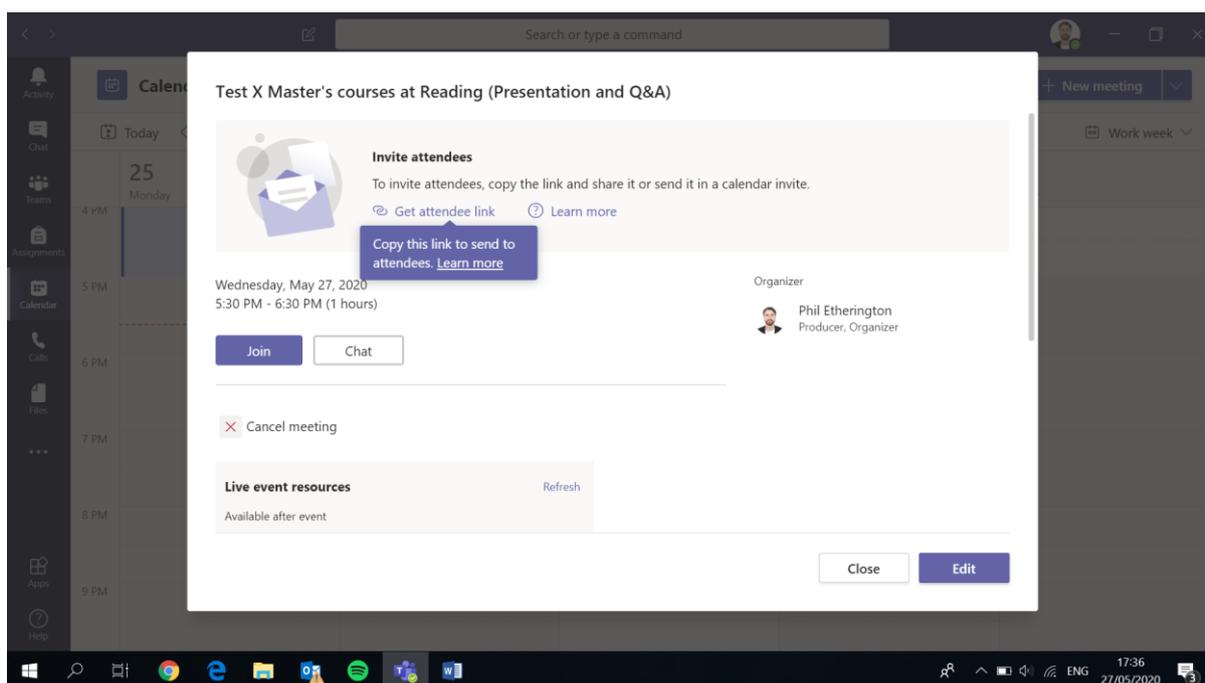


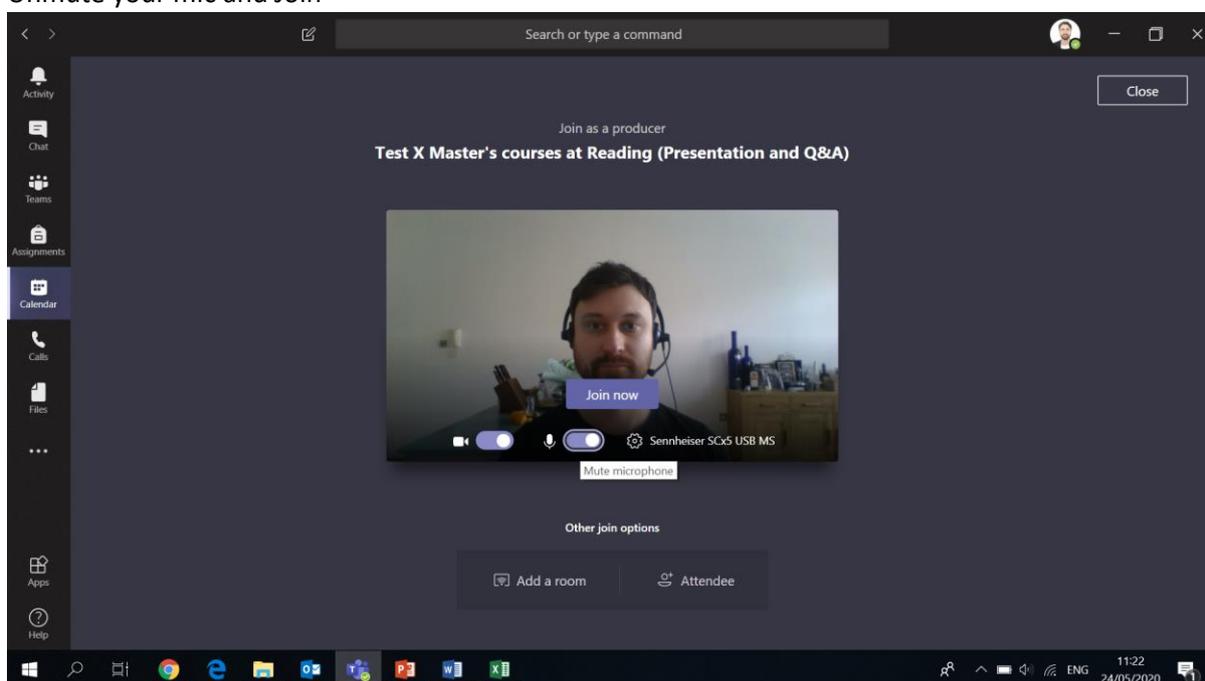
Presenter Microsoft Teams Live guide

Presenting with a Live PowerPoint

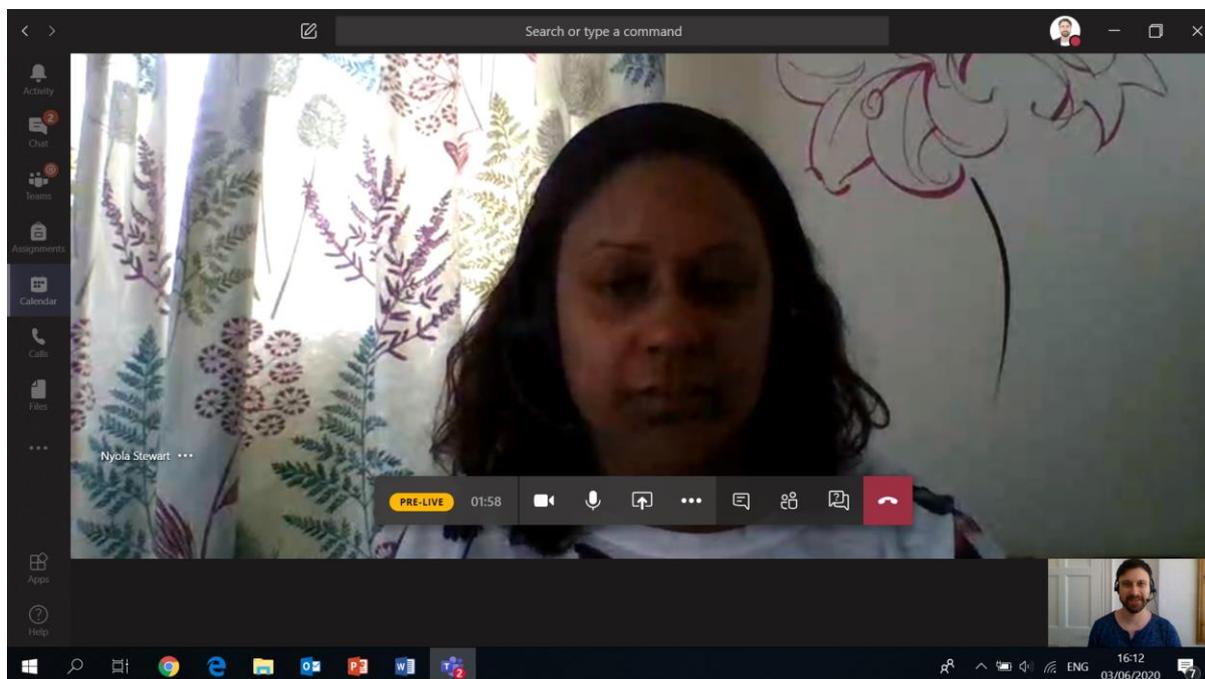
1. First of all, close everything on your computer apart from Teams and your PowerPoint presentation. This reduces the number of screens you will need to select from when sharing your screen.
2. You will have been invited to a live session by an organiser. This will appear in your Outlook and Teams calendars. Before your scheduled talk, go to the live session in your Teams calendar and click Join



