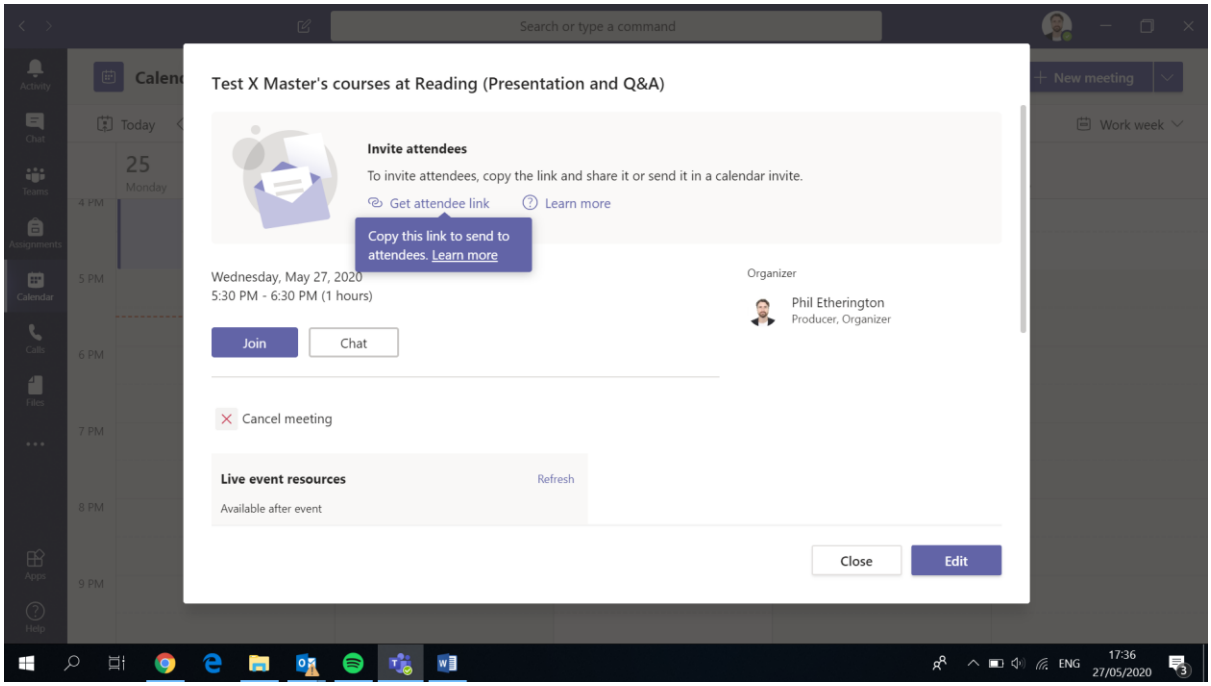
Producing a live session with a *live PowerPoint presentation*

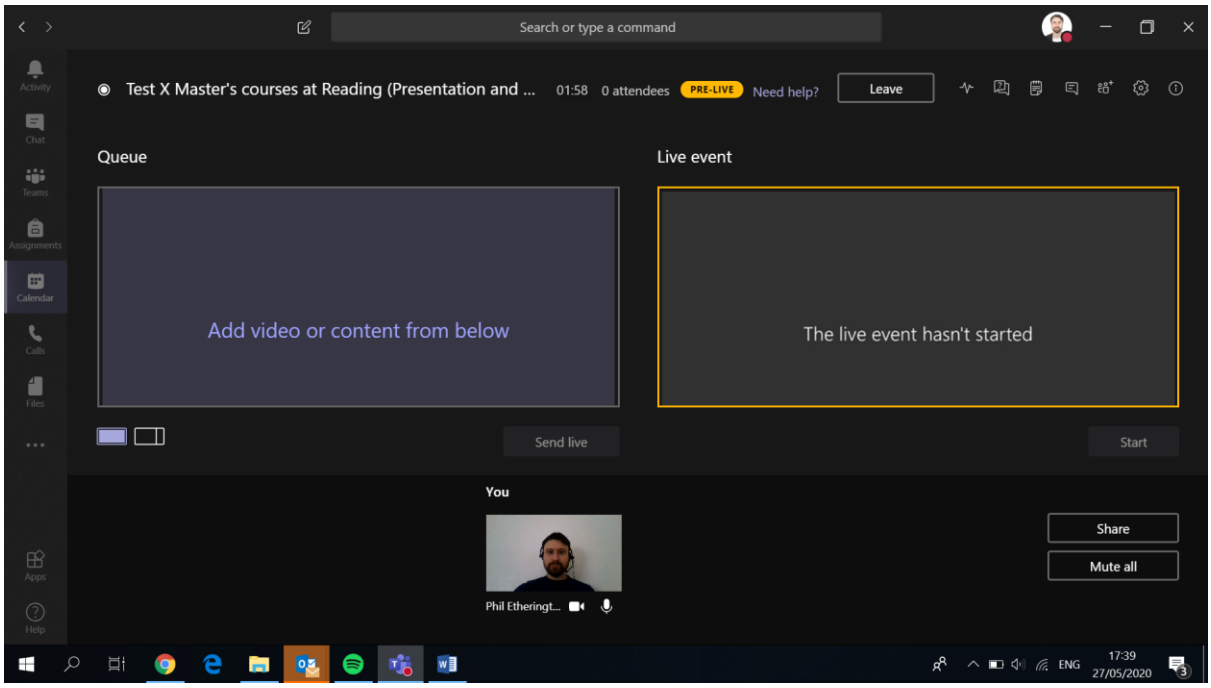
1. Close everything on your computer apart from Teams and your web browser with one tab open in Microsoft Stream with the pre-recorded video in. This reduces the number of screens you will need to select from when sharing your screen.

