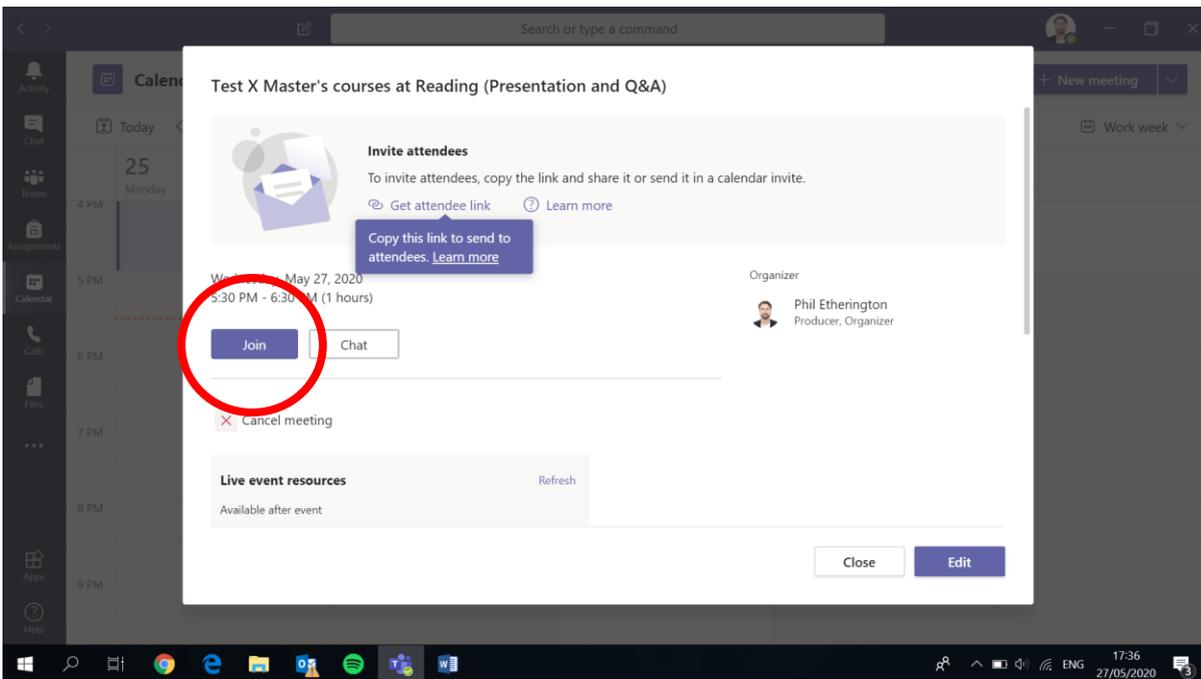
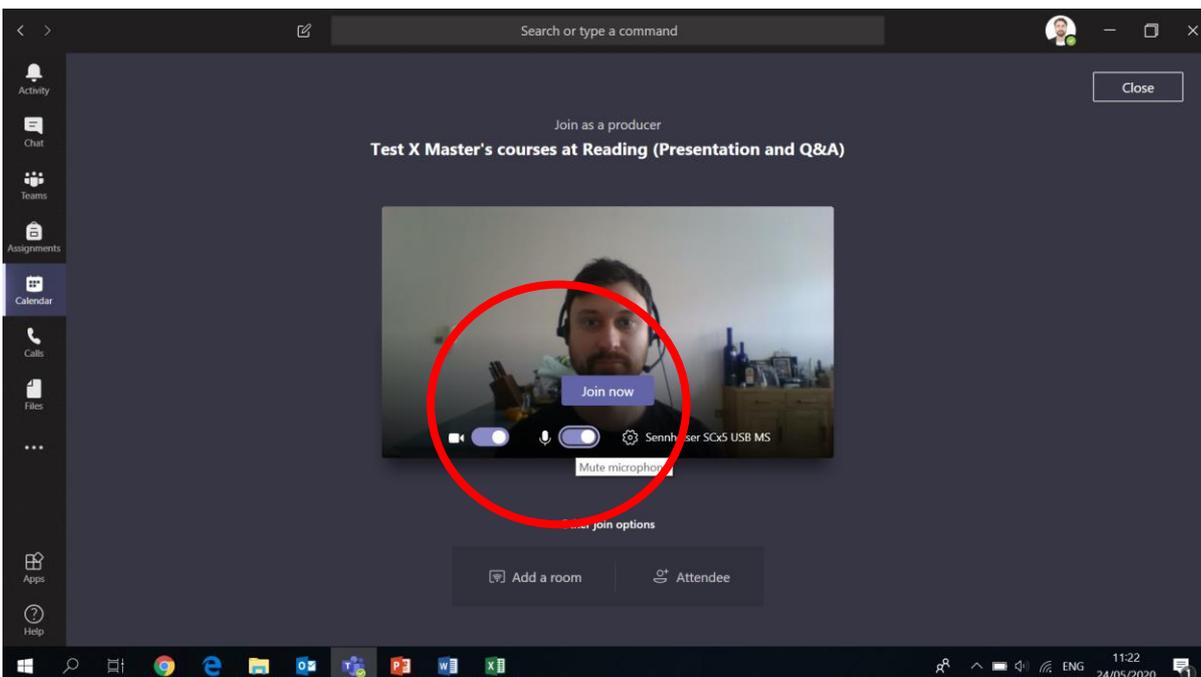


