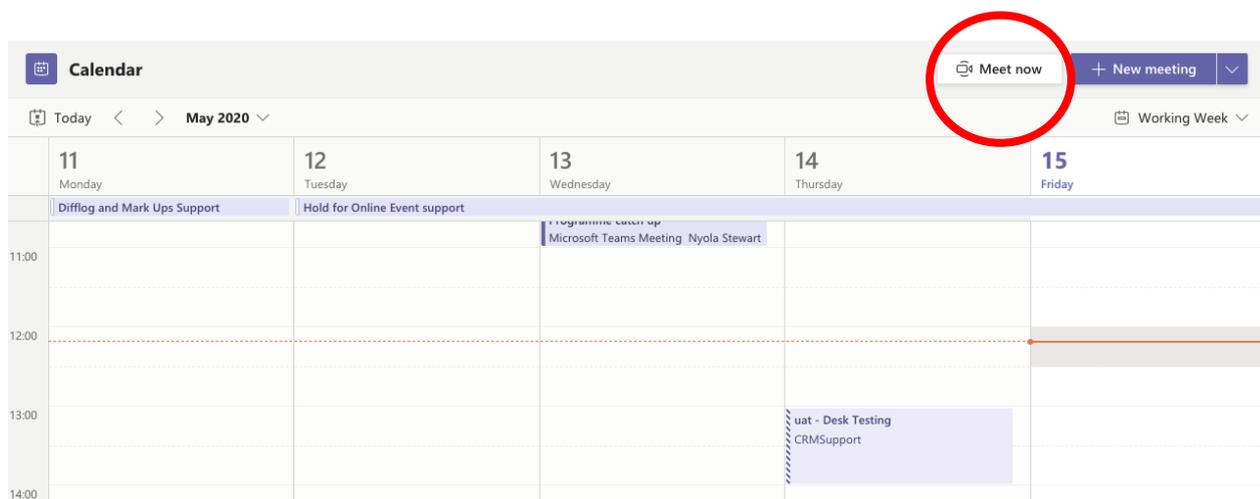


Recording a presentation in Microsoft Teams

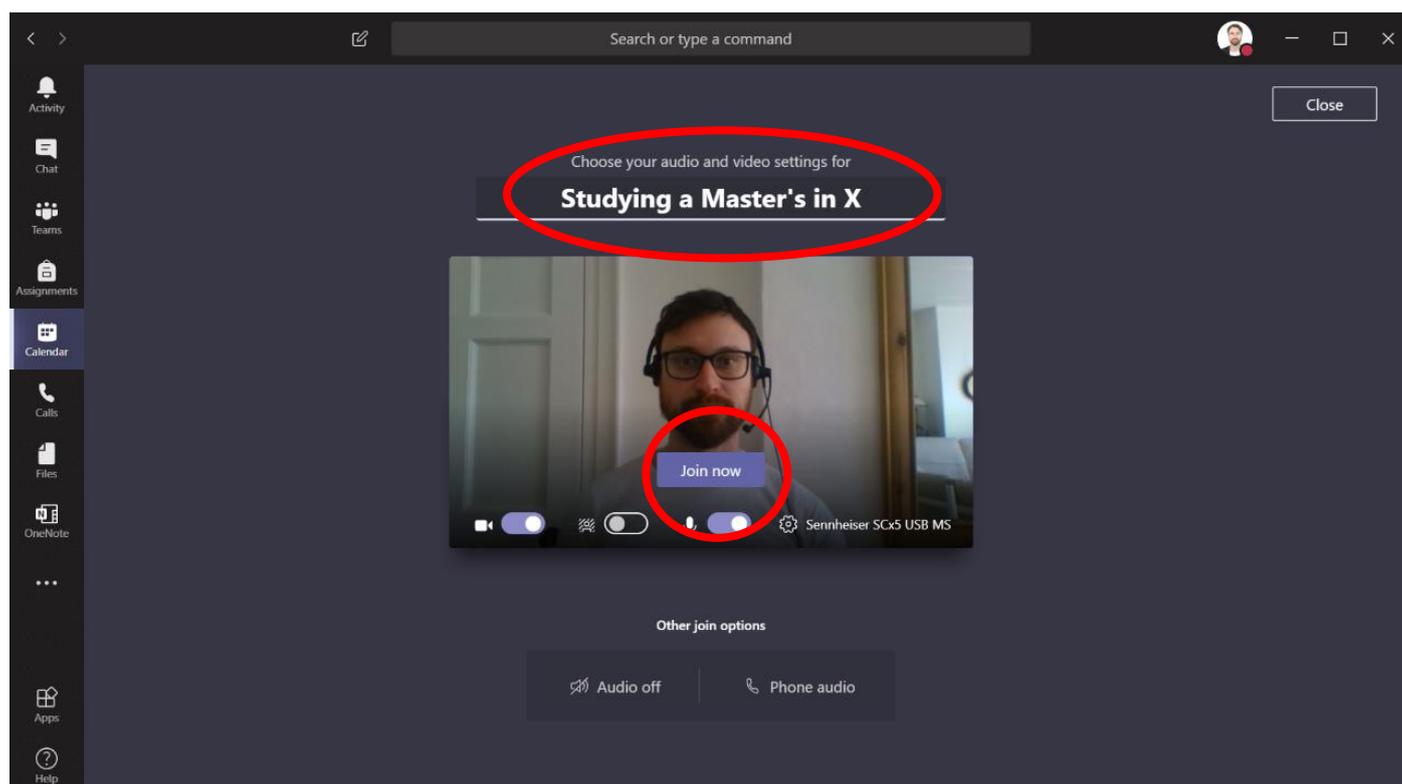
Step by Step guide

Recording your presentation

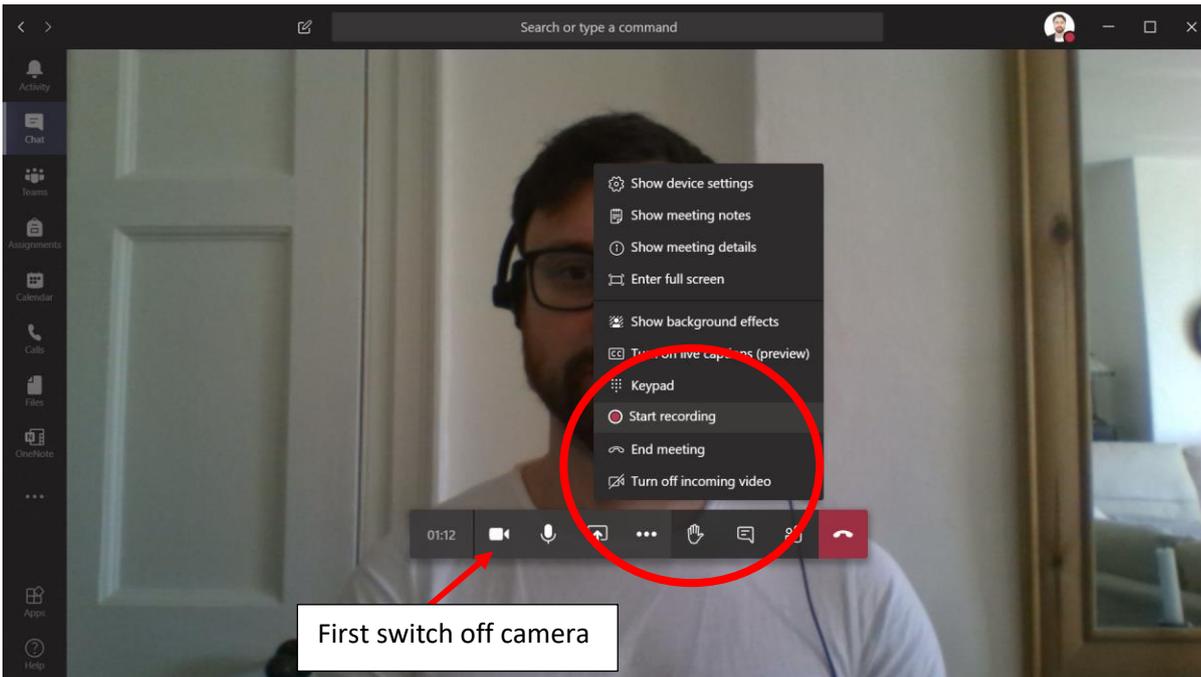
1. First of all, open up your Powerpoint presentation for the Virtual Open Day and close all other applications apart from Teams.
2. In Teams, go to your calendar and click on “Meet Now”. You will not need to invite any participants.