2. Go to your live session in your calendar and click Join

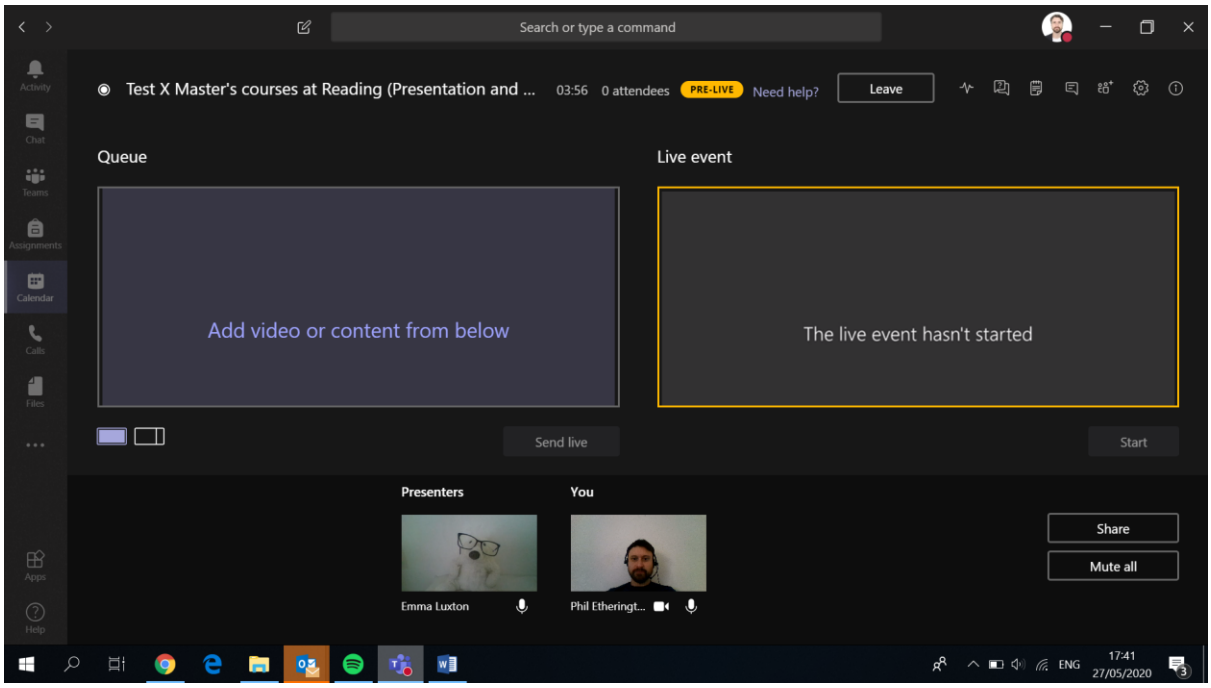


3. Unmute your mic and Join

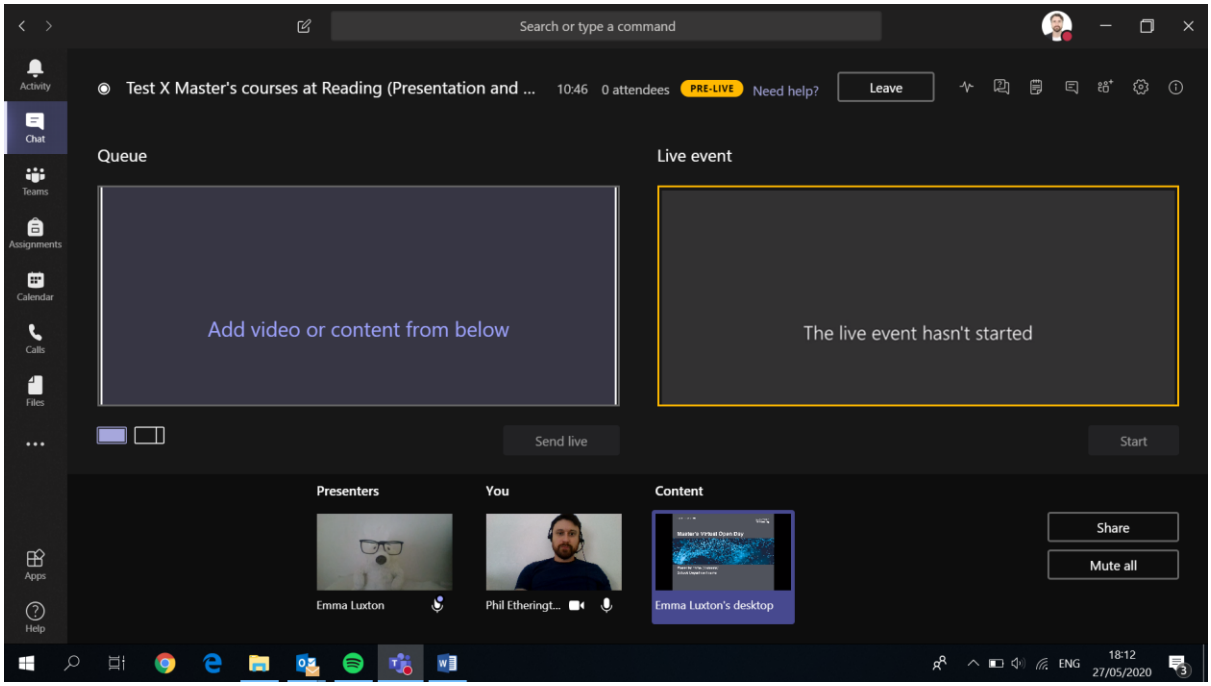
4. This is what the producer screen will look like (NB this is different to what the presenter will see). Note that along the top it says in yellow PRE-LIVE