Producing a live session with a *pre-recorded PowerPoint presentation*

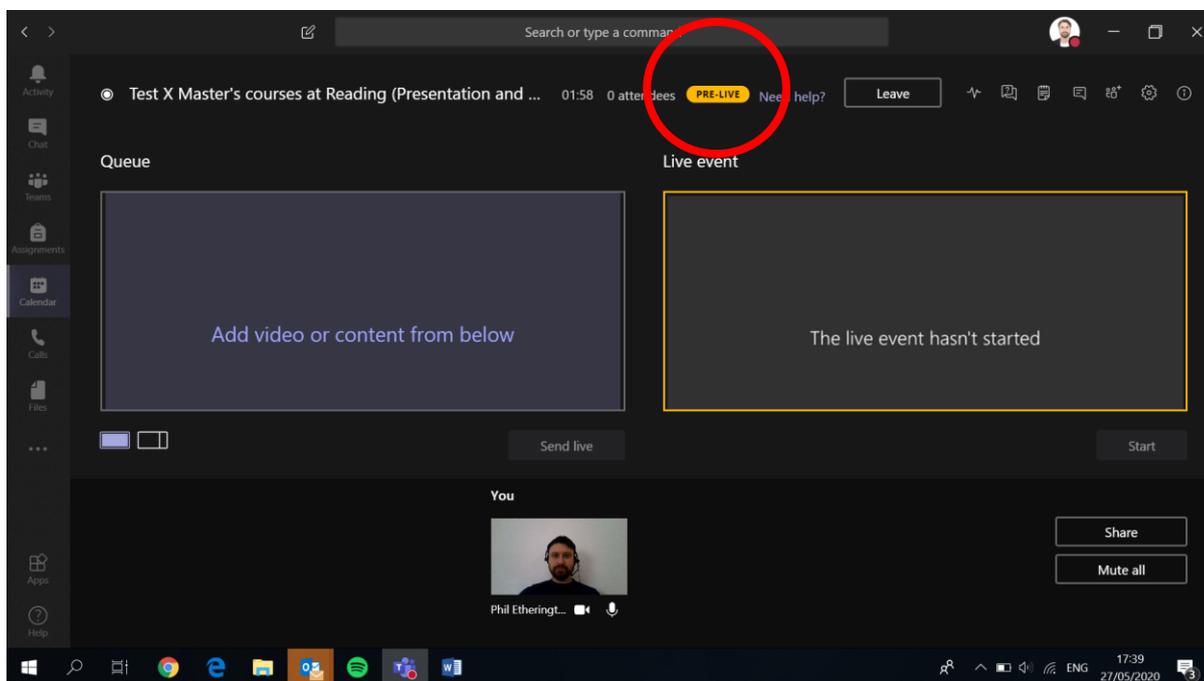
1. Close everything on your computer apart from Teams and your web browser with one tab open in Microsoft Stream with the pre-recorded video in. This reduces the number of screens you will need to select from when sharing your screen.
2. Go to your live session in your calendar and click Join



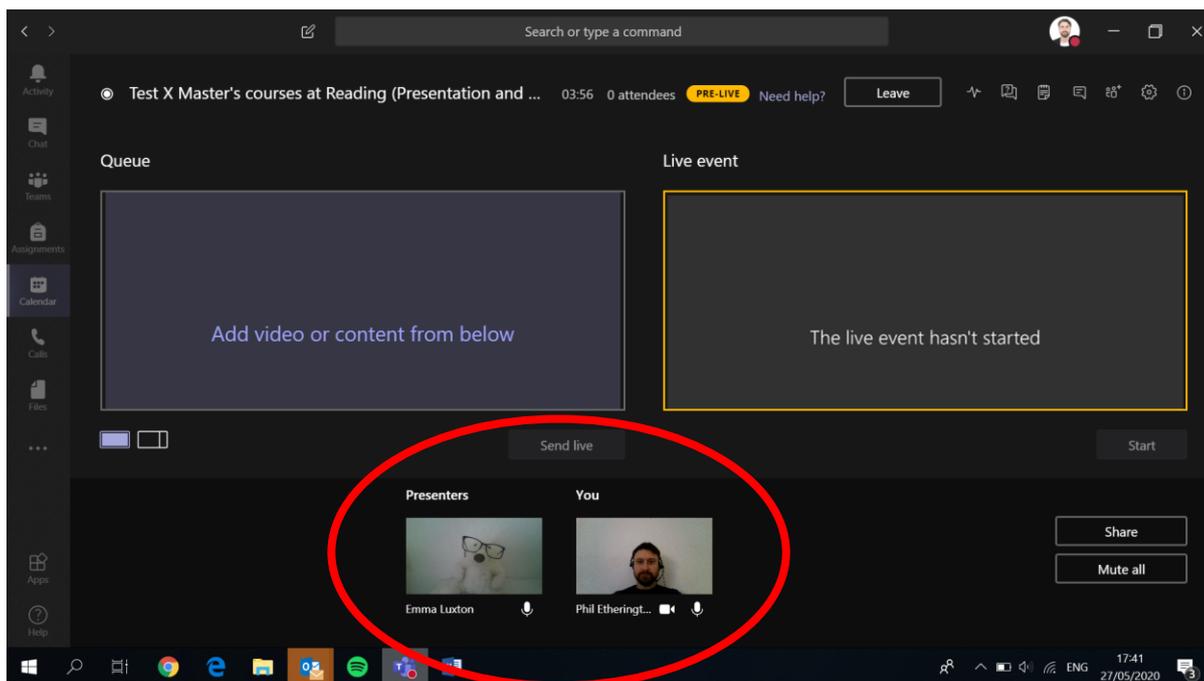
3. Unmute your mic and Join



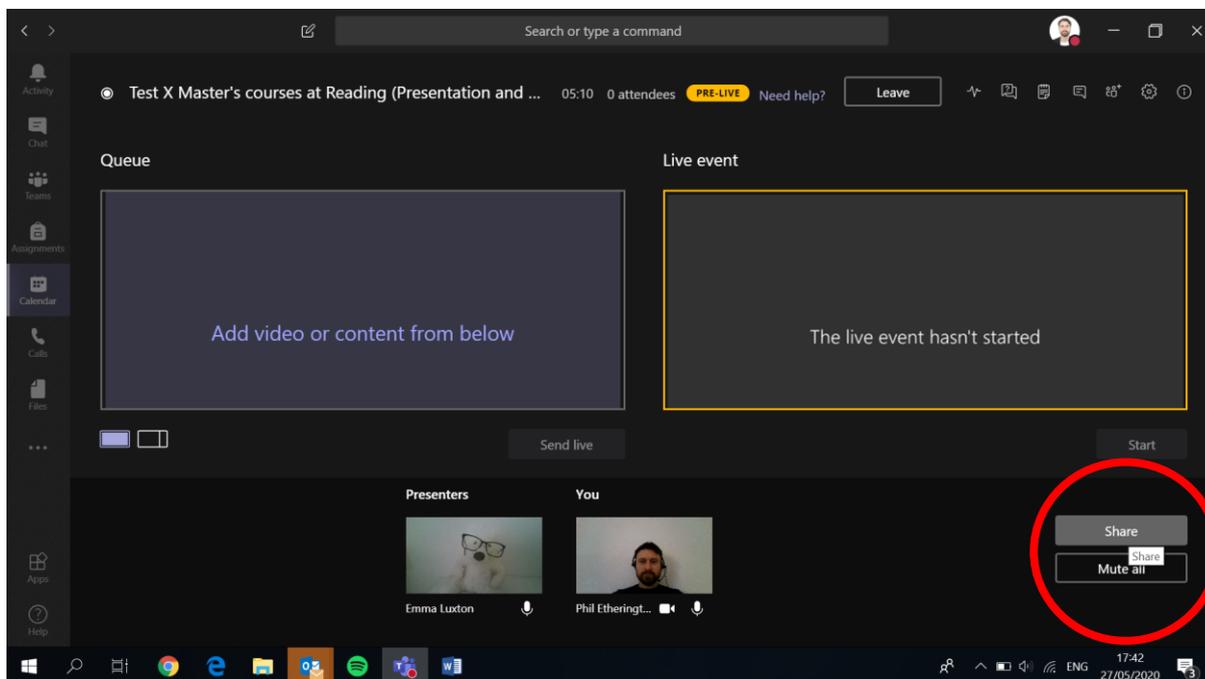
4. This is what the producer screen will look like (NB this is different to what the presenter will see). Note that along the top it says in yellow PRE-LIVE