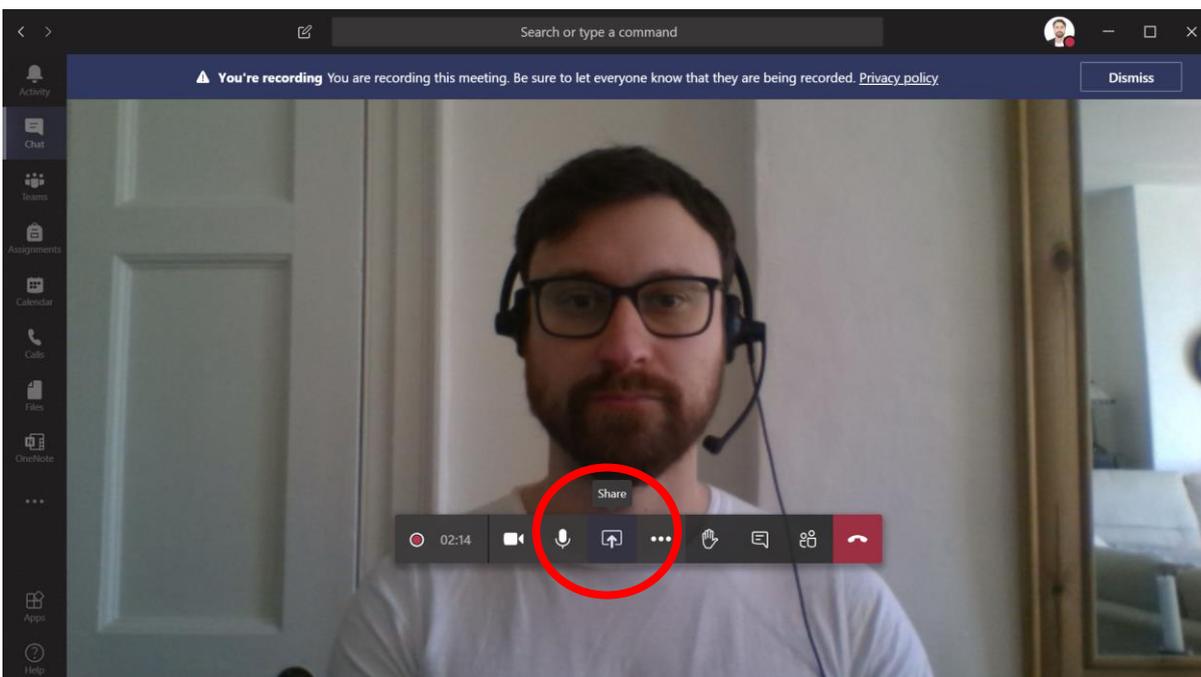
3. The session will prompt you to rename the meeting from “Meeting with Your Name”. Please change this to your programmed talk title – e.g “Studying X at Reading”, replace X with your subject name, and then click “Join Now”. (Please note the screen shot below is from a Master’s training event – you do not need to call it ‘Master’s in X’!)