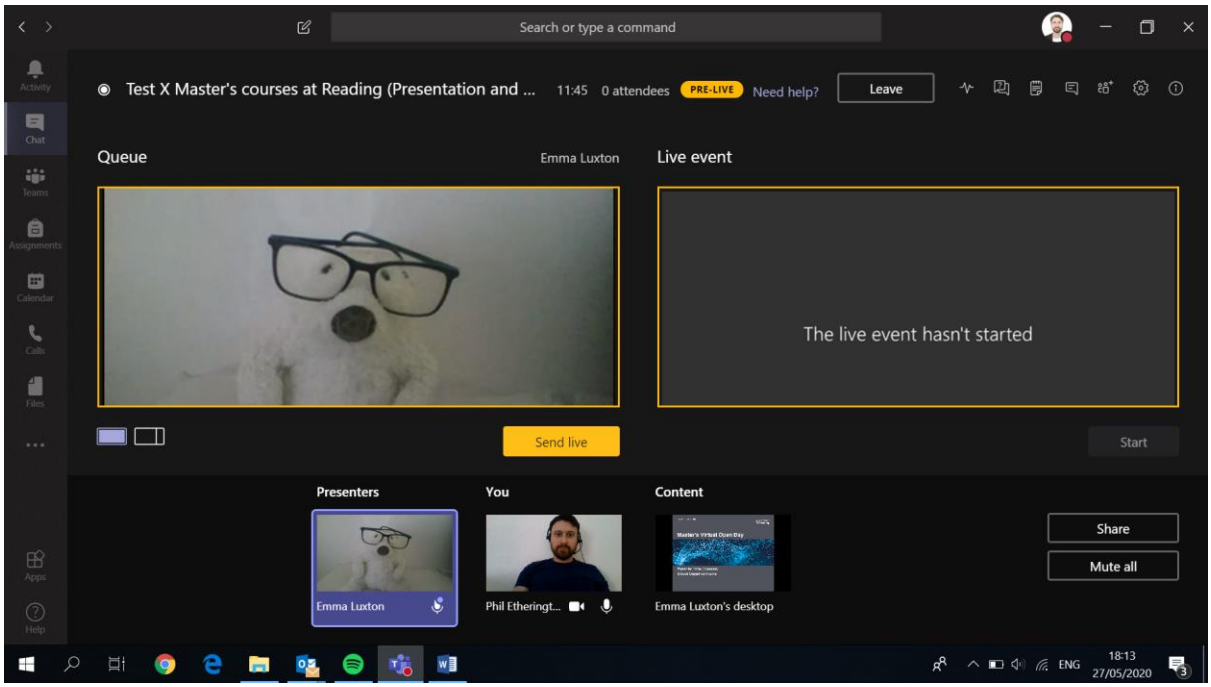
5. When the Presenter joins the live session the screen will update to look like this (you will be able to speak to each other and this will not be broadcast to attendees until the event is made live by you)



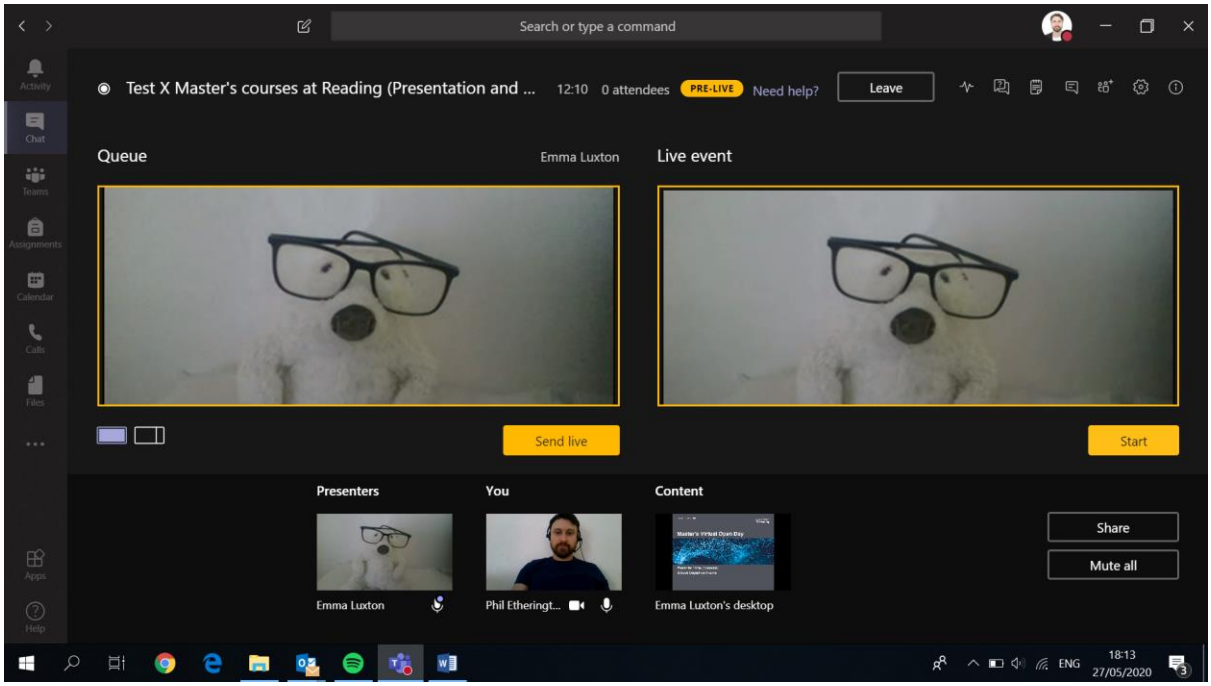
6. First, you need to get the Presenter's PowerPoint into the Producers area for easy access later. **The Presenter needs to share their screen and select their PowerPoint and make it full screen (instructions on how to do this are in the Presenter step by step guide)**. Once they have done that, their PowerPoint will appear in the Content box on the right.