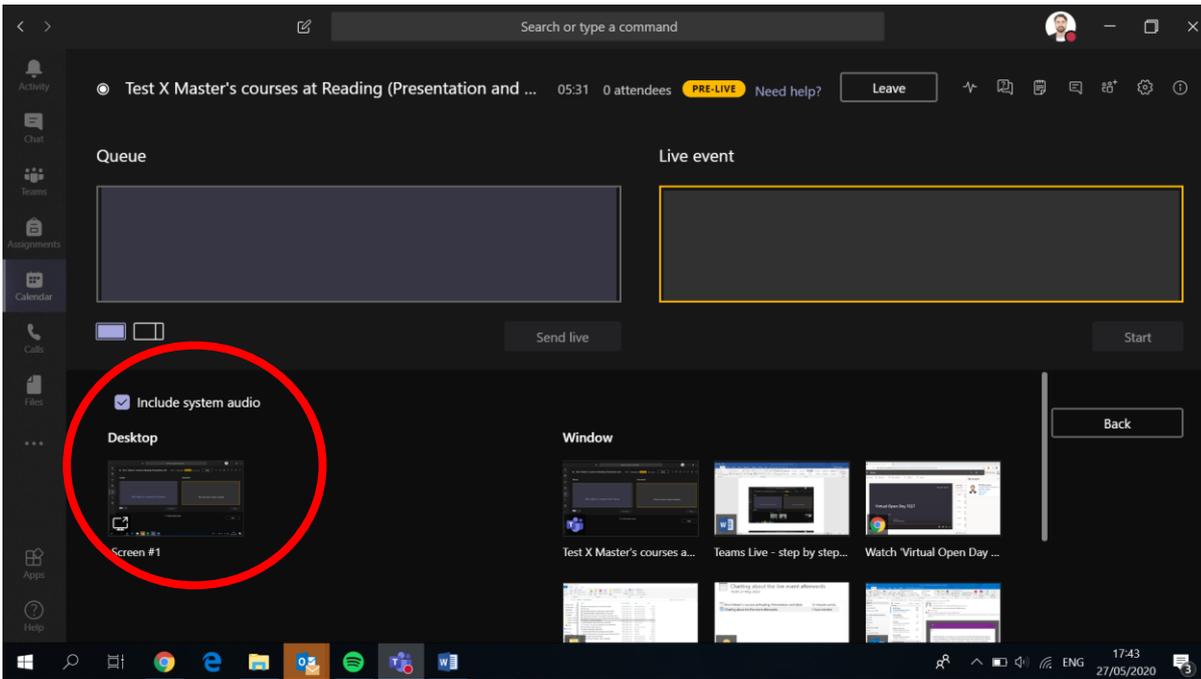
5. When the Presenter joins the live session the screen will update to look like this (you will be able to speak to each other and this will not be broadcast to attendees until the event is made live by you)



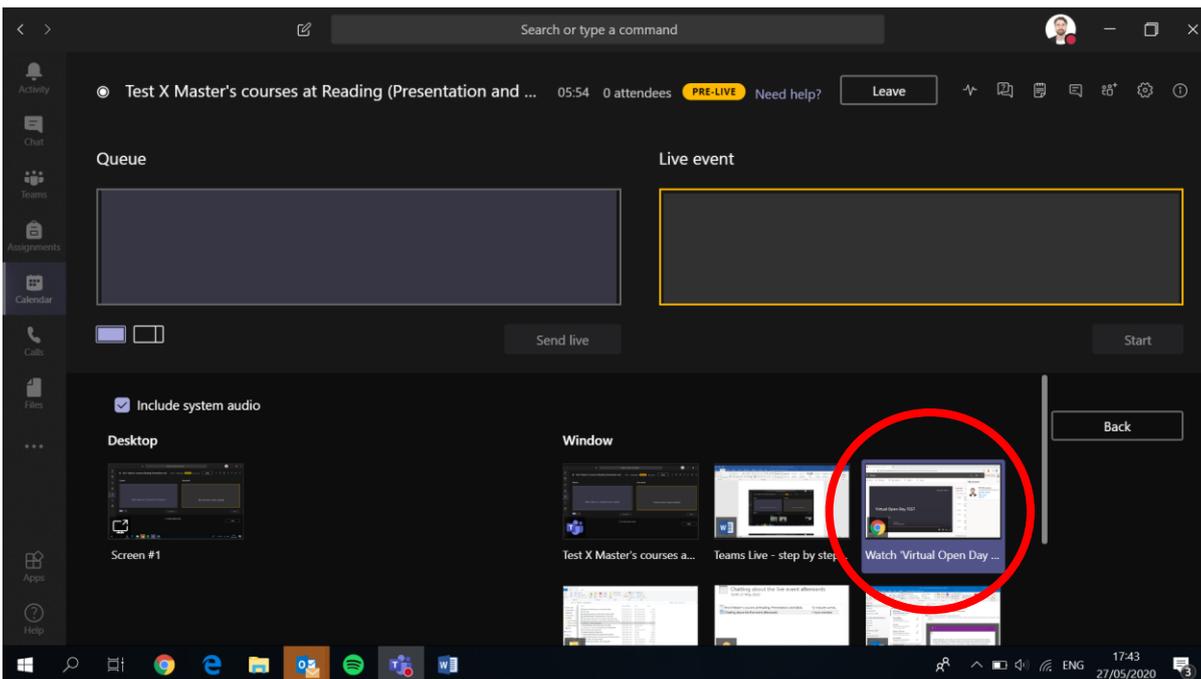
6. First we need to get the pre-recorded video into this producer screen so it easy to access later. Click Share in the bottom right of the screen.