3. Unmute your mic and Join

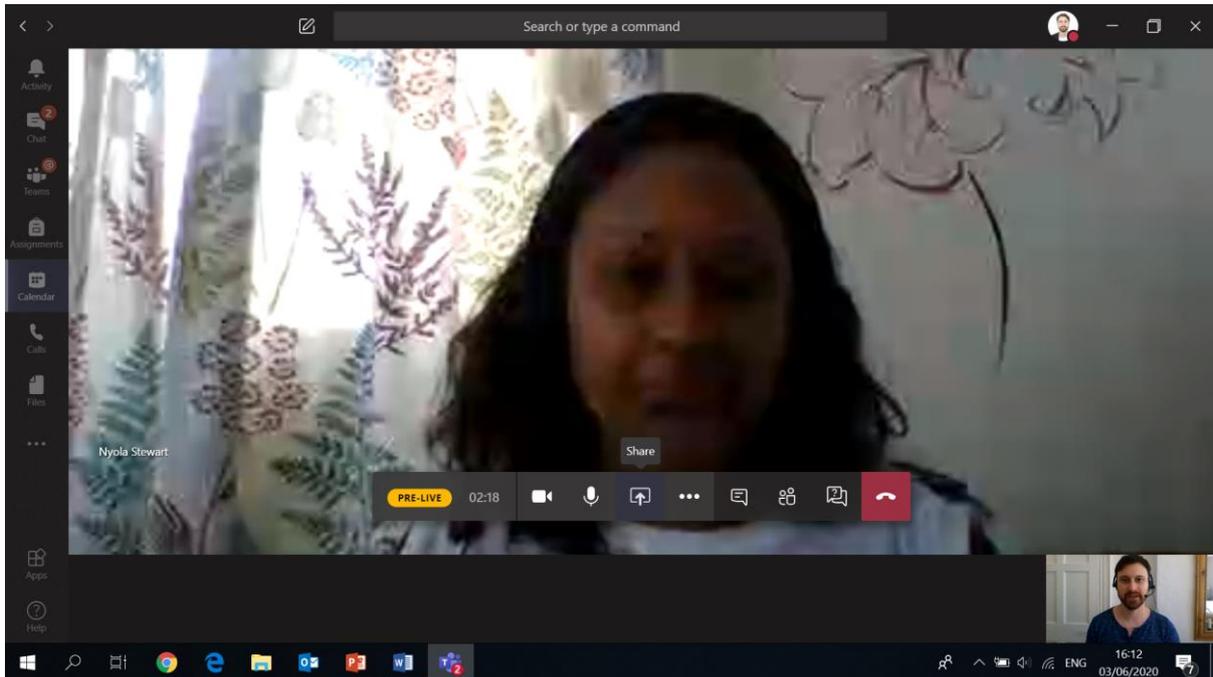


- This is what you will see as the presenter. The Producer's webcam video will take up most of the screen and your webcam will be shown in the bottom right. You have a tool bar which is very similar to what you see in a normal Teams meeting, with a few extra features. On the far left it says PRE-LIVE indicating that the Producer hasn't made the event live yet.

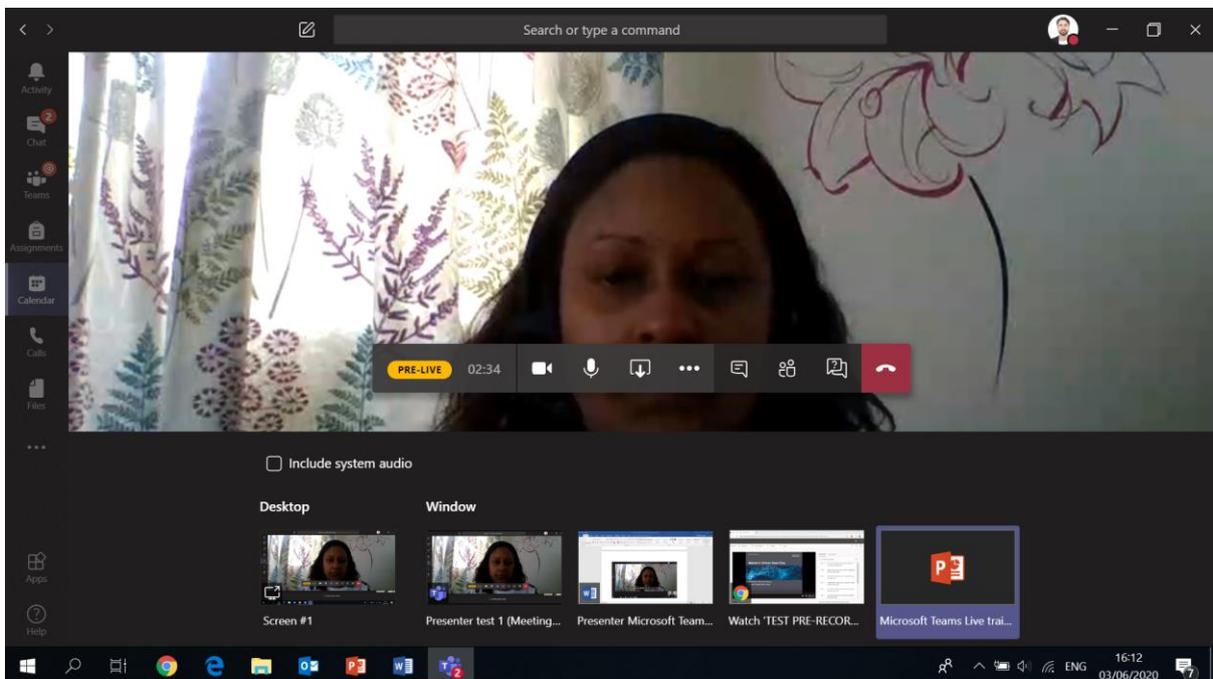


- At this point, the attendees will see a screen with the message which says "this event has not started yet". Anything you do at this stage will not be seen or heard by attendees, until the Producer makes the event live.
- Speak to your Producer and agree the process of the event. Remember, once the event has gone live, any conversation between you and the Producer will be heard, so agree hand signals for the different stages at this point.

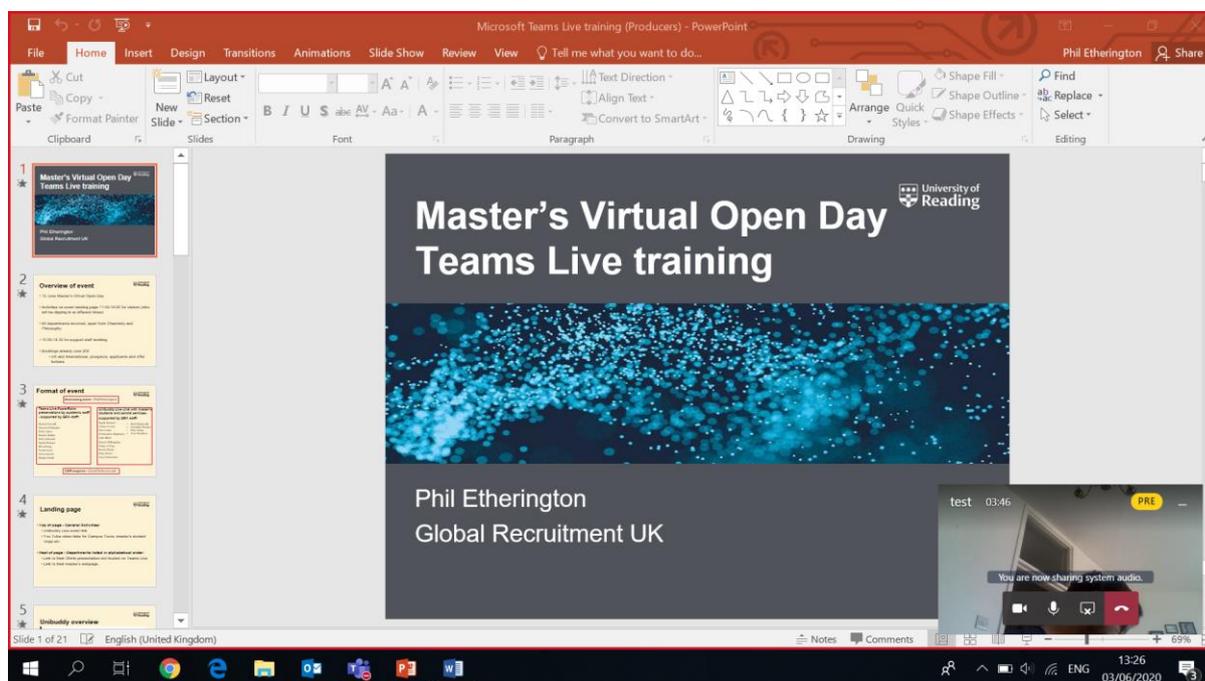
7. Once you've agreed how you are going to run things with the Producer, you need to make your PowerPoint presentation appear on their Producer screen so they have that ready to share with attendees once you have done your webcam intro. To do this, first click on the share icon on the toolbar



8. Because you have closed down everything apart from Teams and your PowerPoint, it will be easy for you to find that (if you have other applications open, you may need to search through a number of different options to find it). Click on your PowerPoint



9. Once you click on your Powerpoint it will take you to the PowerPoint screen with a red box around the outside of it. This PowerPoint will now appear on the Producer's screen so they can share it with the attendees later on.