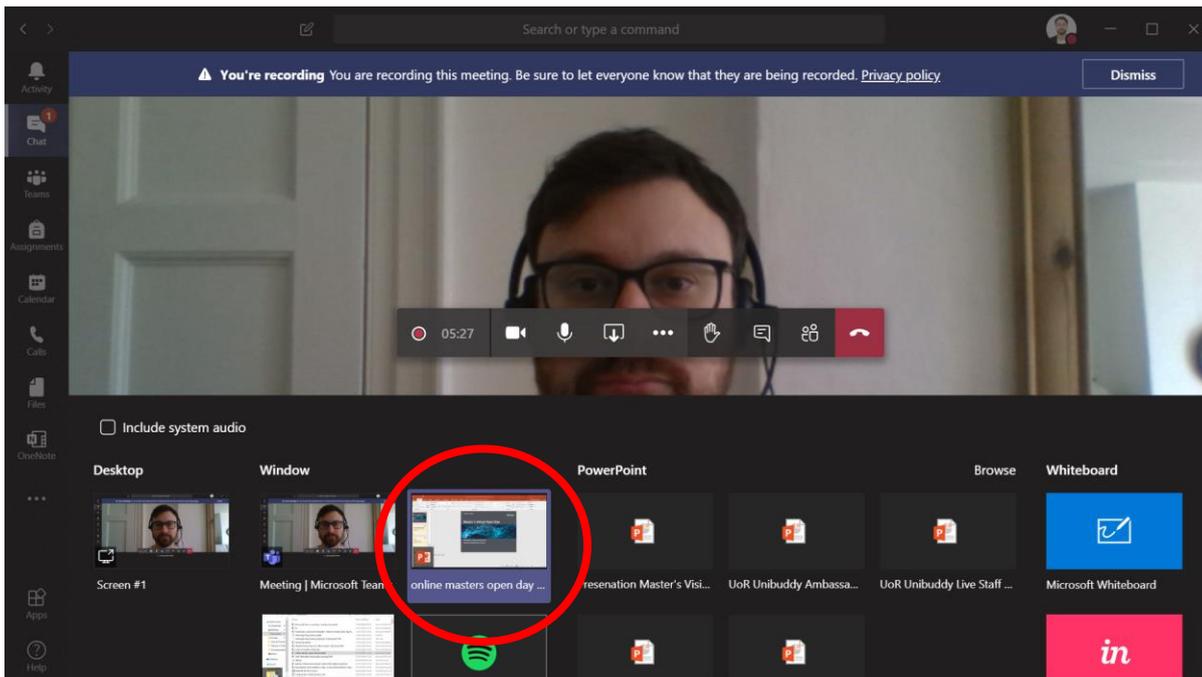
4. You will be on webcam. Click on the '...' in the middle of the tool bar and then click on 'Start recording'. Don't worry about what is recorded, you will trim this part of the video off later on.
5. There has been a Teams update that means your video image will appear in the bottom right while you are talking. We recommend that you **do not** have this video image available as this may cause a lag when played back. You can just switch off your camera in the meeting this will change the view to your profile icon instead. Remember to do this before hitting record.



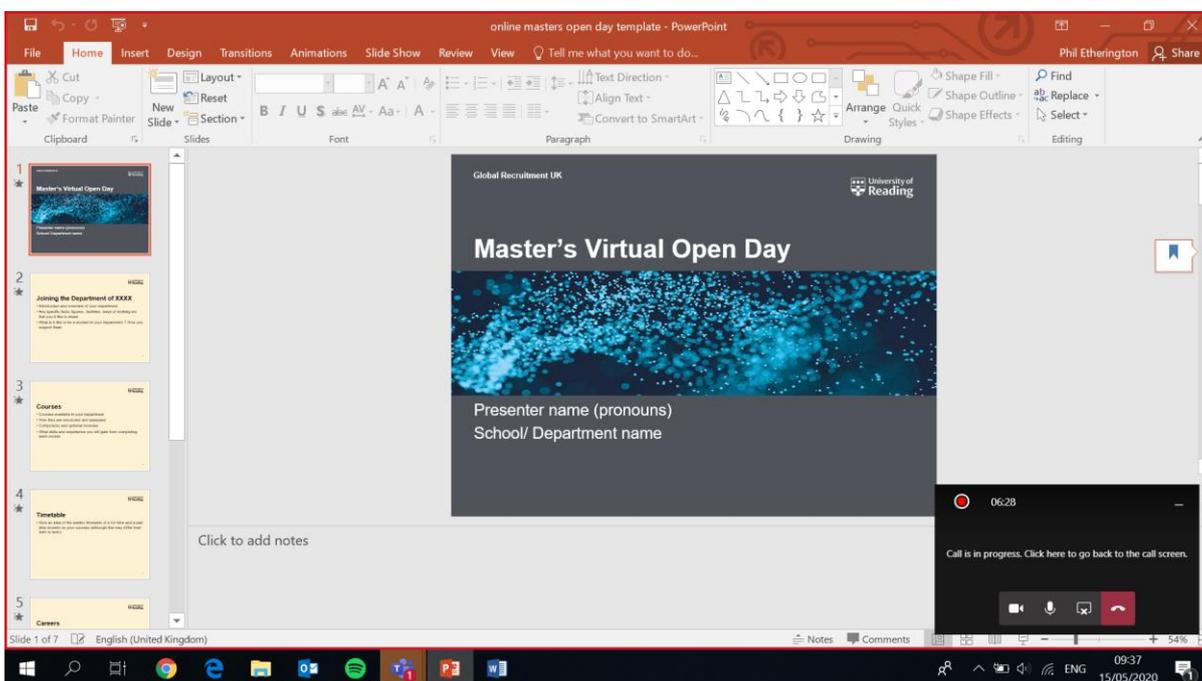
6. Now you are recording, click on the Share option on the toolbar



