds Notes Do Not Disturb Screen Recording Screen Time MORE CONTROLS General Accessibility Shortcuts  $\odot$  $(\mathbf{t})$ Alarm Apple TV Remote **Display & Brightness** AA Home Screen & Dock Dark Mode **Guided Access** Accessibility Wallpaper Hearing Siri & Search Magnifier QR Code Reader Touch ID & Passcode Battery Stopwatch

### STEP 2

To use your iPad and computer at the same time, you must first start a meeting on Teams on your **computer.** Turn on your webcam. You will see your call start as follows (except your webcam would be on).



### STEP 3

Open Teams on your iPad. If you navigate to the channel you started the meeting in, you should be able to see it on your iPad. Press **Join**.

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#### **STEP 4**

When you press join, you will see the following. Make sure you turn all of these options (video/mic/speaker) OFF, or you will get horrible feed-back! Press **Join Now.** 



#### **STEP 5**

Once you are in the call, swipe down from the top right of the screen. From there, **HOLD** the record button (don't simply tap it). You will receive options for what you want to screen record– select **Microsoft Teams** and then **Start** Broadcast. Your screen will now start sharing!



### STEP 6

Once you have started screensharing, you can navigate to whichever app on your iPad you want to use to take notes. Anything you do will be shared on the screen. If you look at the meeting on your computer, you will see your own changes in real time.

### NOTE:

Depending on your setup, this option may be too glitchy for you. Sometimes, using your iPad without your computer will also work well. Make sure you try either methods and experiment with what your setup can handle. And always remember to RECORD the lecture!