7. ***VERY IMPORTANT: ON THE SCREEN THAT APPEARS, **TICK THE BOX FOR SYSTEM AUDIO ON THE LEFT.** THIS IS ALWAYS SET TO UNTICKED SO **MUST BE TICKED EVERY TIME.**

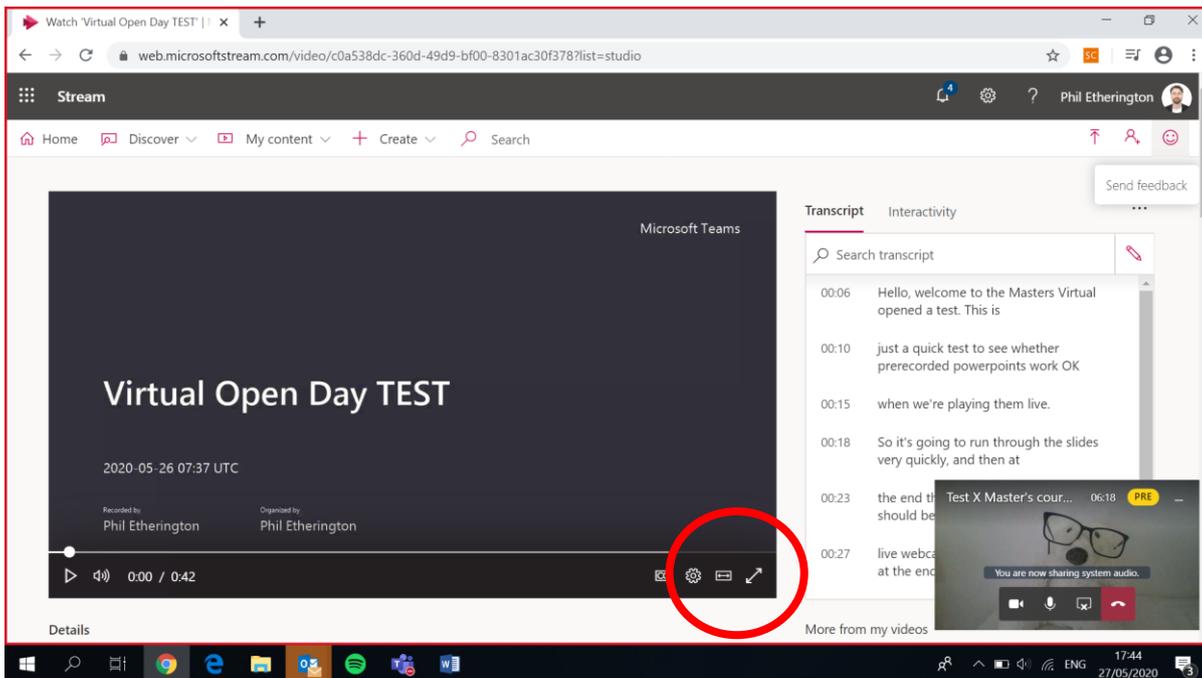


8. In the windows that appear on the right to choose from, there will be an icon of your internet browser and/or an image of what is on that webpage. Click on that

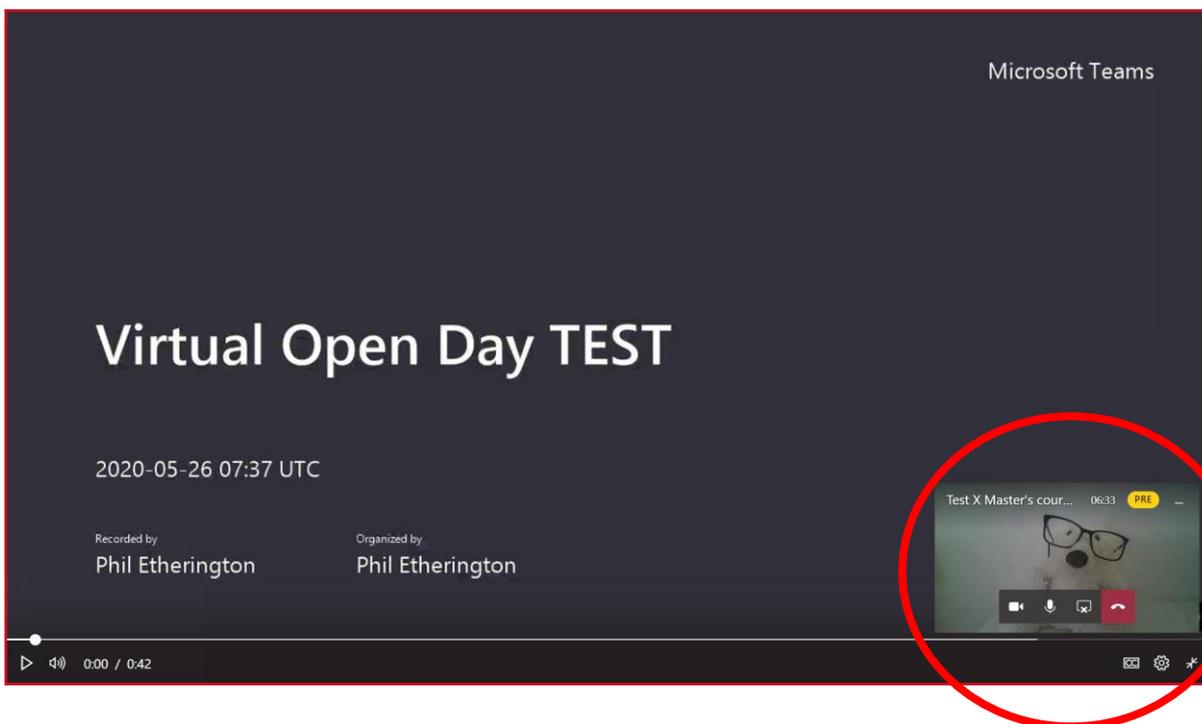


9. You will be taken to your pre-recorded video in Microsoft Steam (which you opened up ready before joining the session), which will have a red box around it. In the right will be the video image of your presenter. Don't worry, you are still not broadcasting live at this point.