7. The screen will change to show you the different screen options to share. Click on your Powerpoint presentation



8. You will go to your Powerpoint.

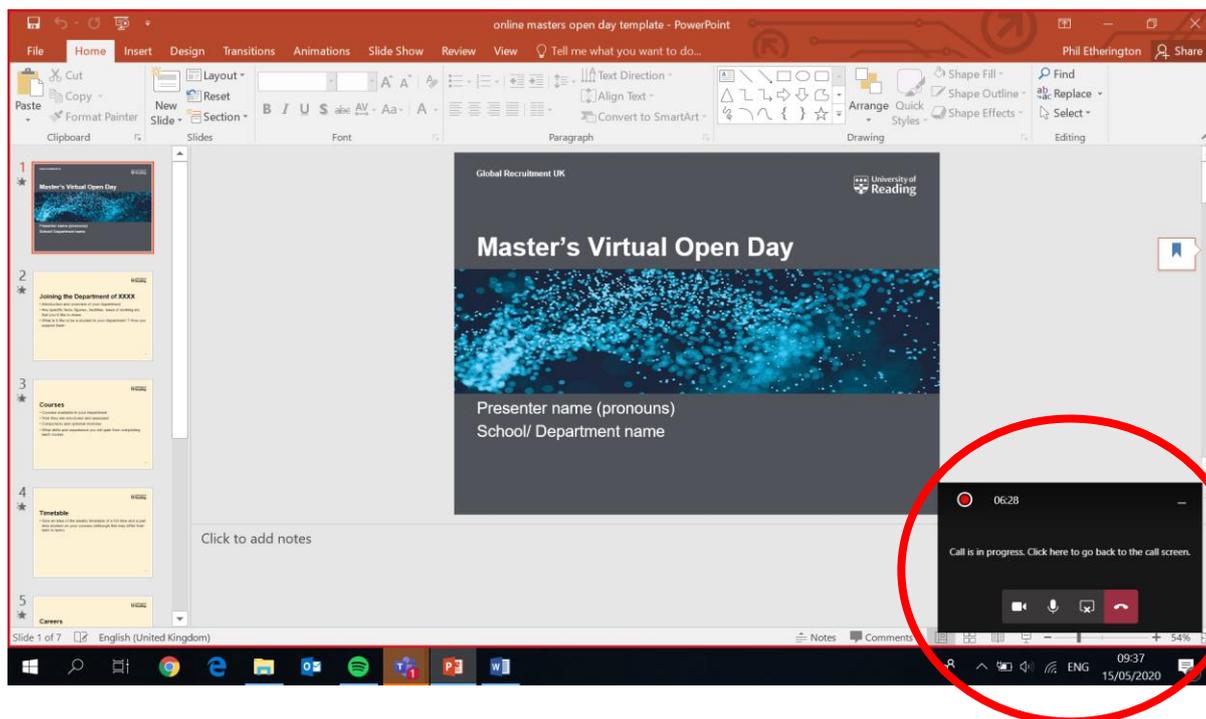


9. Press F5 on your keyboard to make the Powerpoint fill the screen (there will be a black box in the bottom right notifying you that you are recording on Teams. This **will not** appear on the recording, it will just show your Powerpoint).

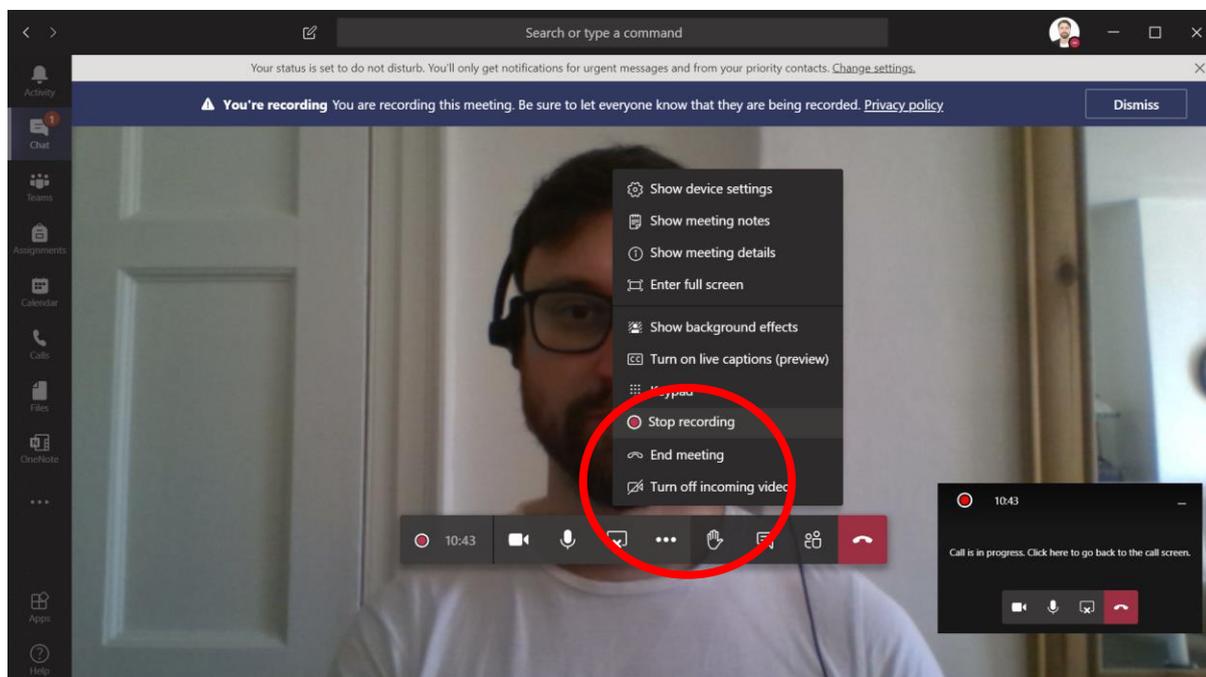


10. Hide your mouse cursor arrow off the screen. You can use the keyboard arrows to move through your slides. Everything up to this point on the recording will be trimmed out, so begin speaking over your presentation as if this is the very start of the recording.
11. Please note that, while the start and the end of the recording can be trimmed, the rest of the recording cannot be edited. If you make a slight mistake, just carry on going. If you make a serious mistake, just go back to the first slide and then start again. No need to stop the recording, this will be trimmed out.
12. Once you get to your final slide and you press the arrow key to move on, the Powerpoint presentation will come out of full screen mode. Therefore, please make sure that you finish speaking while you are on the last slide and thank people for watching. Everything recorded after this point will be trimmed out.