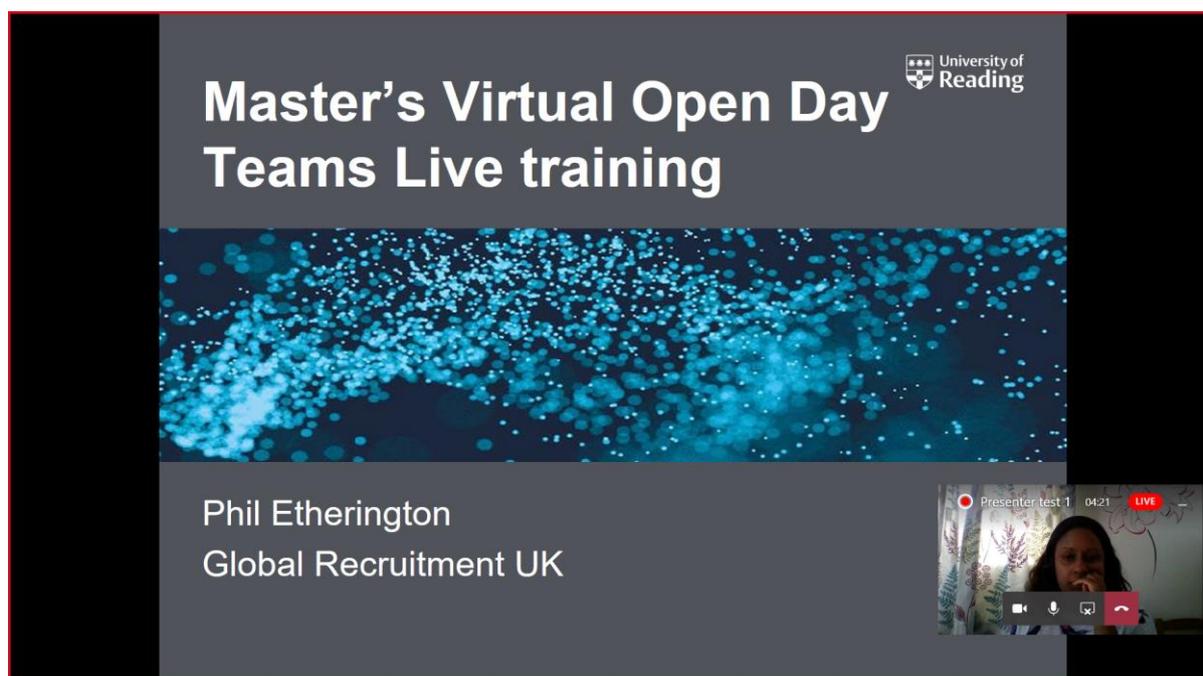


10. Now make it full screen so that it's completely ready to go. Once the presentation is full screen, you are ready to give your webcam intro before then delivering your PowerPoint. As you can see below, there is a box in the bottom right of the screen showing the Producer. This has the word PRE in yellow as the event still is not live.

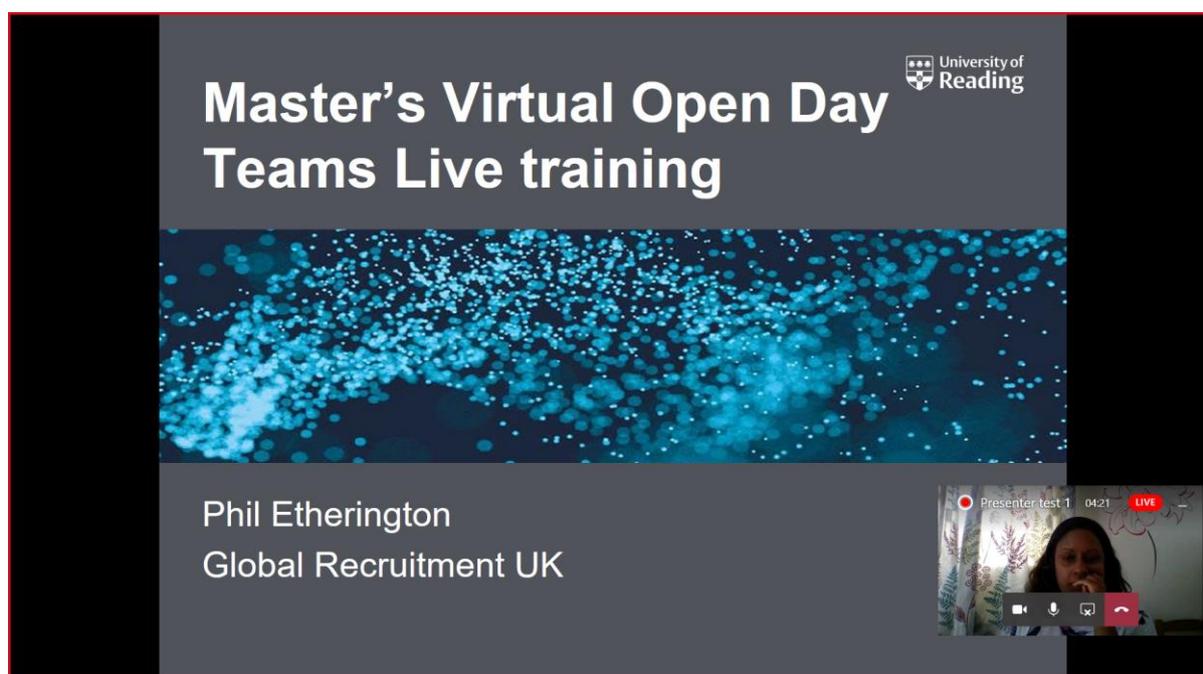
If you are the only Presenter in your talk, stay on this screen. If there is more than one Presenter, please refer to the Multiple Presenters section at the end of this document.



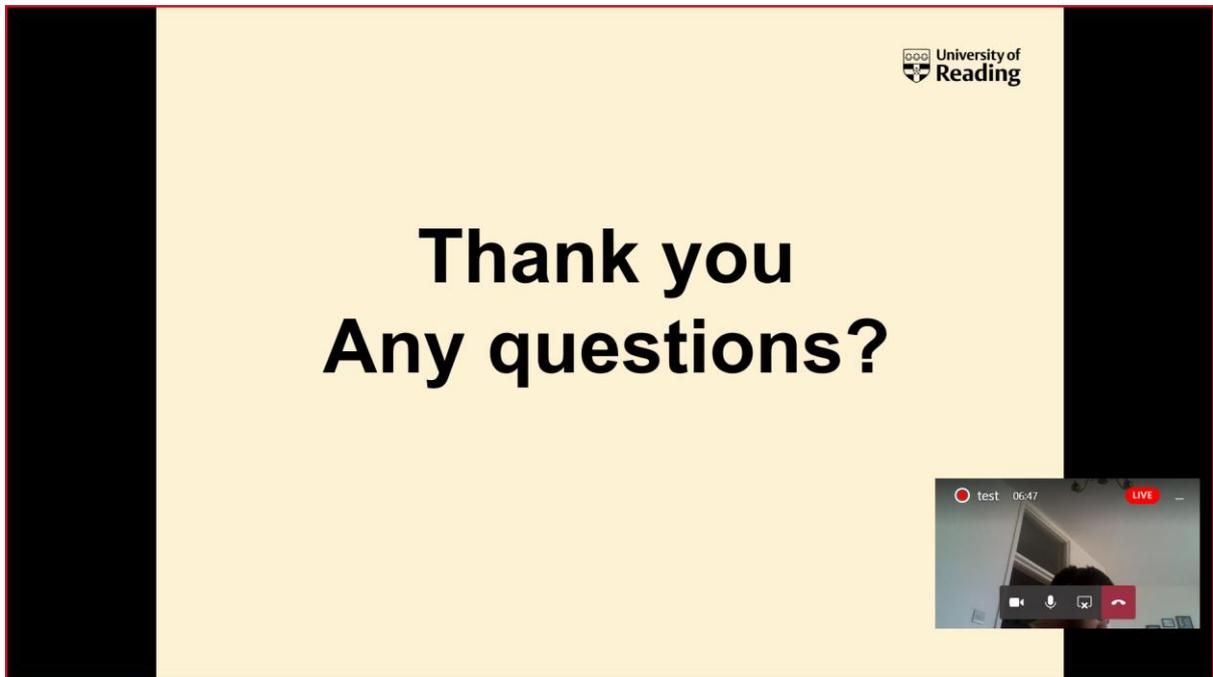
11. You are now ready to go live and do your intro to webcam. The Producer will give you a silent count down with their fingers and then the thumbs up when you are live. You can see that the event is live because LIVE in red will appear in the box in the bottom right. Your webcam will now be shared live with attendees.