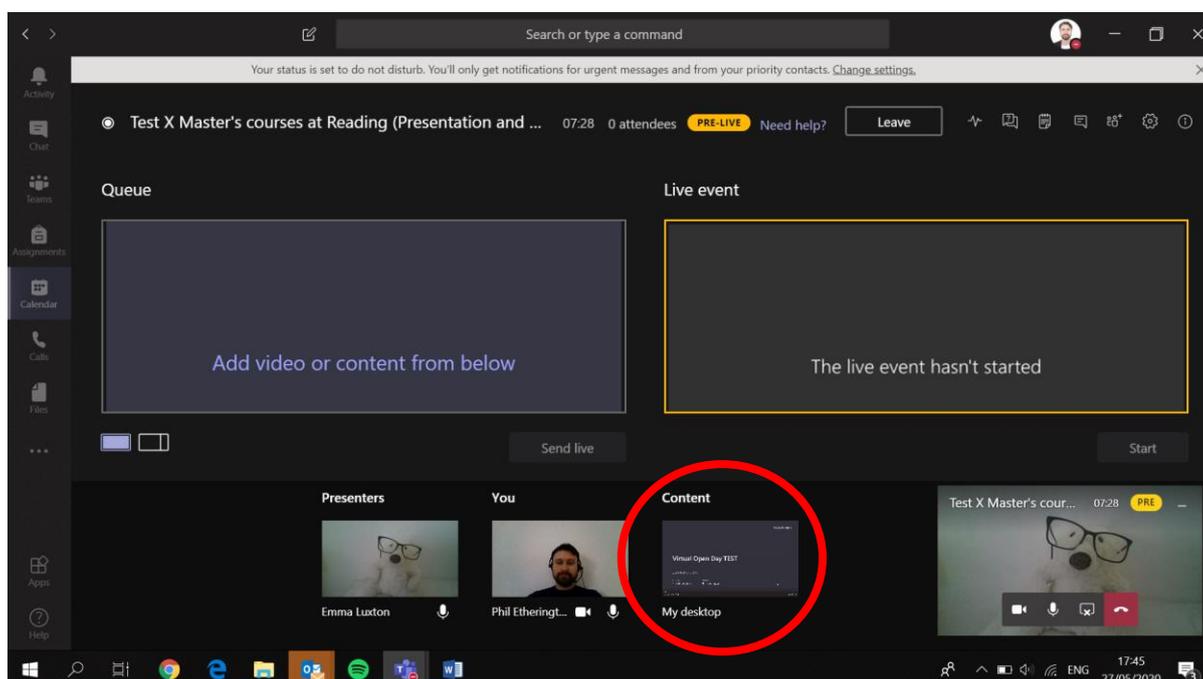
Click the diagonal arrows in the bottom right of your pre-recorded video window to make it full screen.



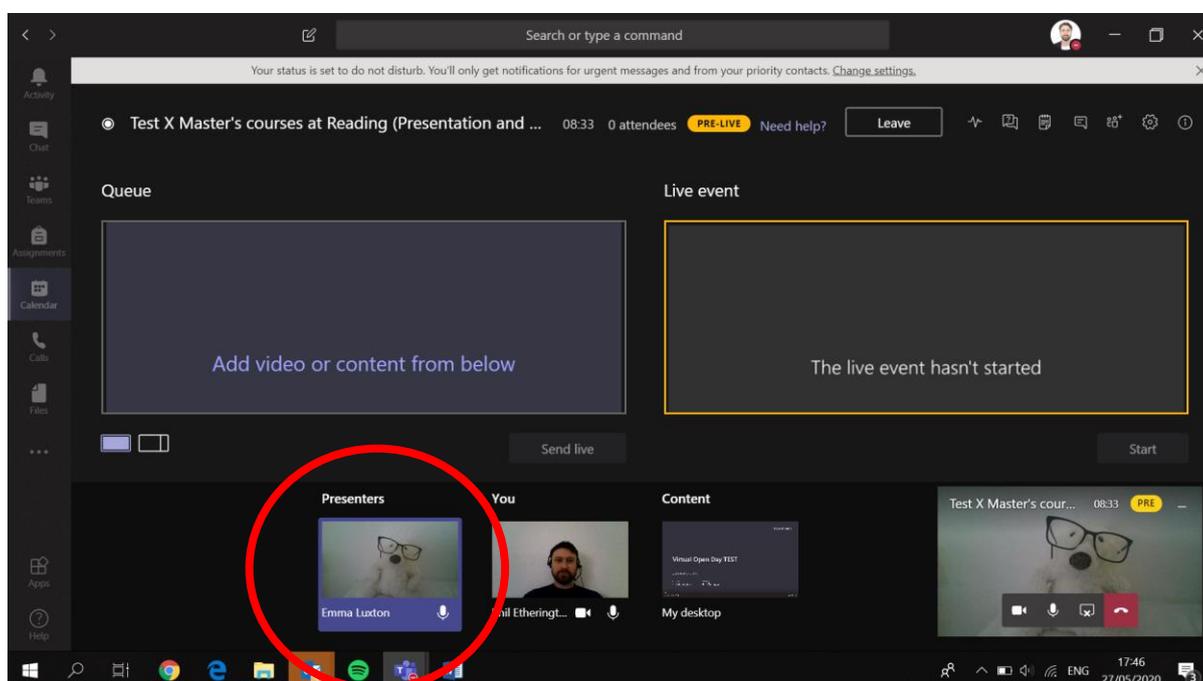
10. Now the presentation is full screen, click on the image of the presenter in the bottom right to get back to the producer area.



