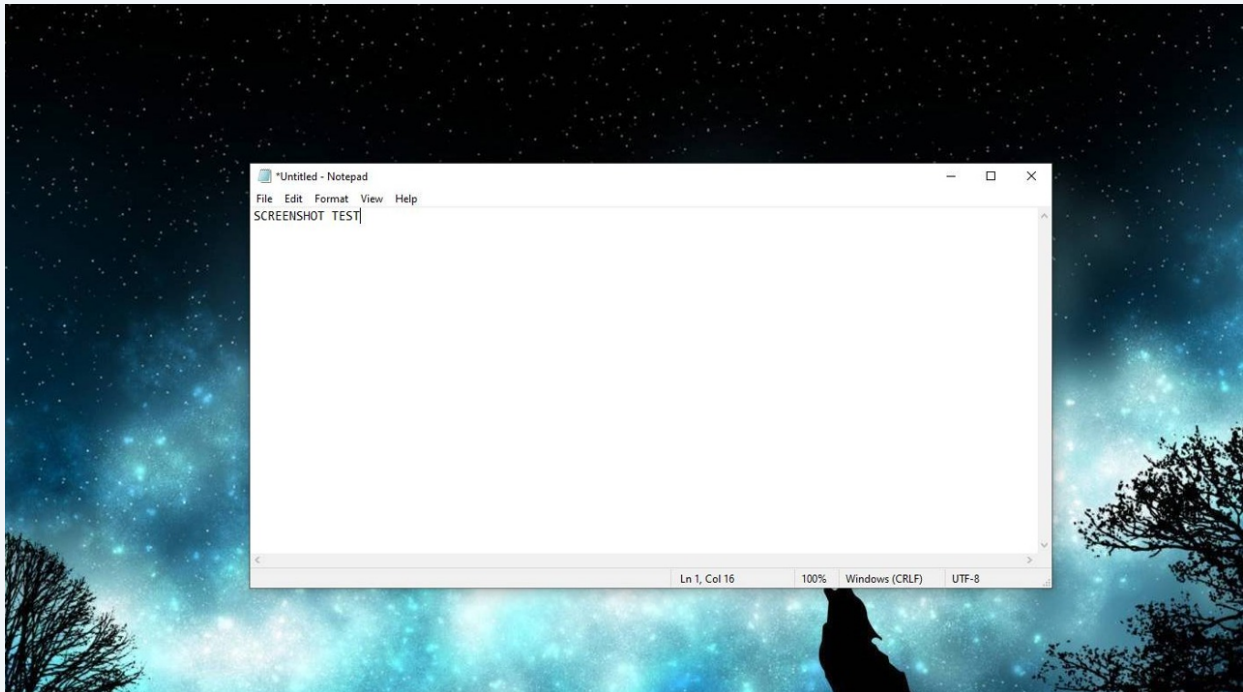


# How to Take a Screenshot

How to utilize Windows built in screenshots and paste them into messages.