7. Next, you are going to send the Presenter live, so that when they speak to their webcam, this is broadcasted to viewers. There are a few steps to doing this. First, click on the image of the Presenter.

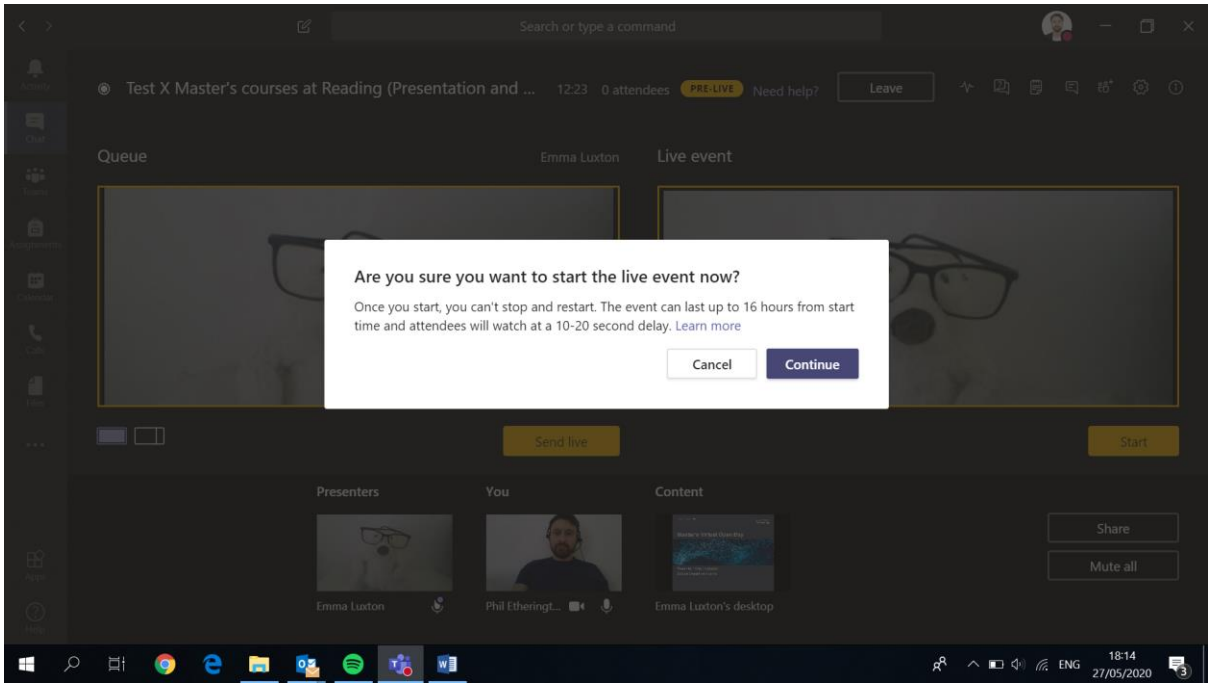


8. The Presenter's webcam feed will appear in the Queue box on the left.

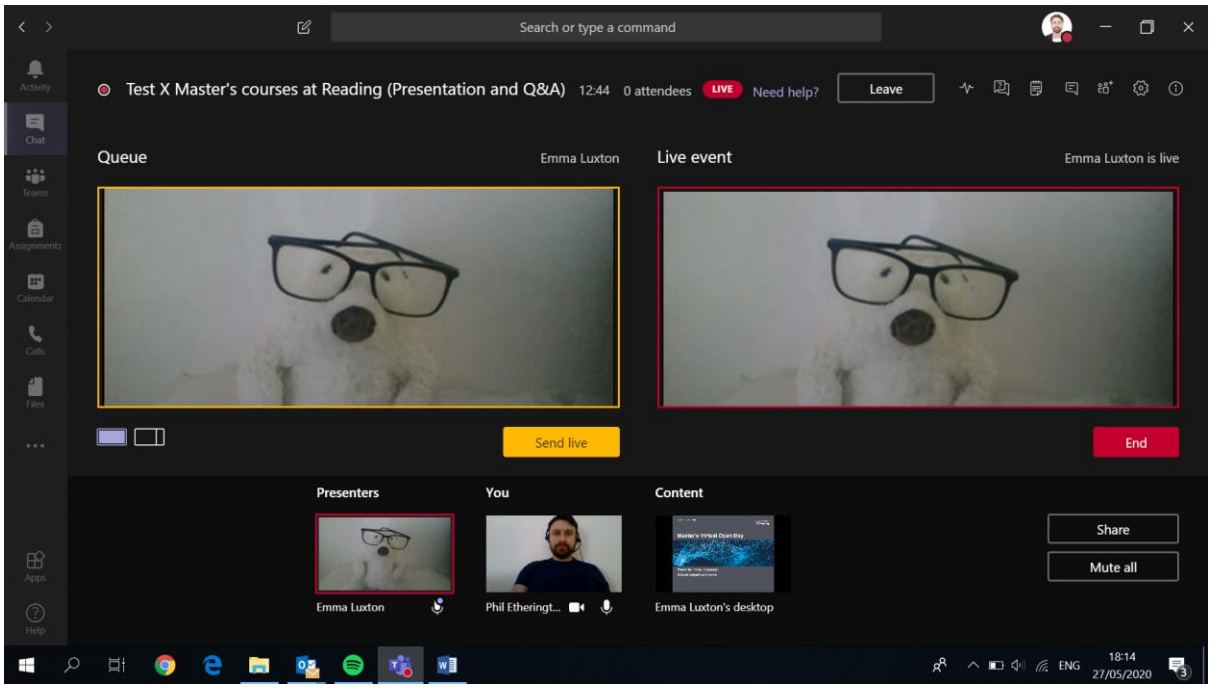


9. Explain to the presenter that you will be sending their webcam live in the event in a few moments. Once the event goes