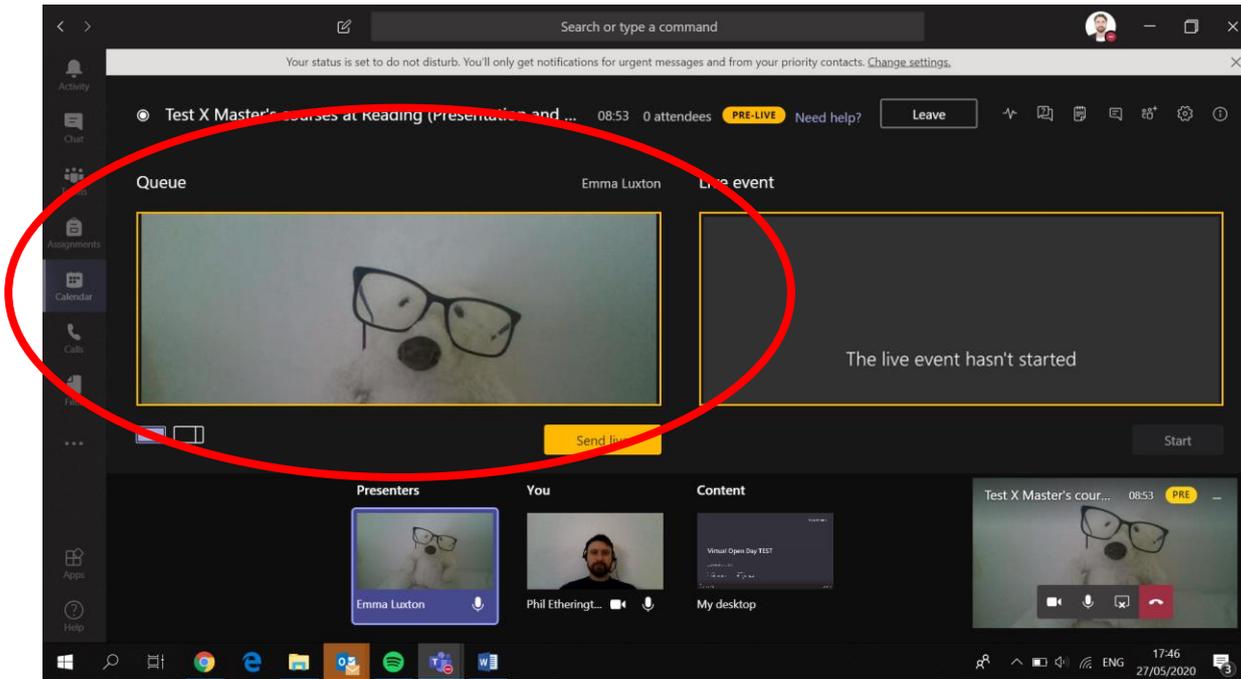
11. The webpage with the pre-recorded presentation will now appear in a box under “Content” on the right. This is now easy to get to when you need it later.



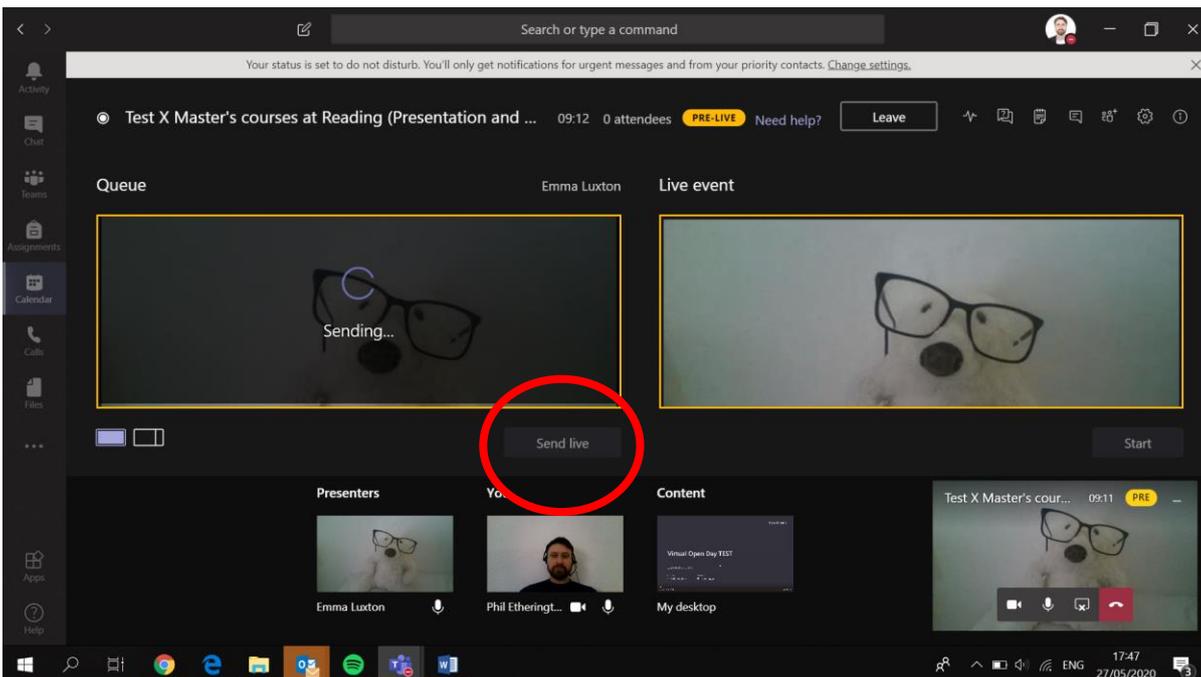
12. Next, you are going to send the Presenter live, so that when they speak to their webcam, this is broadcasted to viewers. There are a few steps to doing this. First, click on the image of the Presenter.



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



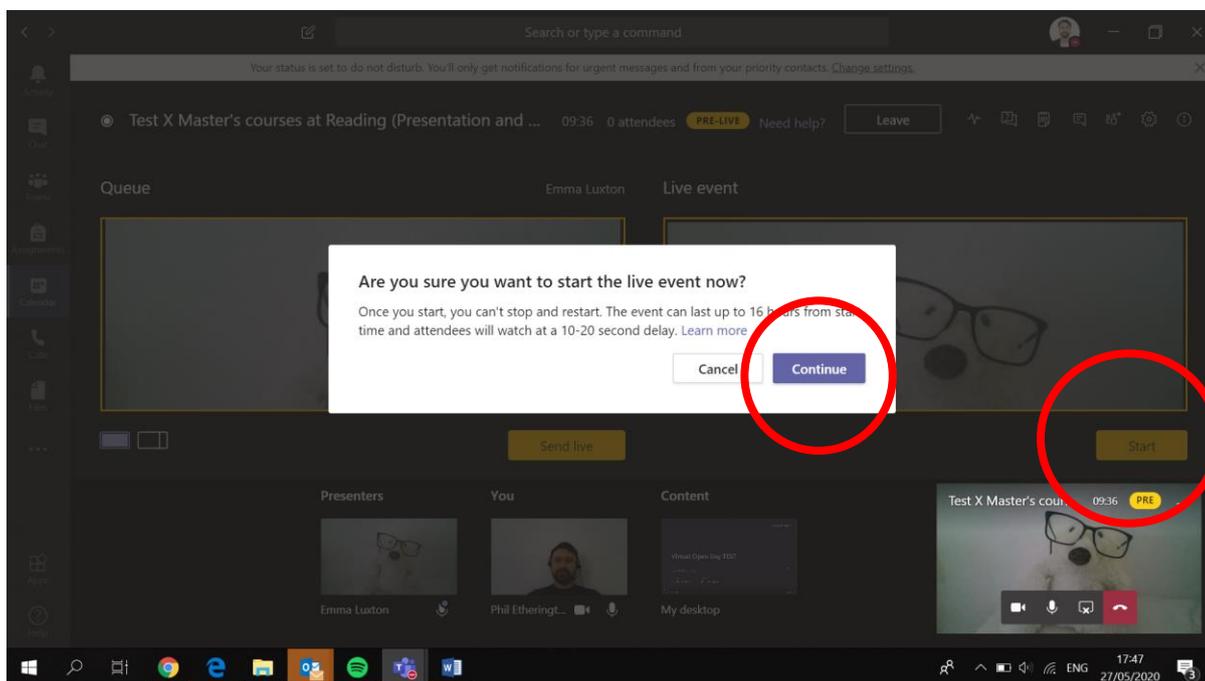
14. Now click the yellow Send live button. The Presenter's webcam feed will also appear in the Live event box on the right