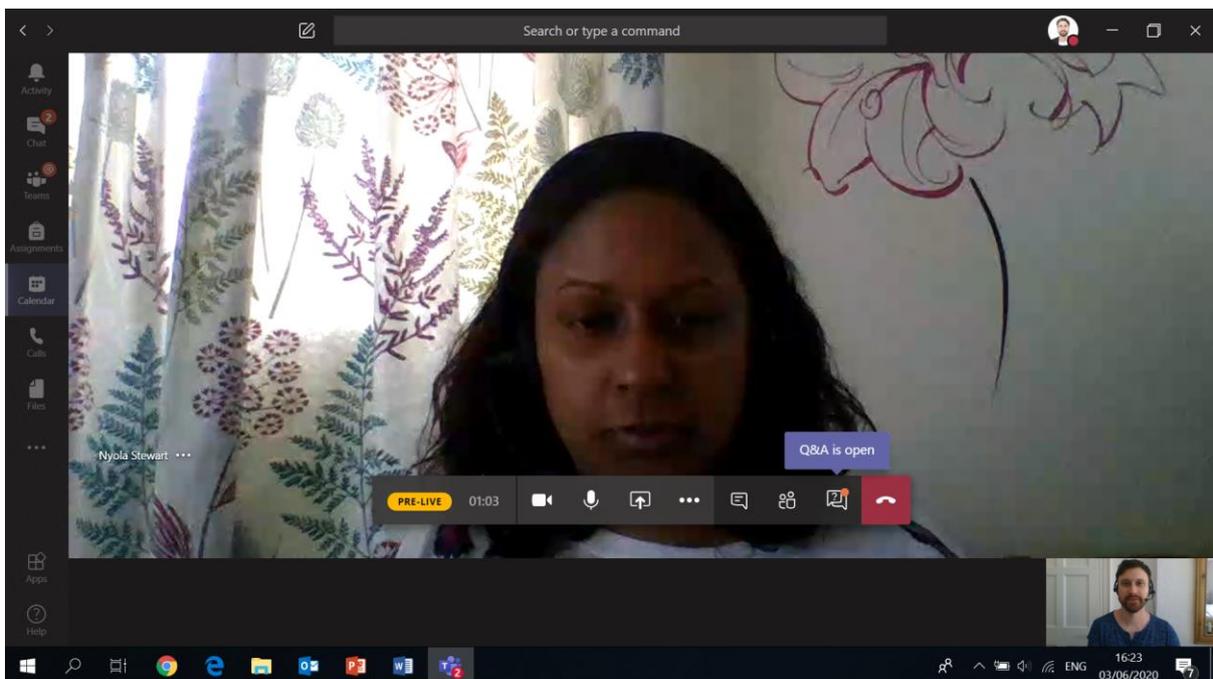
12. In your intro welcome people to your talk and encourage them to use the Q&A comment icon on their tool bar to ask questions which you will go through at the end. Only you and the Producer will be able to see these questions, not the other attendees.
13. Once you have finished your intro, the Producer will give you the thumbs up that your PowerPoint is now being shown to the attendees and you can present that. Please note that **your** screen does not look any different for you whether you are on webcam for the attendees or your PowerPoint is on screen for the attendees. You have to just follow the thumbs up from the Producer. The screen will look like this for you whether you are on webcam or your slides are on screen for the attendees



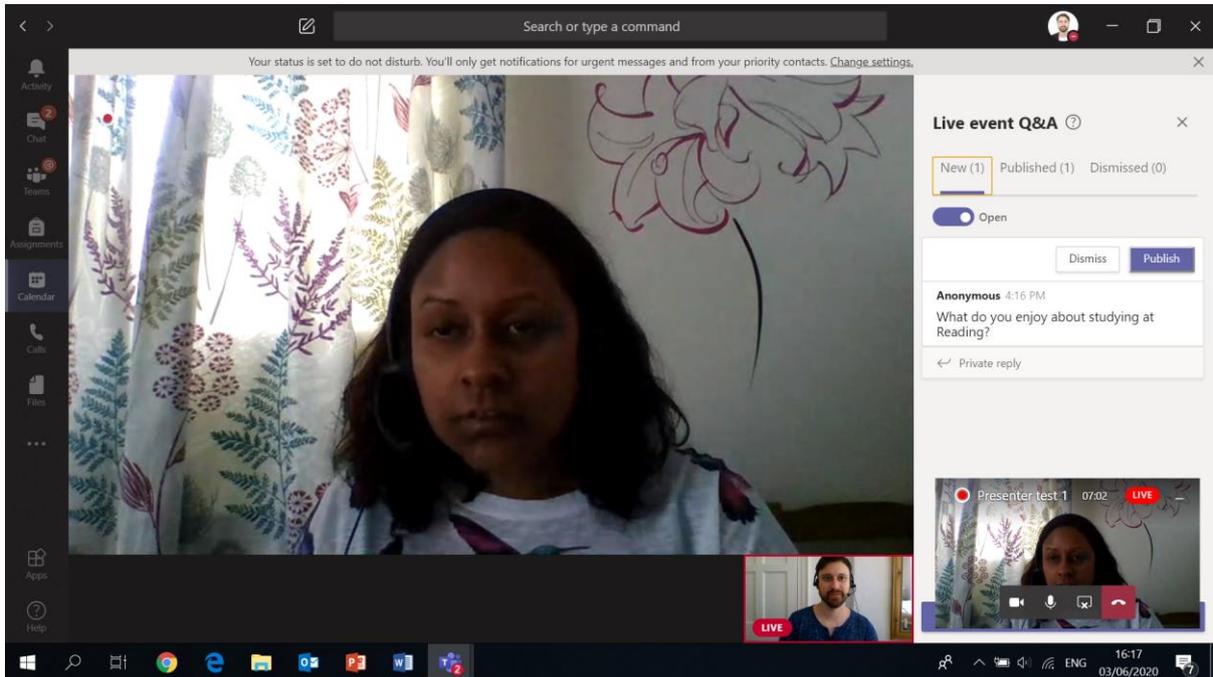
14. Once you have finished your slides, the Producer will give you another thumbs up when they have switched back to your webcam. Now explain that you will be answering any questions that have been submitted. Now you need to go back to the screen with the Producer in and see what questions have come in. To do this click on the box in the bottom right of the screen



15. This will take you back to the screen with your Producer. Please note you will remain on webcam to attendees while you read through the questions. The Q&A icon is on your tool bar, highlighted in this image. Click on this to see any questions



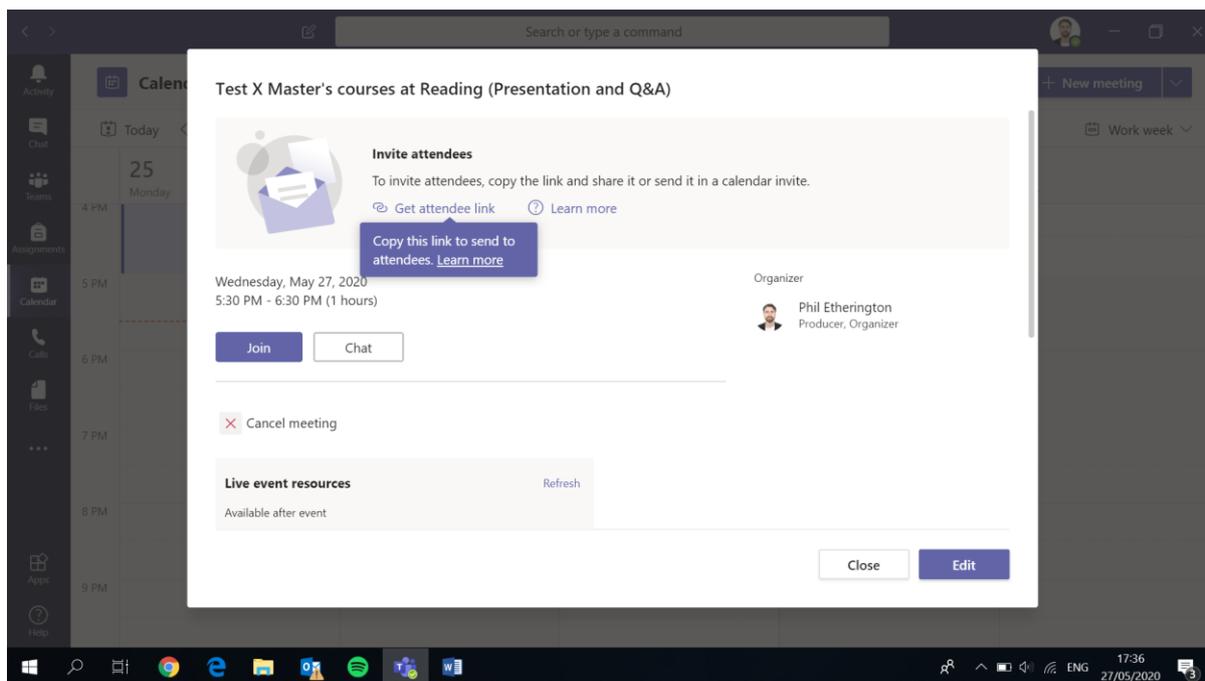
- Once you've clicked on the Q&A icon, a sidebar will open with the questions listed. Please read through those and answer them on camera. Please read out the question first and then answer it (as the other attendees won't have been able to see this)