live, everything you say to one another will be heard, so explain that you will give them a thumbs up when their webcam is live and a thumbs up again when you have switched to the pre-recorded presentation.

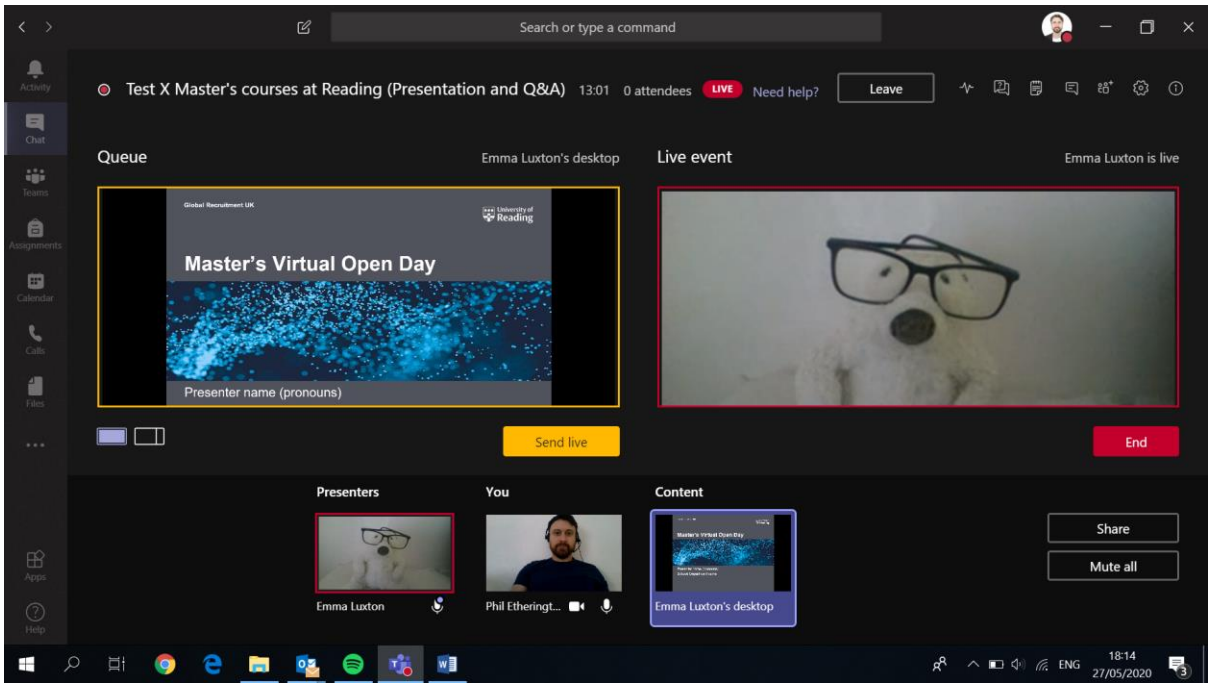
   Now click the yellow Start button and click Continue to the pop up that appears.



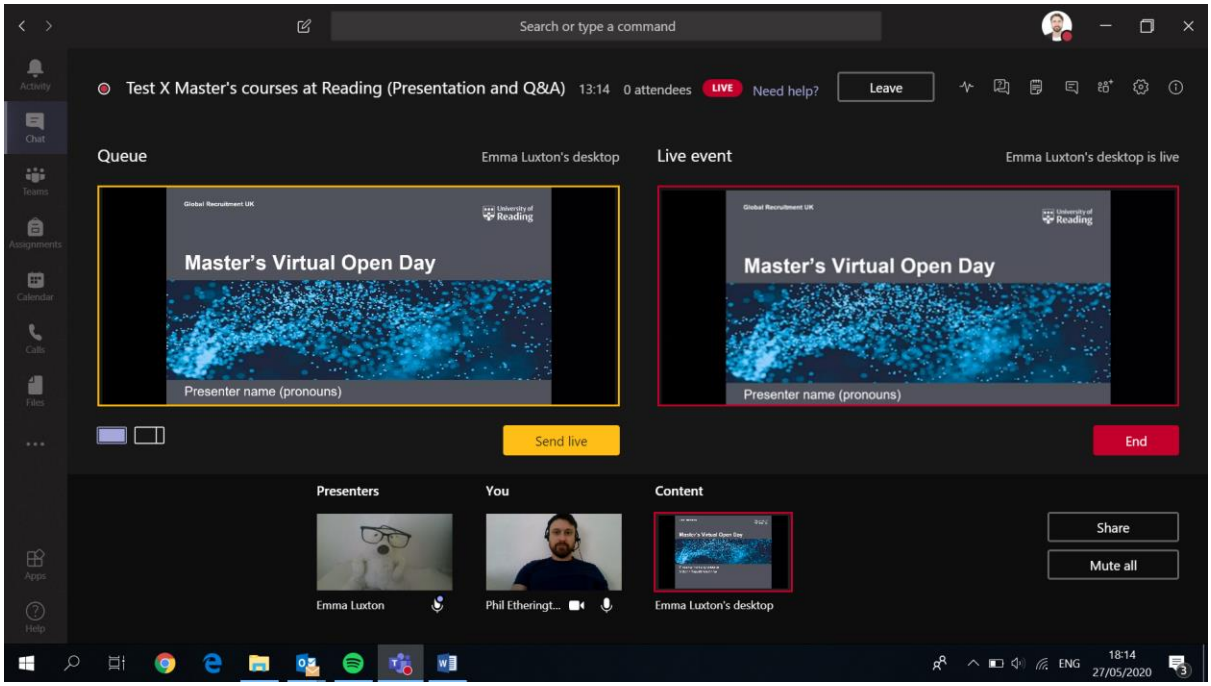
10. When the red LIVE box appears give the Presenter the thumbs up to speak and to introduce their presentation.