13. Once your presentation has come out of full screen mode, it will look like the image below. Click the black box in the bottom right which says “Call is in progress. Click here to go back to the call screen” to return to Microsoft Teams

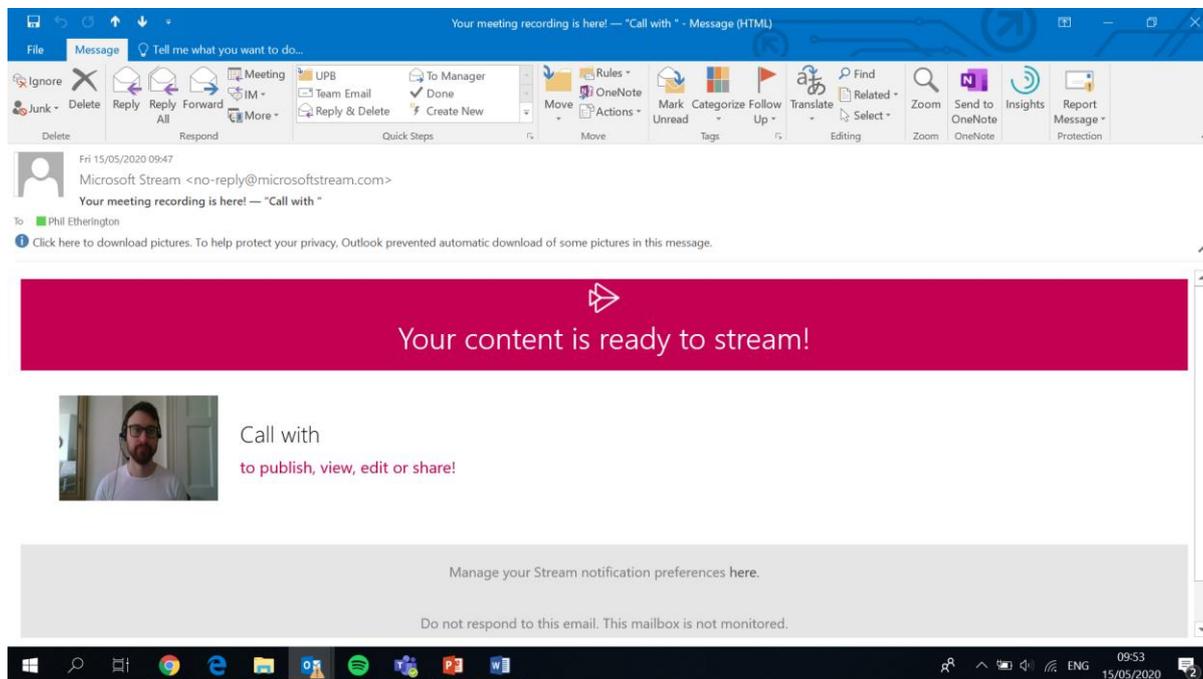


14. In Teams click the '...' in the middle of the tool bar and select 'Stop recording' then hang up on the call.

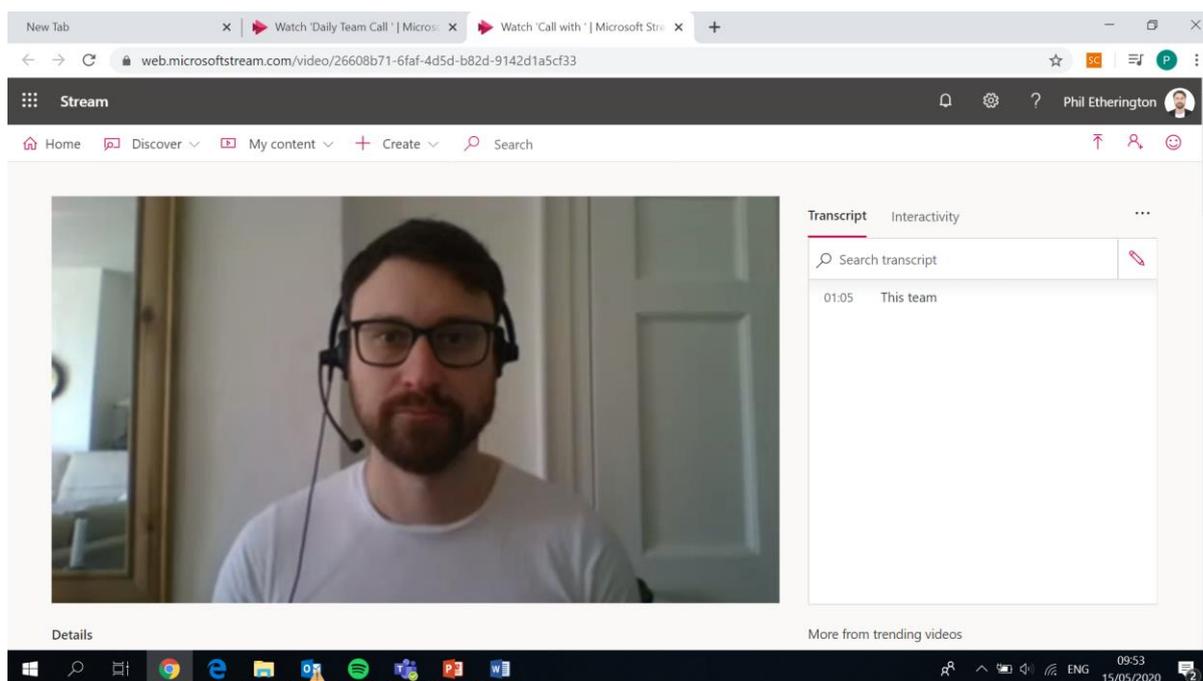