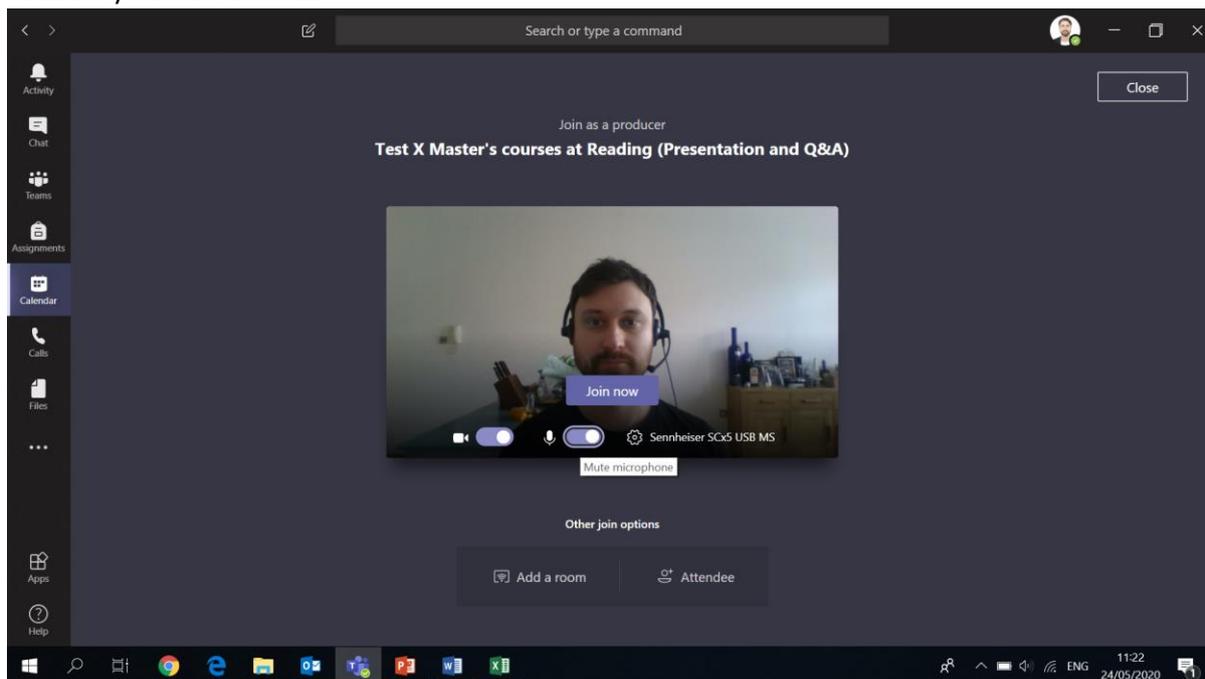
- Once you've finished answering the questions, finish off your talk and thank everyone for listening. The Producer will end the live event and the red LIVE wording will change to ENDED.

Presenting with a pre-recorded PowerPoint

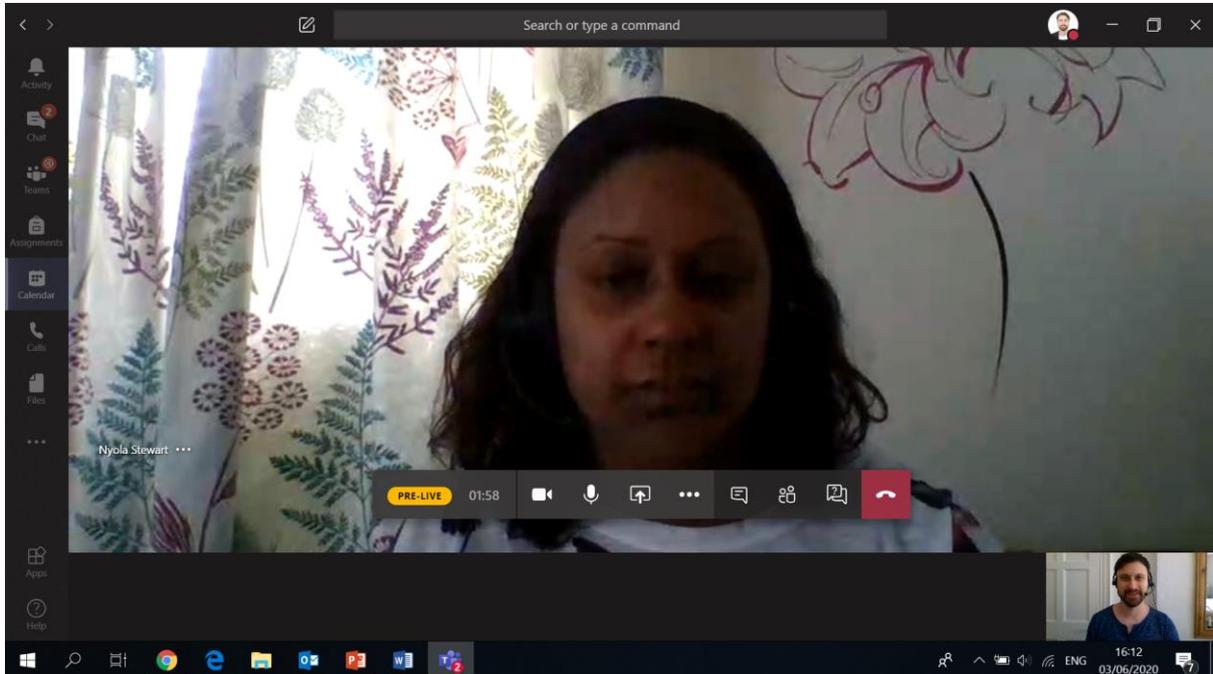
1. First of all, close everything on your computer apart from Teams. This reduces the number of things popping up on your screen.
2. You will have been invited to a live session by an organiser. This will appear in your Outlook and Teams calendars. Before your scheduled talk, go to the live session in your Teams calendar and click Join



3. Unmute your mic and Join

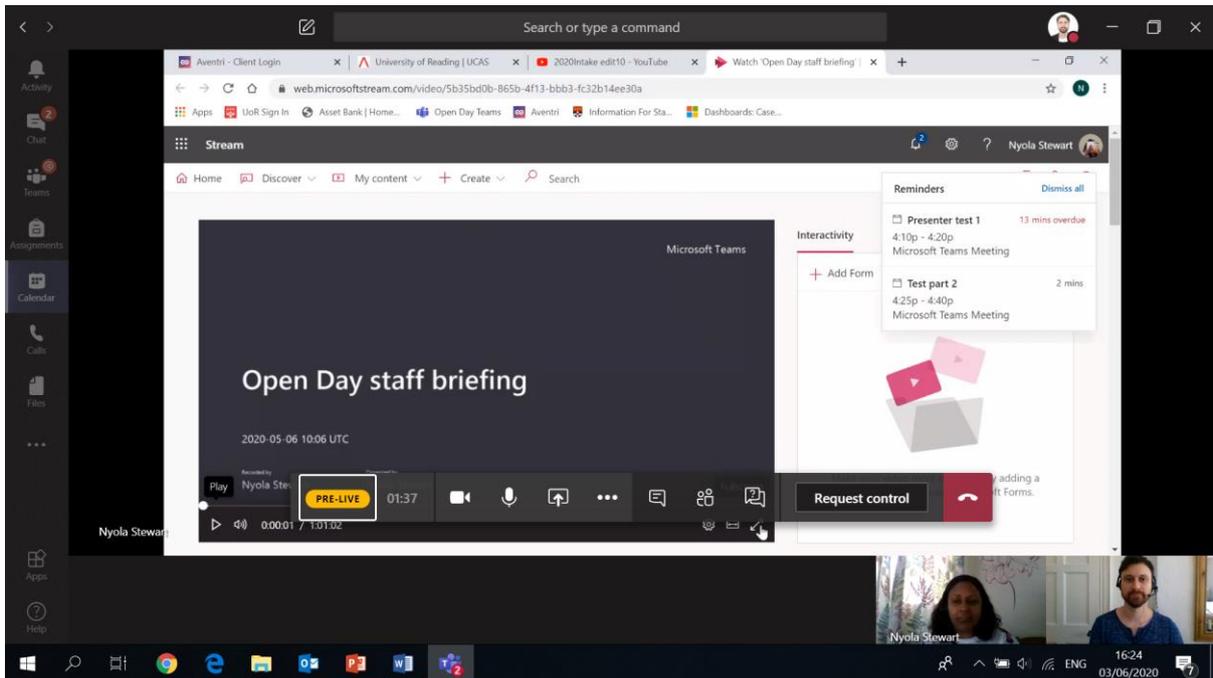


- This is what you will see as the presenter. The Producer's webcam video will take up most of the screen and your webcam will be shown in the bottom right. You have a tool bar which is very similar to what you see in a normal Teams meeting, with a few extra features. On the far left it says PRE-LIVE indicating that the Producer hasn't made the event live yet.