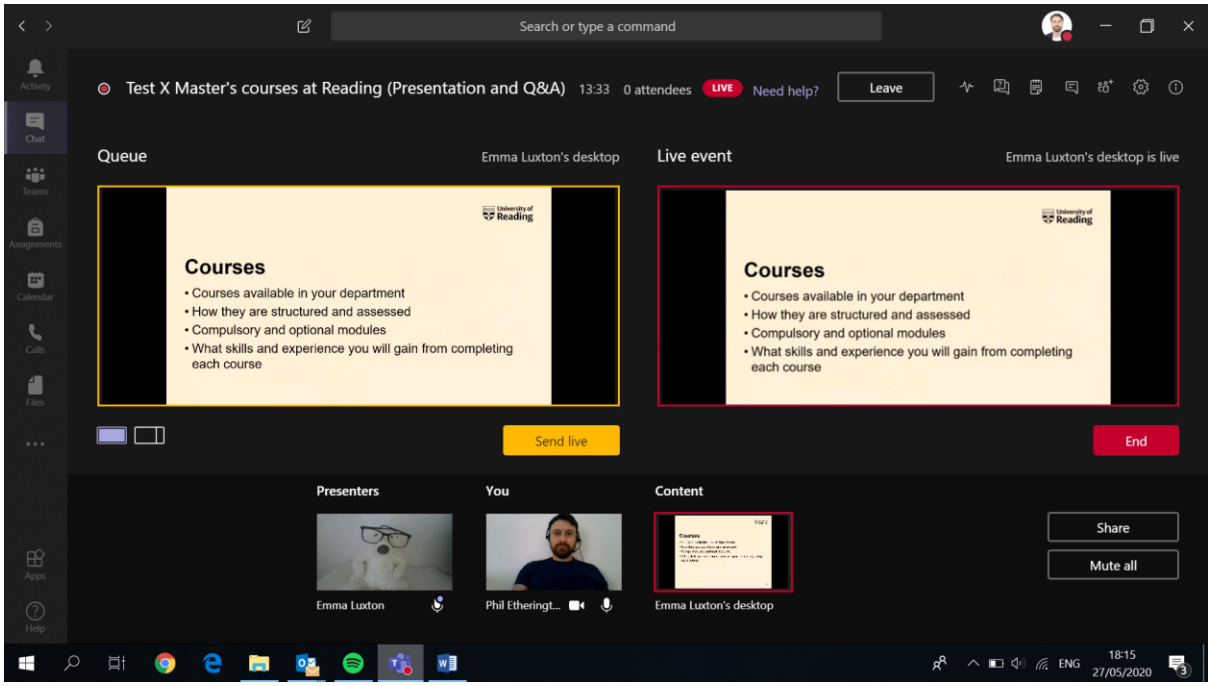
11. While the Presenter is giving their intro, click on the PowerPoint presentation that is in the Content area so it appears in the Queue window, ready to switch to when the speaker has finished.



