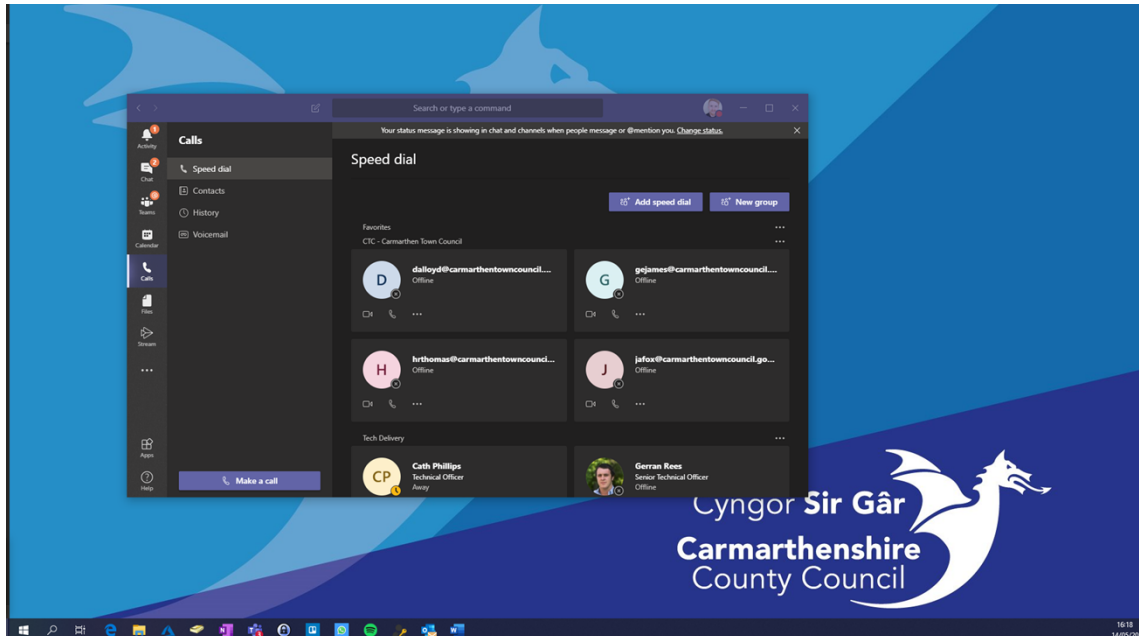


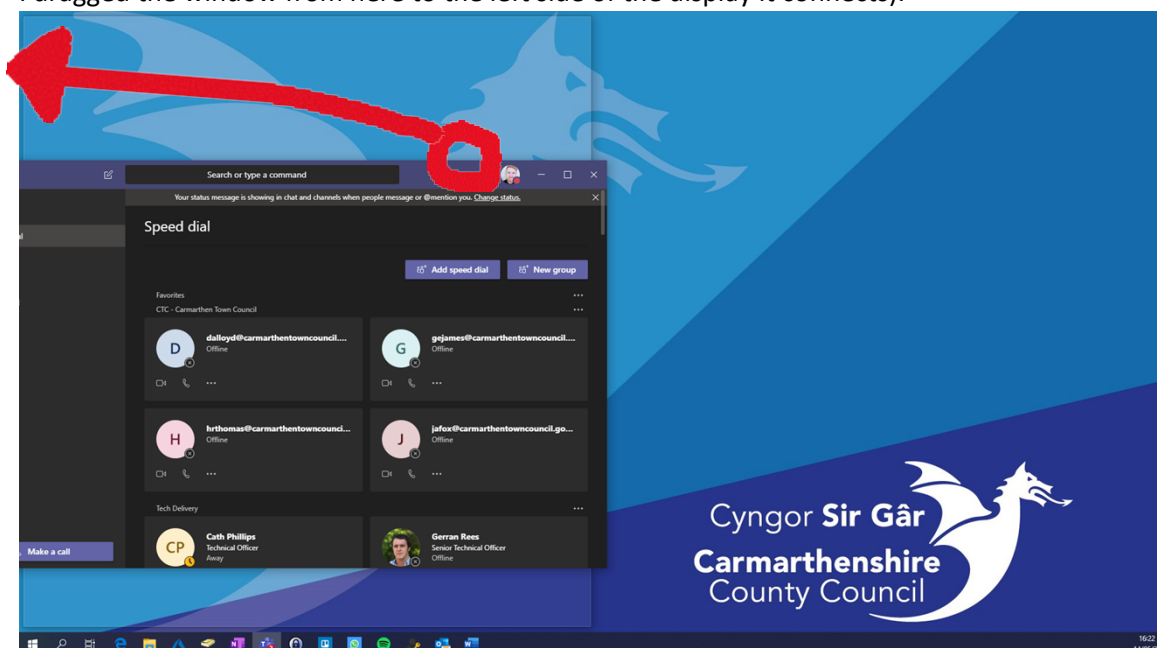
# Split Screen on Windows Laptops

This procedure will allow you to Multi-Task by having two apps open the same time on your Laptop. In this example I will be opening Microsoft Teams and the corporate intranet.

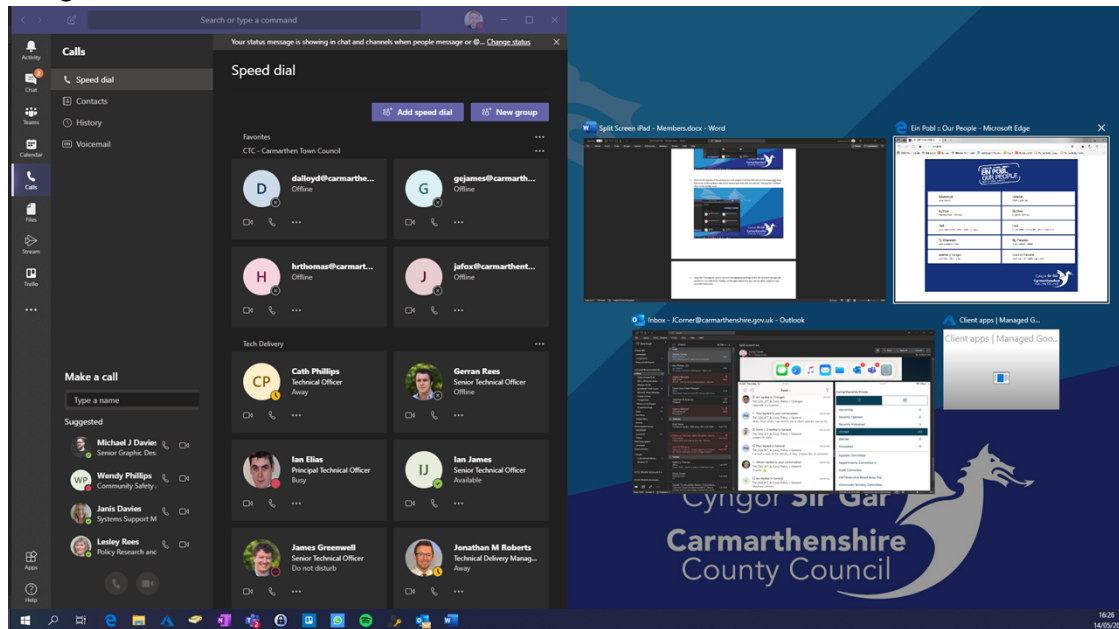
1. Open one of the programs you wish to multi task with, In this instance it's Microsoft teams.



2. Then on the top bar of the window you will need to hold the left click on the mouse and drag the cursor to the furthest side of the screen and hold until you see the 'transparent' window show in the background. (My cursor was originally in the red circle indicated below, so when I dragged the window from here to the left side of the display it connects).



- Once the Transparent square shows in the background let go of the left click and the app will connect to one side of the display, on the right side of this you will see other programs you currently have open, you will need to select which other program you would like open alongside from there.



- The result is the view of two applications running alongside each other as shown below.