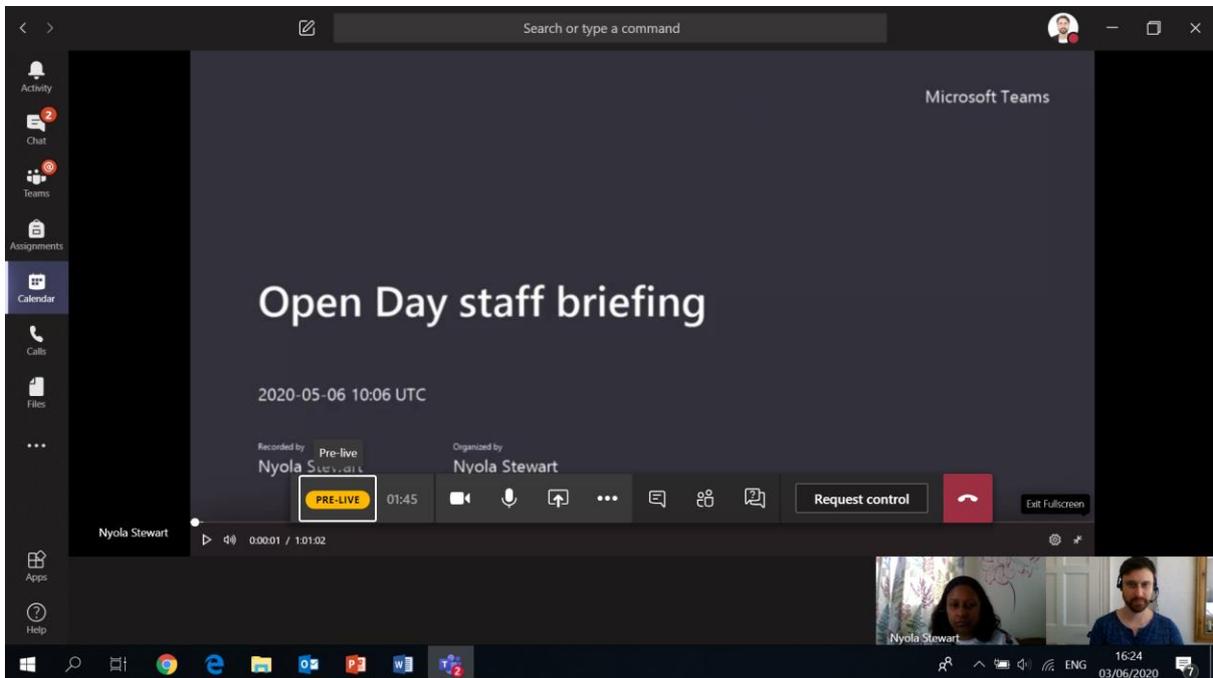


- At this point, the attendees will see a screen with the message which says “this event has not started yet”. Anything you do at this stage will not be seen or heard by attendees, until the Producer makes the event live.
- Speak to your Producer and agree the process of the event. Remember, once the event has gone live, any conversation between you and the Producer will be heard, so agree hand signals for the different stages at this point.

7. The Producer will have access to your pre-recorded presentation. When they click on it, it will appear on your screen like this