12. When the speaker has finished speaking click ‘Send live’ to make the screen switch to the Presenter’s presentation.

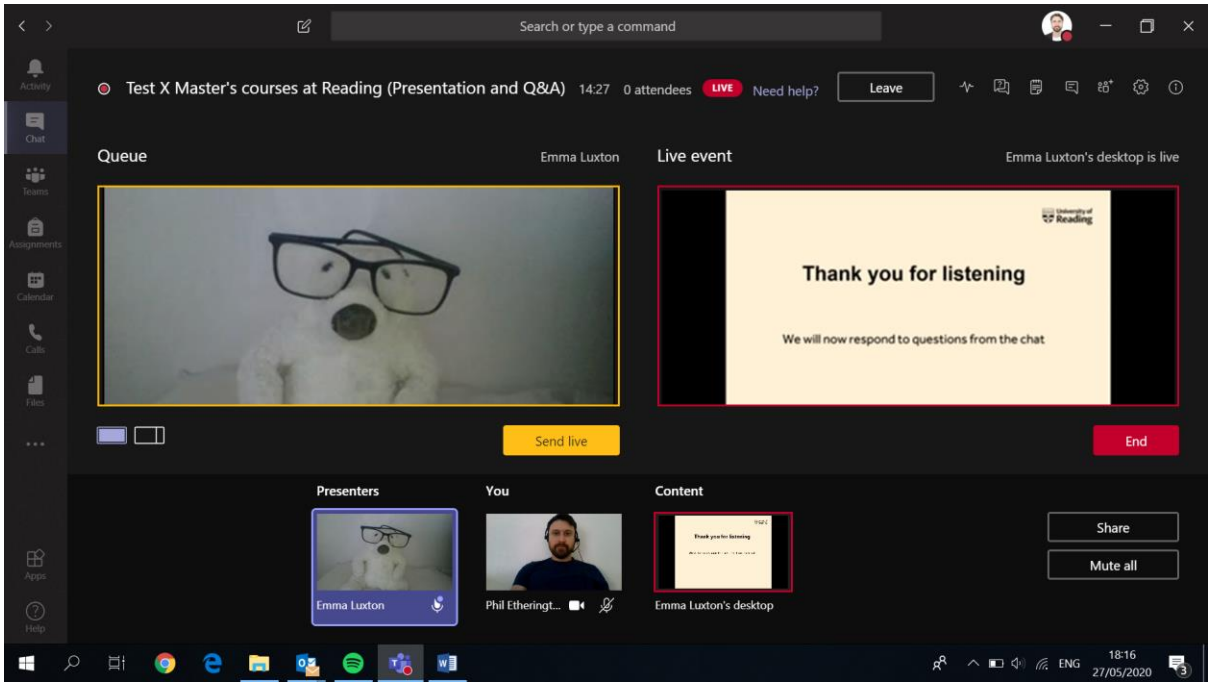


13. Give the Presenter the thumbs up and they can talk over their slides and go through them and that will be shown to the attendee

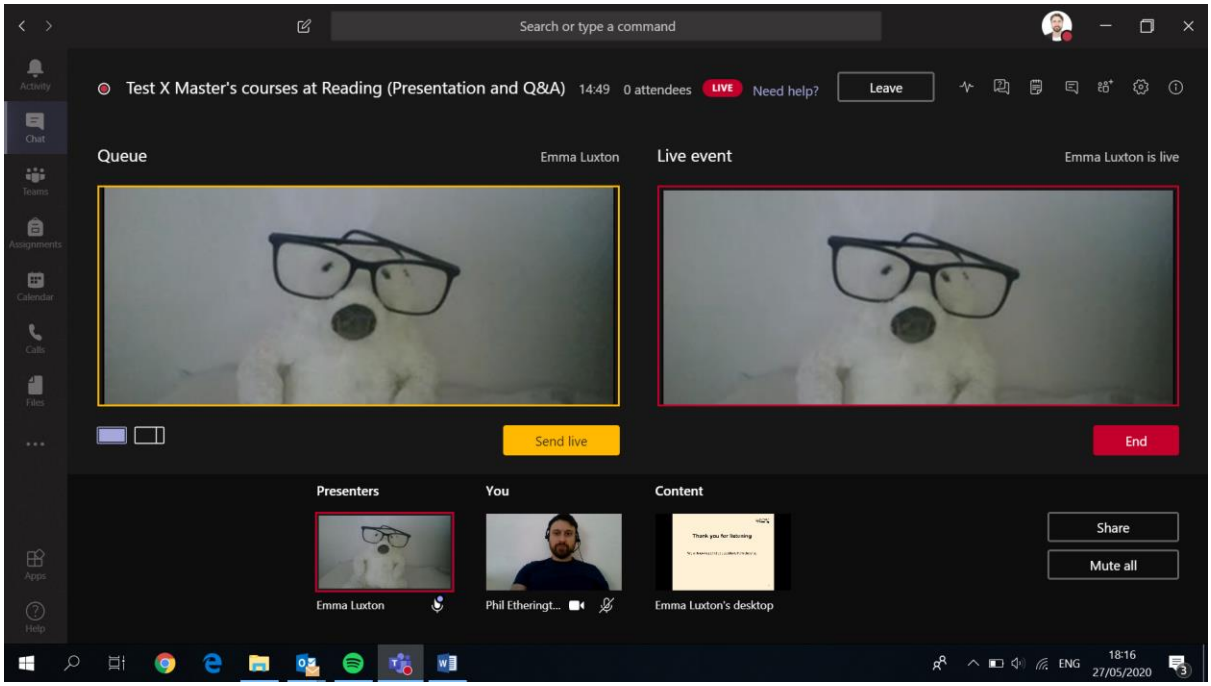


14. Now you need to send the Presenter live again to answer any questions that were submitted while the presentation played and to sign off. For reference we have highlighted the Q&A Comments area on the Producer screen. The Presenter should have been reviewing those while the presentation was playing.