Editing the recording

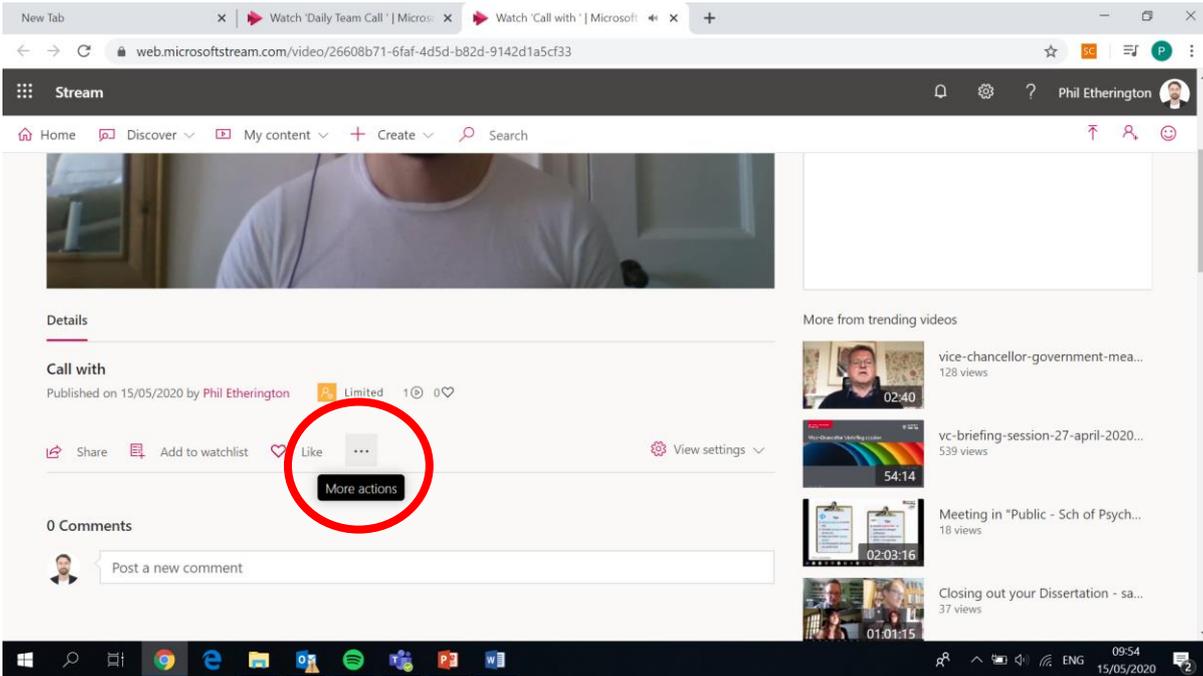
15. Once the call is ended, a link to your recording will be emailed to you automatically. It may take an hour or so, depending on the length of the presentation. The email you receive will look like this:



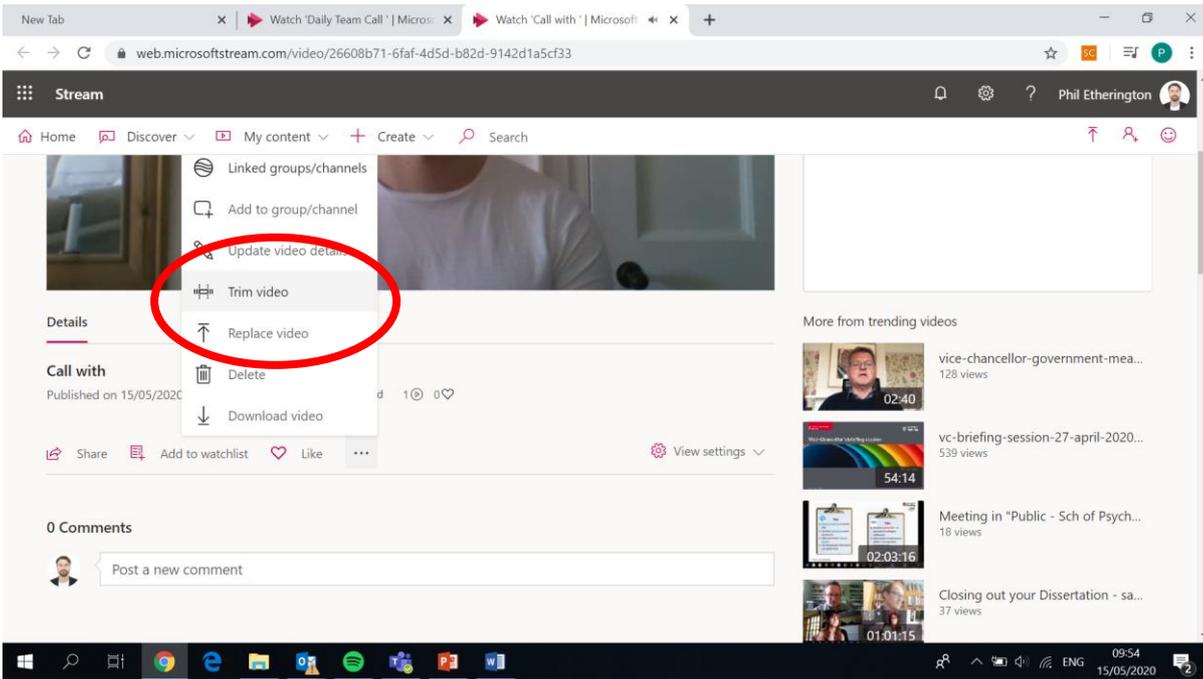
16. Click on the pink writing “to publish, view, edit or share!” and you will be taken to your video in Microsoft Stream:



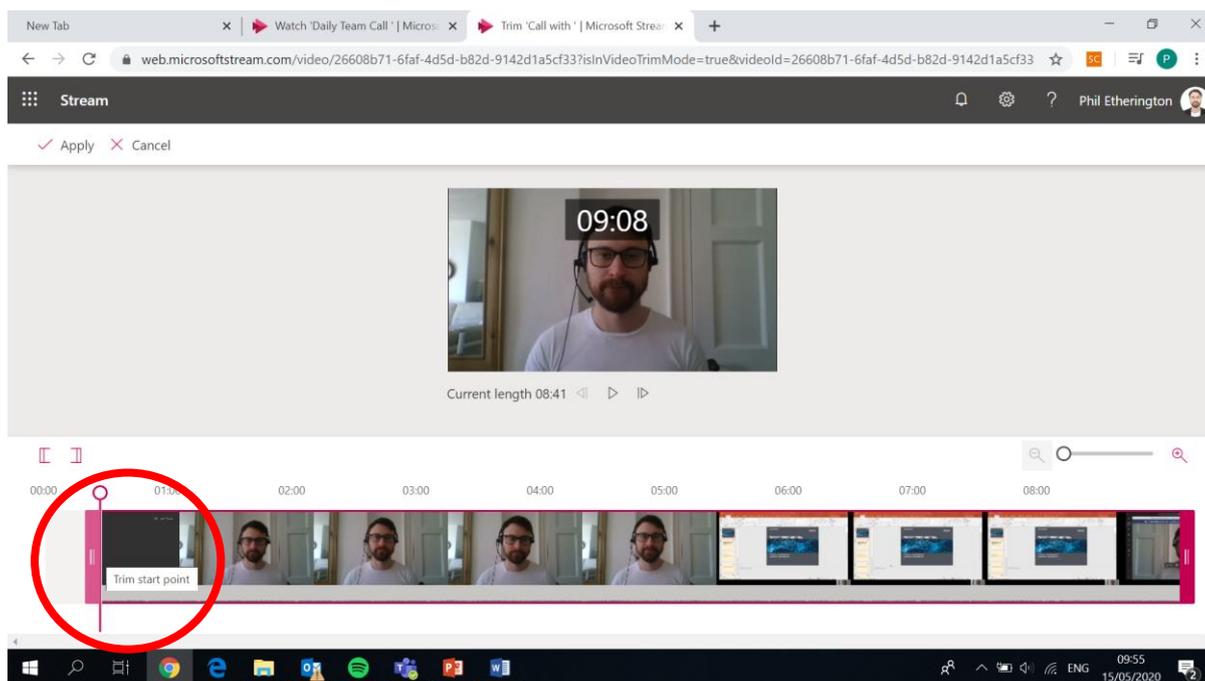
17. Scroll down and click on the ‘...’ for ‘More actions’



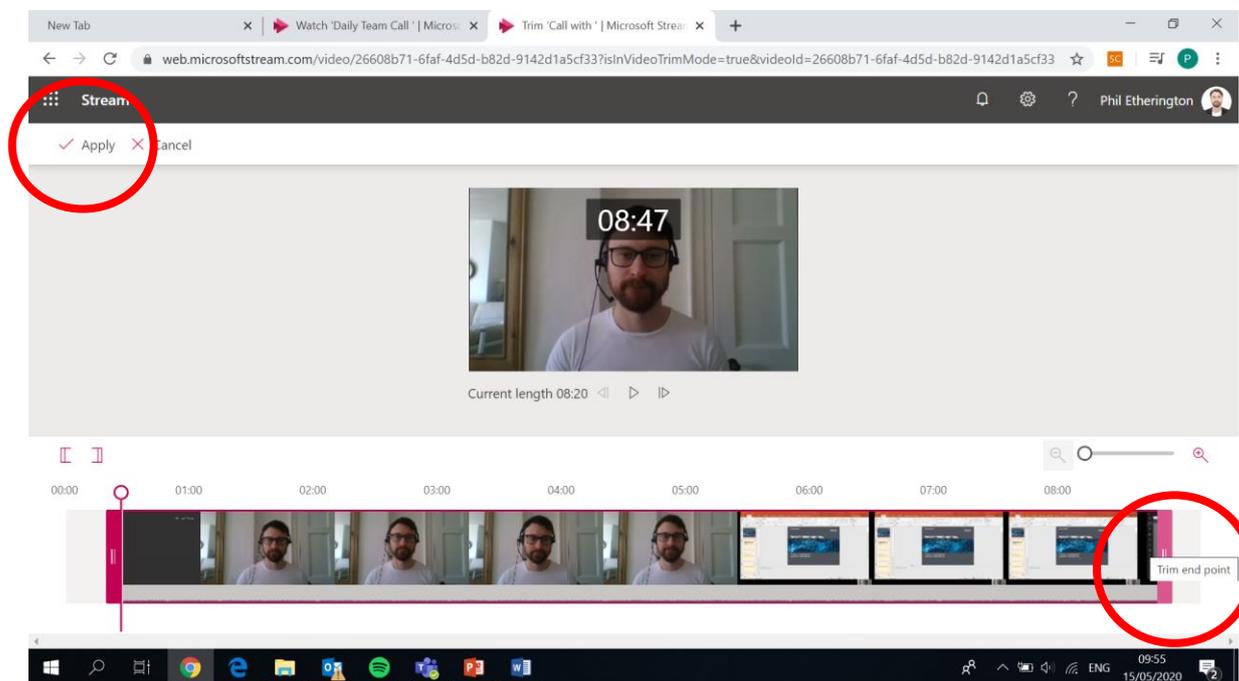
18. Click the ‘Trim video’ option



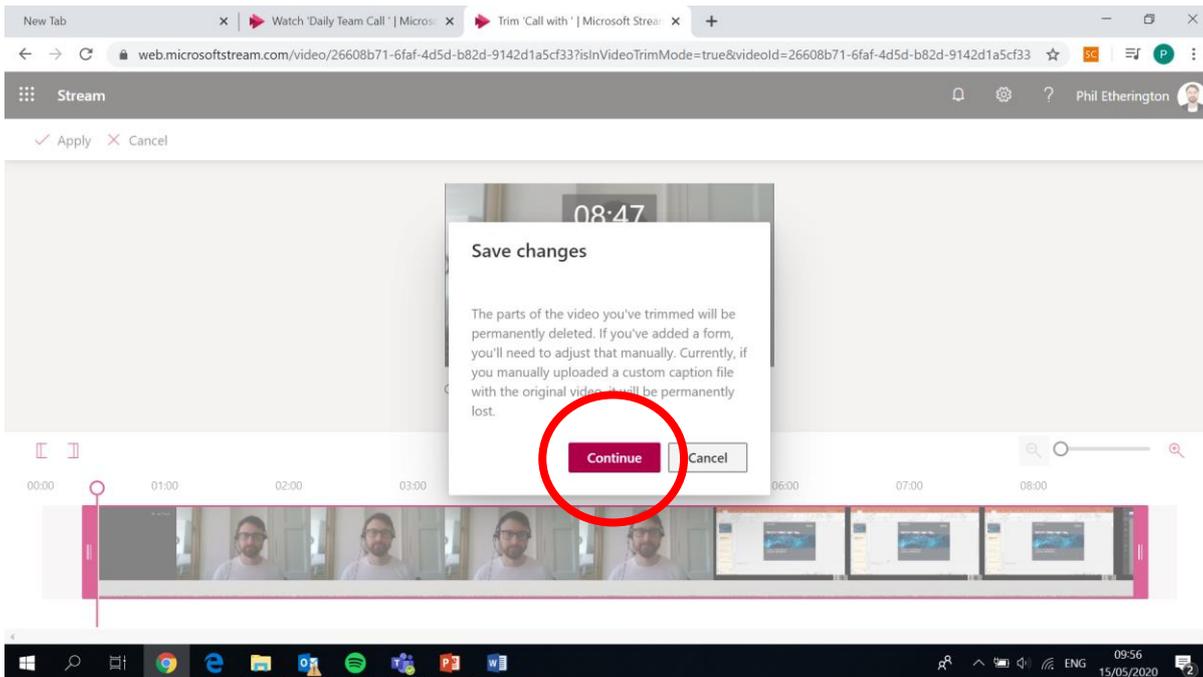
19. On the frame-by-frame images along the bottom of the screen, hover over the pink bar on the far left, this should say 'Trim start point'. Click on this and hold it down to move to the right. Move it until the start of the presentation so that you have moved past all the recording that you want to remove, then let go.