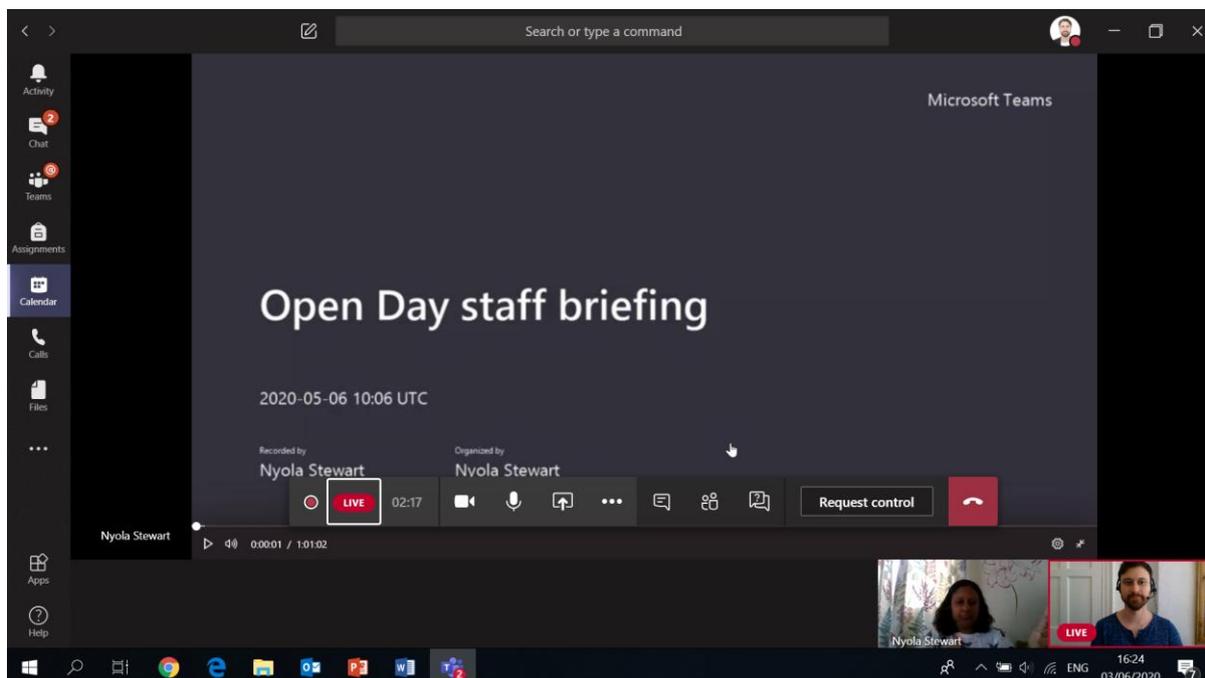


8. Once the Producer has made the presentation full screen it will look like this to you

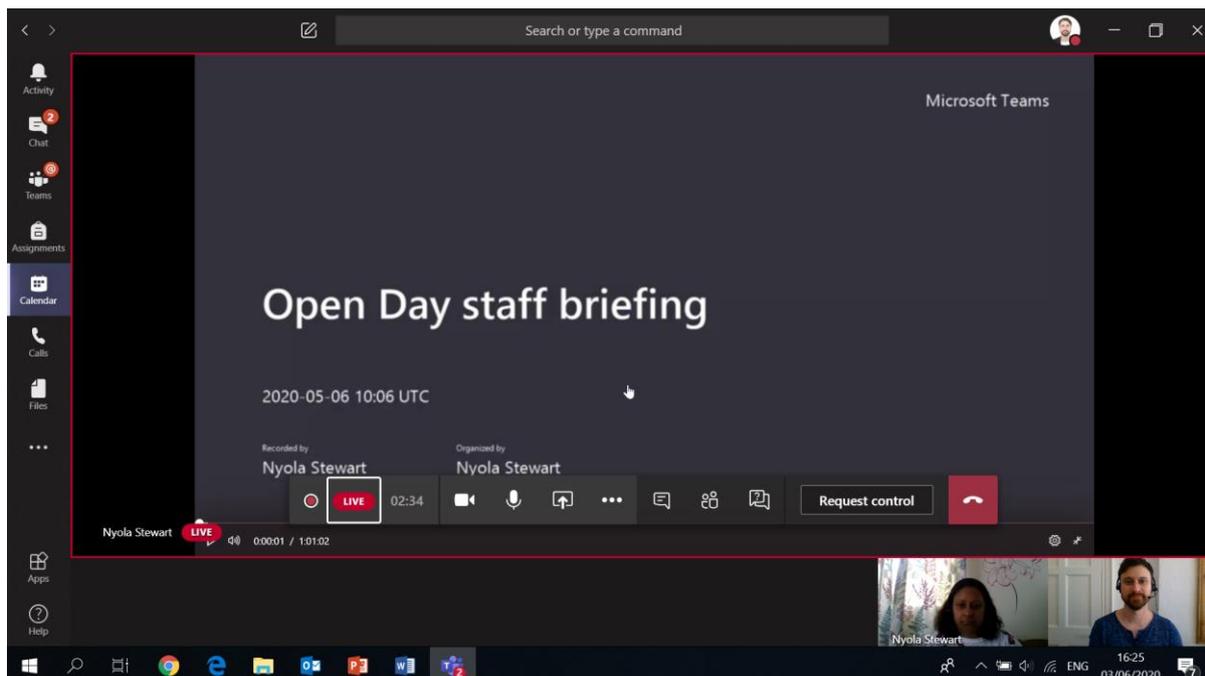


9. Now the Presenter has got the pre-recorded presentation ready to go, you can do your introduction to attendees to your webcam. The Producer will give you a silent count down with their fingers and then the thumbs up when you are live. As you can see below, when you are live on webcam, a red box appears around your image and the a red LIVE appears in that box.

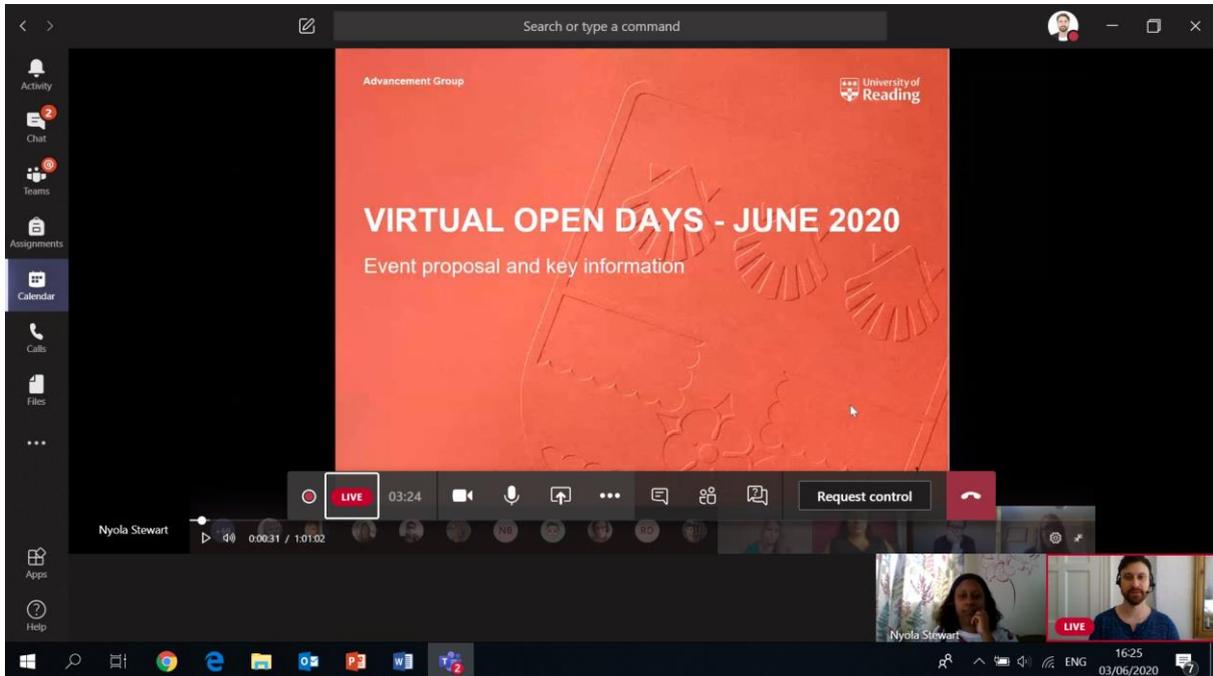
10. In your intro welcome people to your talk and encourage them to use the Q&A comment icon on their tool bar to ask questions which you will go through at the end. Only you and the Producer will be able to see these questions, not the other attendees.



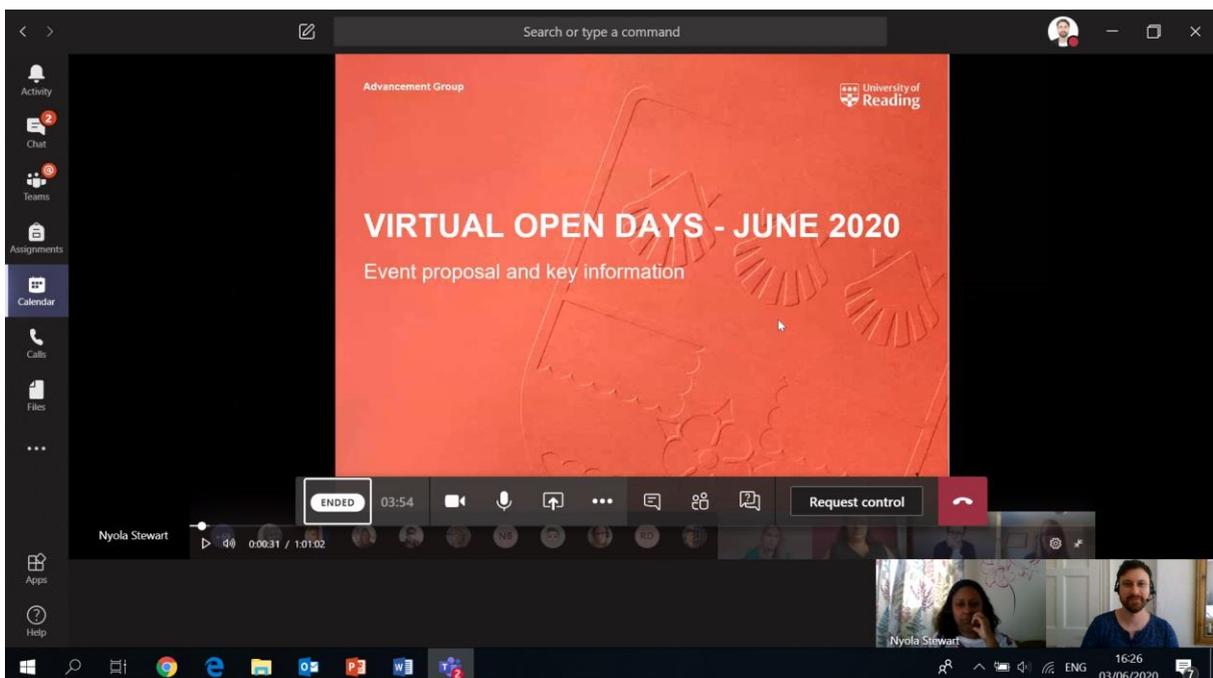
11. Once you have finished your intro, the Producer will give you a thumbs up and switch to the pre-recorded presentation and play that for the viewers. As you can see below, there is now a red box around the presentation and no longer around the Presenter's image. While this is playing, attendees may submit questions to the Q&A box. To access these click on the question mark icon on your tool bar (to the left of the 'Request control' wording). Read these through and prepare answers for them while the presentation is playing.



12. Once the presentation has finished playing the Producer will make your webcam live for attendees again. Once they have done this they will give you the thumbs up and the red box will appear around your image again. Now explain that you will be answering any questions that have been submitted



13. Once you've finished answering the questions, finish off your talk and thank everyone for listening. The Producer will end the live event and the red LIVE wording will change to ENDED.