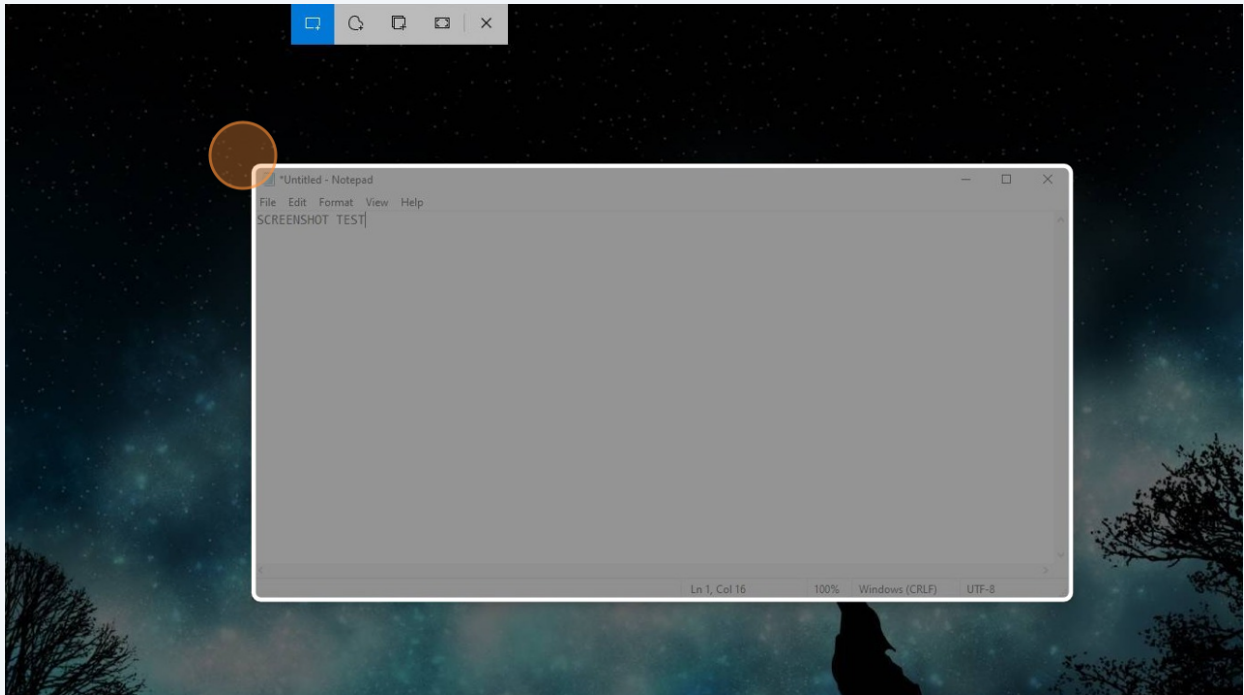
V1 03.2023

- 1 Press **meta** + **shift** + **S** (Windows Key + Shift + S)



2

Click and drag from the top corner to highlight the entirety of what you would like to screenshot.

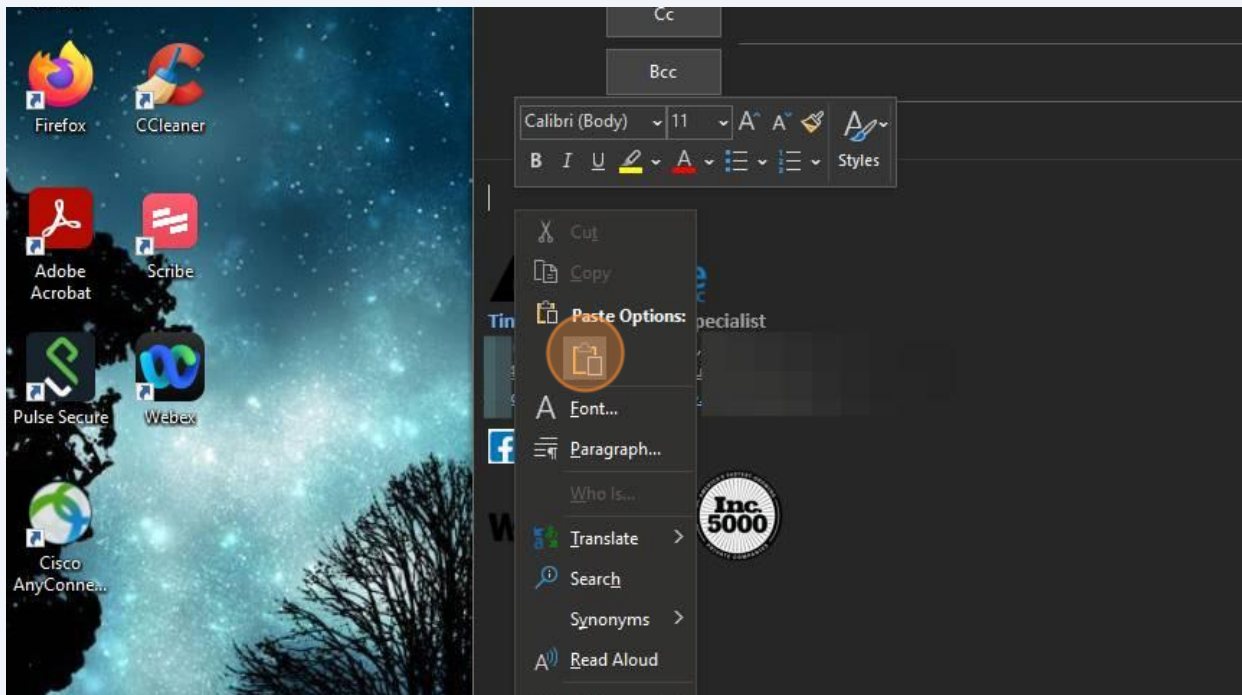


3

Open the location in which you would like to add the screenshot (Email, Teams, etc.)



4 Right click and select "Paste" or use **Ctrl + V**



5 The screenshot that was taken will then be shown in the body of your email or in your Teams message.