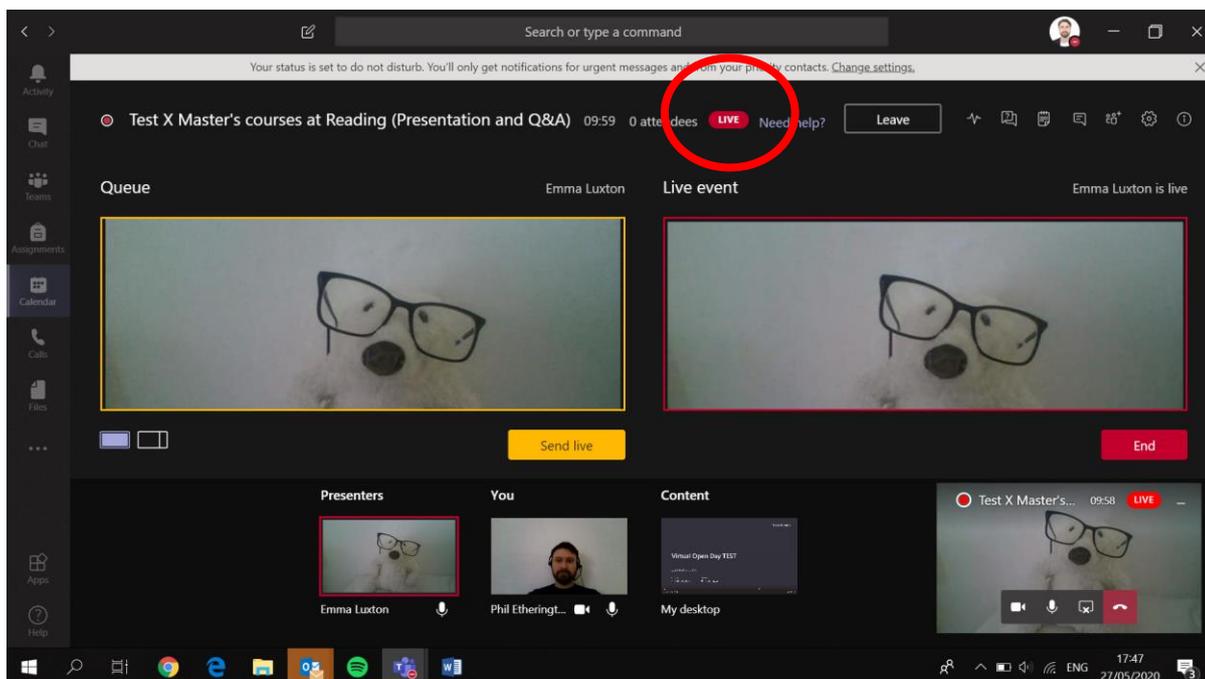
15. Explain to the presenter that you will be sending their webcam live in the event in a few moments. Once the event goes live, everything you say to one another will be heard, so explain that you will give them a thumbs

up when their webcam is live and a thumbs up again when you have switched to the pre-recorded presentation.

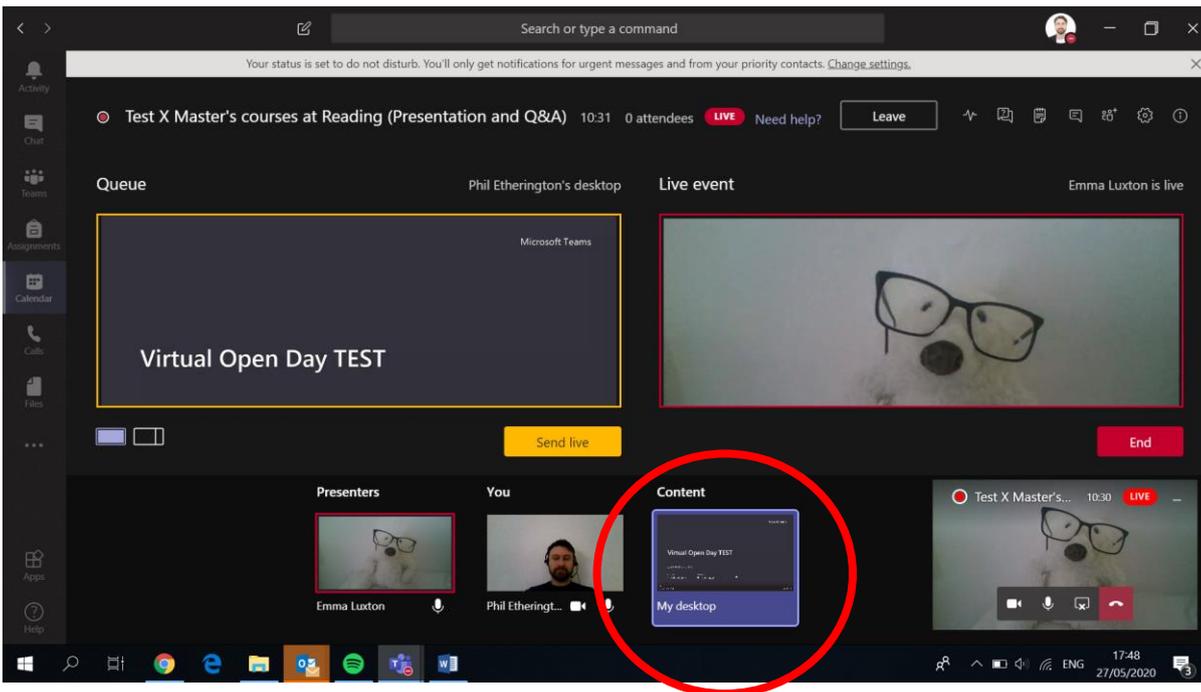
Now click the yellow Start button and click Continue to the pop up that appears.