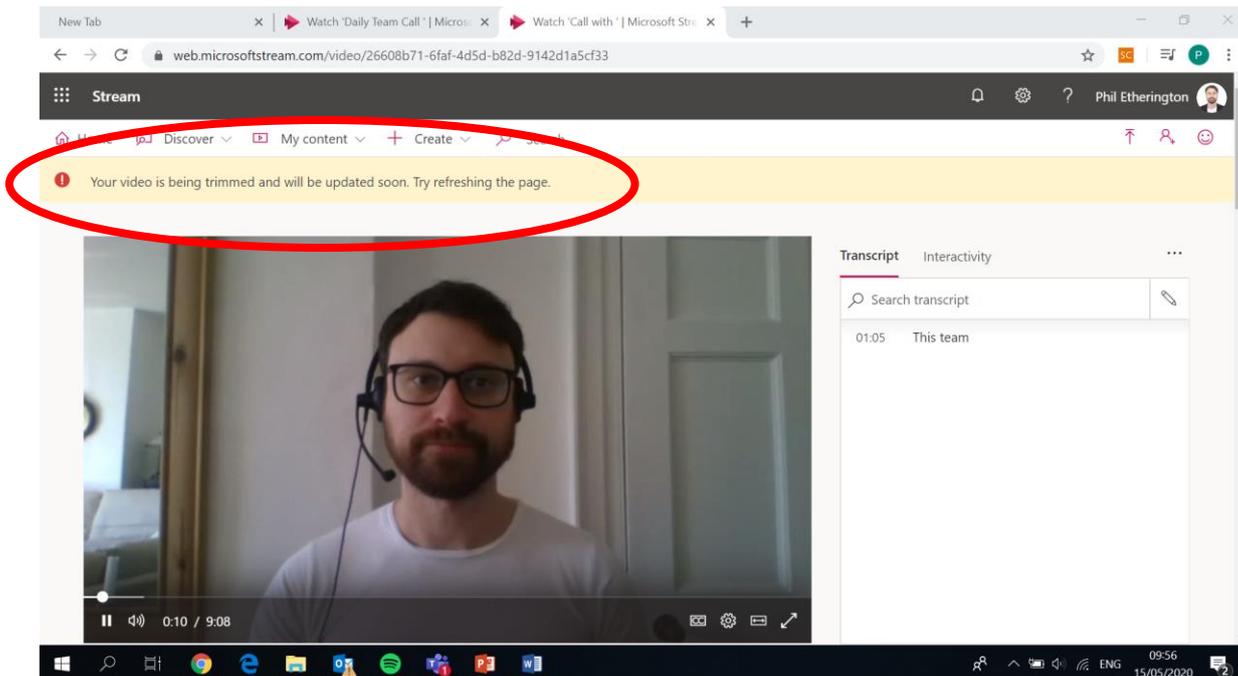
20. Repeat the process with the pink bar on the far right, moving this to the left, going past all the end of the recording that you want to remove. Then click on 'Apply' in the top left of the screen.



21. A message about saving your changes will appear. Click 'Continue'.



22. A message will appear along the top of the screen letting you know that your edits are being saved



23. Scroll down again and click on 'Share'.

The screenshot shows a Microsoft Stream video player interface. The video title is "Call with" and it was published on 15/05/2020 by Phil Etherington. The video is marked as "Limited". Below the video player, there are buttons for "Share", "Add to watchlist", "Like", and "View settings". The "Share" button is circled in red. To the right, there is a section titled "More from trending videos" with several video thumbnails and their view counts.

24. Click on the 'Copy' button. Please send this link to your Business Partner.

The screenshot shows the "Share" dialog box for the video. The dialog has tabs for "Share", "Email", and "Embed". The "Share" tab is active. It displays the message "This video will only be viewable by authorized users". There is a "Start at:" field with a time of 00:13. Below that, there is a "Direct link to video" field containing the URL: <https://web.microsoftstream.com/video/26608b71-6faf-4d5d-b82d-9142d1a5cf33>. A "Copy" button is circled in red. There is also a "Share with" section with a "y" icon. A "Close" button is at the bottom of the dialog.

25. Once the video is in Stream, no one can view it unless the permissions have been changed. You will need to go to your video in Stream and go to the permissions and tick a box called 'allow everyone in your organisation to view this'. That means that when you share the link to the video, anyone at the university can view it.

At the event

26. On the Virtual Open Day, in the Teams Live event we will ask you to introduce the presentation on your webcam live, then a member of the supporting team (the 'producer') will share their screen with this presentation and will play it to the attendees, who will be able to write comments while it plays.
27. Once the presentation has finished playing, the producer will unshare their screen and return the screen to your webcam for you to reply to any comments that have been sent through and then thank the attendees and say goodbye. Training will be provided so you are familiar with how this will work and you will have the opportunity to practice with the producer prior to the event.