

Follow this guide to extend your display



1

Connect your screens using a **HDMI**, **VGA** or **USB** cable, depending on which ports your monitor has.

2

Click the **Windows logo** on the bottom left of your screen and search for **'display settings'**.

3

Click **'Ease of Access display settings'** and then **'Additional display settings'**. You will see numbered boxes representing your monitors.

'Monitor 1' is your main screen. 'Monitor 2' is the screen or interactive whiteboard that you will display to your class.

4

Drag and drop these boxes to change the positions of your screens in relation to each other.

5

Once you are happy with the layout, click **'Apply'**.

6

Scroll down to the **'Multiple displays'** dropdown to view the screen display options.

7

Select **'Extend these displays'**.

8

You will now be able to drag your presentation mode window across to your second screen.

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1

Connect your screens using a **USB-C** to **HDMI** cable.

2

Your screens will be in '**Extended display mode**' by default.

3

To adjust the position of your screens in relation to each other, click on the **Apple** logo followed by '**System preferences**'.

4

Select '**Displays**' and then '**Arrangement**'.

5

You will see two boxes representing your two monitors. The box representing your primary screen - your laptop - will have a white bar over it.

6

You can drag and drop these boxes to adjust their positions.

7

You will now be able to drag your presentation mode window across to your display screen.