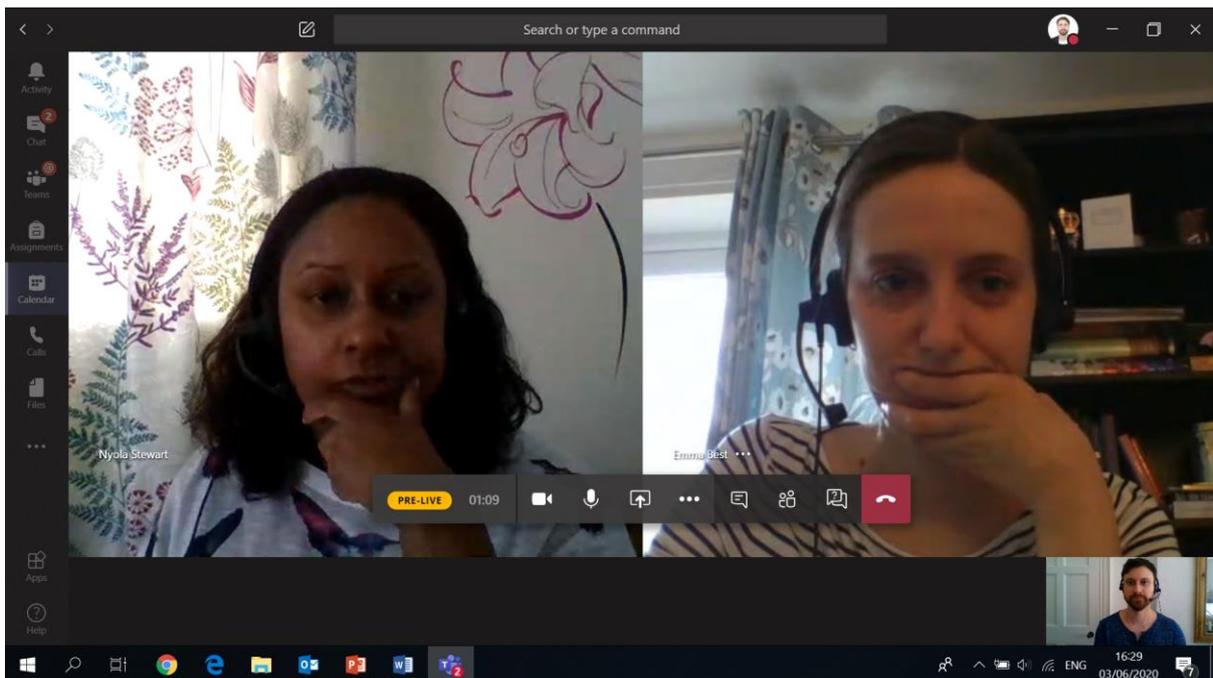
Multiple Presenters

Presenting with other Presenters is broadly the same as the processes set out above for one Presenter. However there are a few things to be aware of.

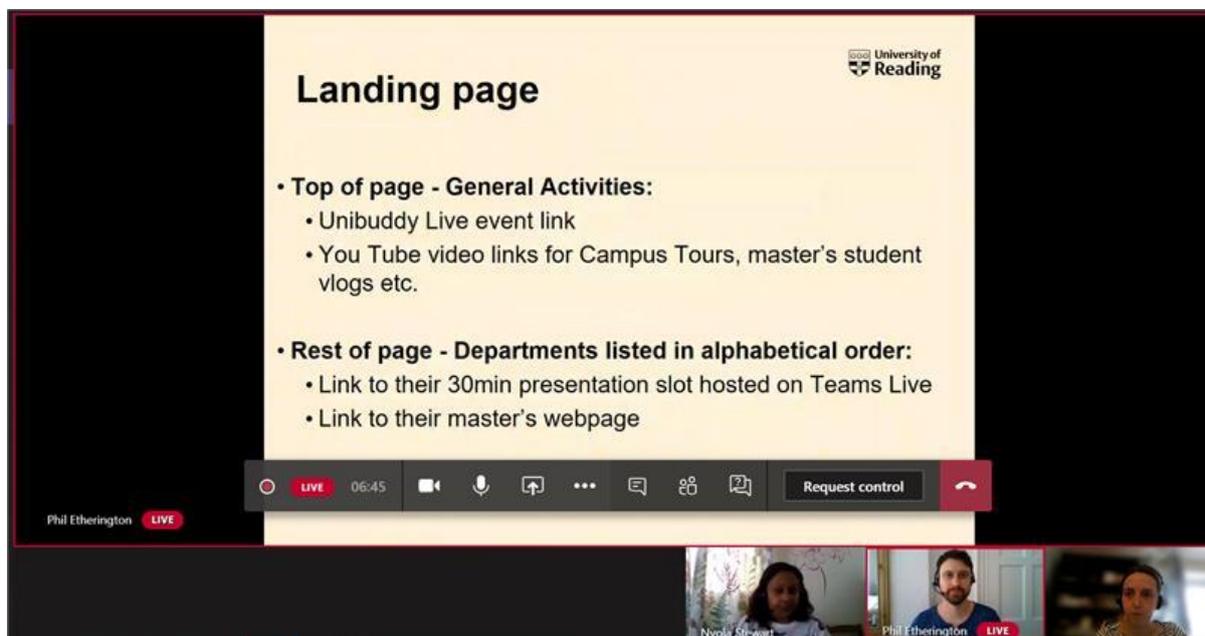
Most importantly, it is not possible to send more than one Presenter live on webcam at a time. Only one person can appear to attendees at a time. This means that there is more organisation involved in ordering Presenters one after another.

For reference this is how things look with two Presenters:

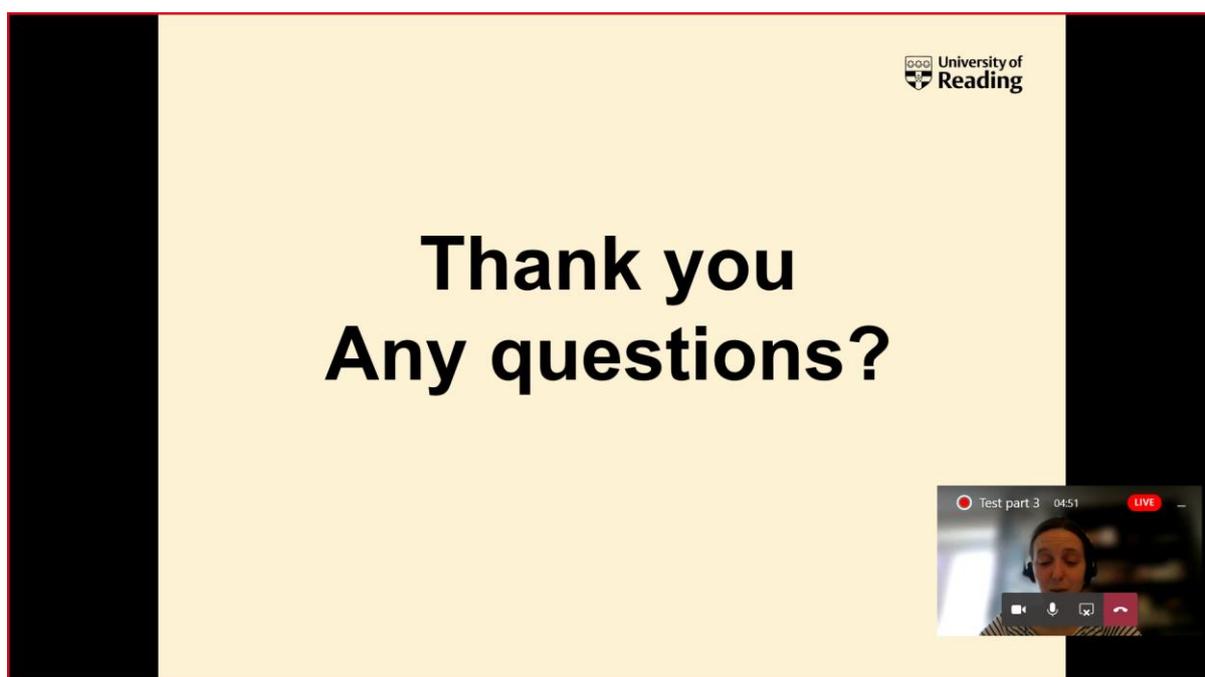
1. When you join the event while it is still PRE-LIVE you will see the Producer on the left, the second Presenter on the right and you in a small box in the bottom right. You can all converse here without the attendees hearing or seeing you because it is pre-live.



2. If you are doing a pre-recorded presentation, the view will look like this with the Producer and Presenters' faces below the pre-recorded presentation (here, one of the Presenter's webcams is live for attendees as you can see from the red box around their image and LIVE in that image box)



3. One important thing to be aware of if you are presenting with multiple Presenters and you are giving a live PowerPoint presentation, is that the last person to speak will appear in the box in the bottom right of your screen showing your PowerPoint. The problem is if the last person to speak was not the Producer, you won't be able to see them give you silent thumbs up signals to show that you are back on webcam after your presentation (as you can see below, in this instance it is the second Presenter who is appearing, not the Producer).



To get around this, when you have shared your screen with your PowerPoint in pre-live and made it full screen, click on the box in the bottom right of the screen (with the Producer or second Presenter's image in it) to return to the screen with both of them full size in. That way you will be able to see the Producer give you the thumbs up to go live on webcam. You can then access the PowerPoint again by clicking on the red P icon for it along the very bottom of your screen. Once you've finished presenting, you would follow the normal process of clicking back on the box in the bottom right of the screen so you can check the questions that have come in and then be sent live on webcam for attendees again to answer those.