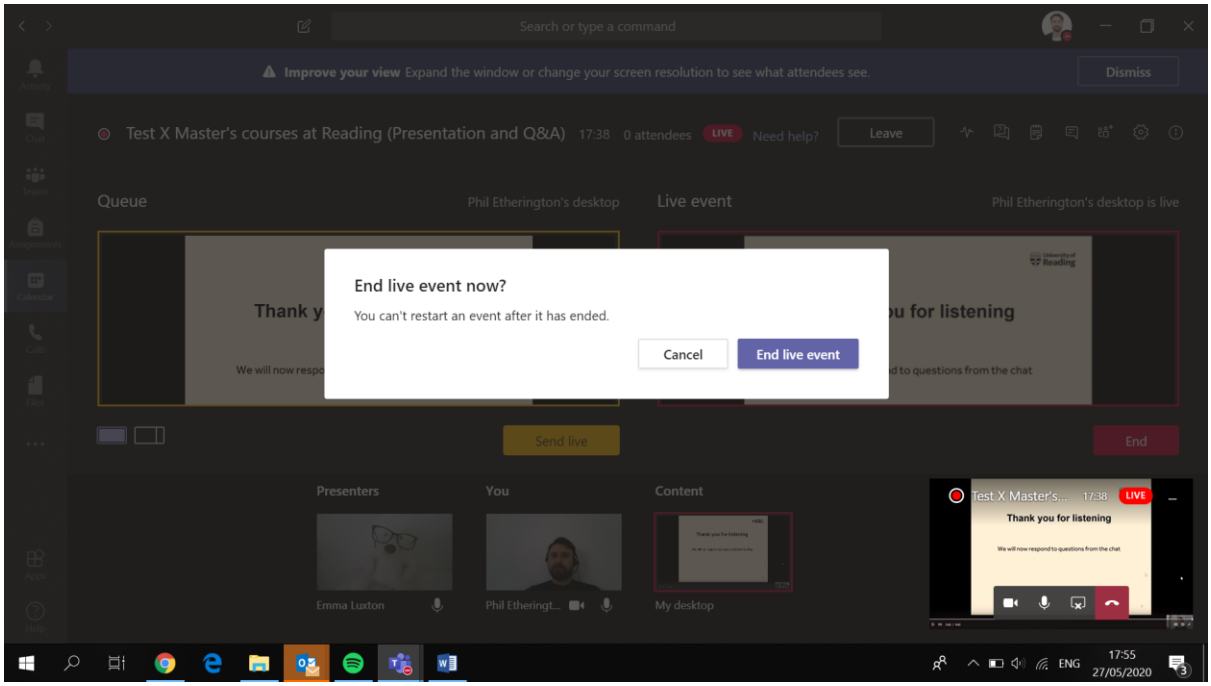
To send the Presenter live again, click on the Presenter's image so that they appear in the Queue window



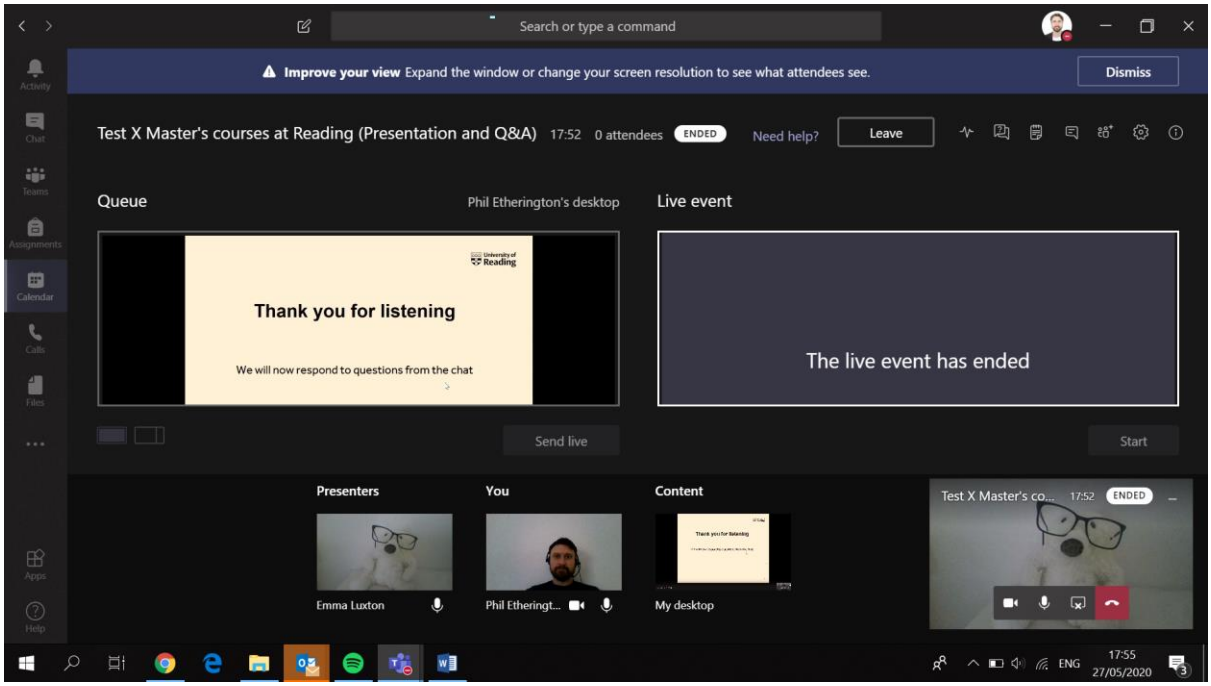
15. Click Send live to make the Presenter live and give them the thumbs up again to speak to viewers again.



16. Once the Presenter has finished answering any questions and signing off, click on End and then on End live event on the pop up



17. The event has now ended and you can now click Leave or hang up to leave the session.


Search or type a command
Improve your view Expand the window or change your screen resolution to see what attendees see.
Dismiss
Test X Master's courses at Reading (Presentation and Q&A) 17:52 0 attendees ENDED
Need help?
Leave
Queue
Phil Etherington's desktop
Live event
Thank you for listening
We will now respond to questions from the chat
The live event has ended
Send live
Start
Presenters
You
Content
Emma Luxton
Phil Etheringt...
My desktop
Test X Master's co... 17:52 ENDED
ENG
17:55
27/05/2020