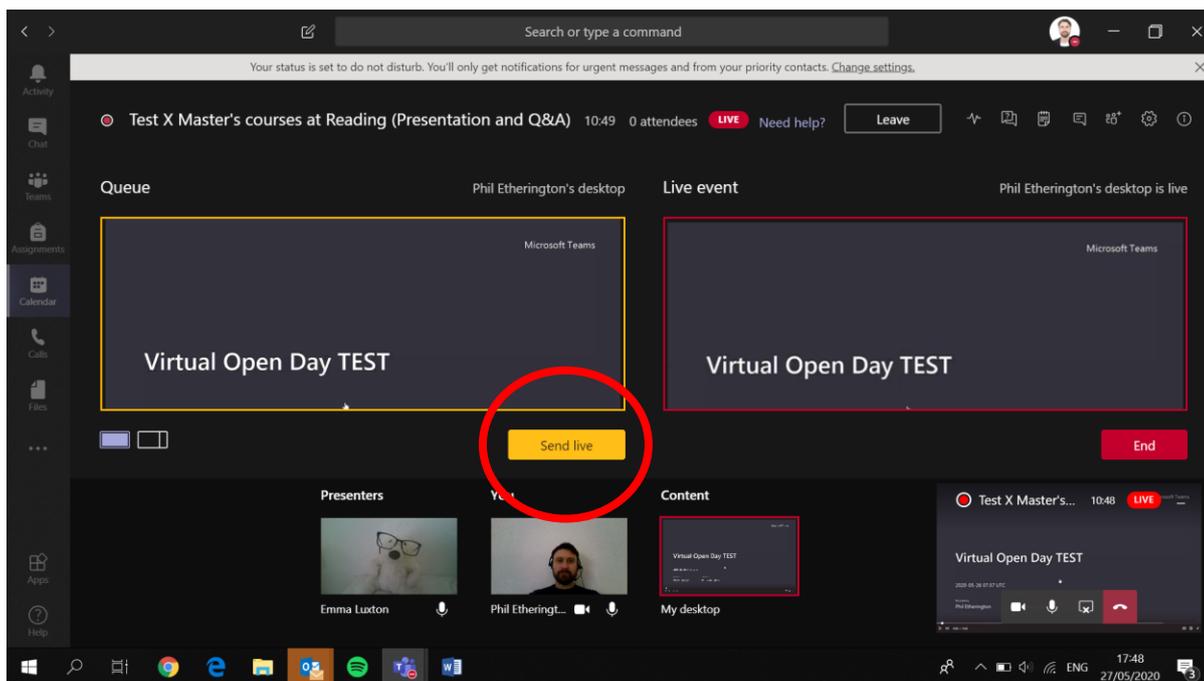
16. When the red LIVE box appears around the Presenter, give the Presenter the thumbs up to speak and to introduce their presentation. It will also state that you are LIVE at the top of the screen.



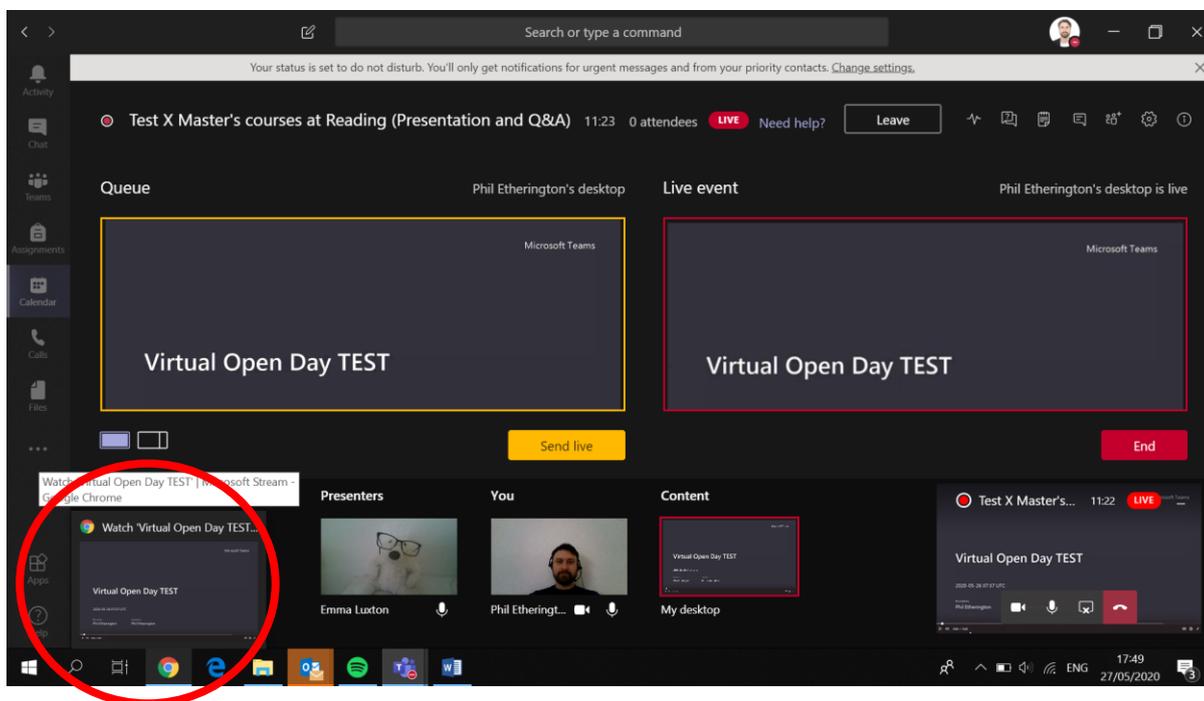
17. While the Presenter is giving their intro, click on the pre-recorded presentation that is in the Content area so it appears in the Queue window, ready to go when the speaker has finished.



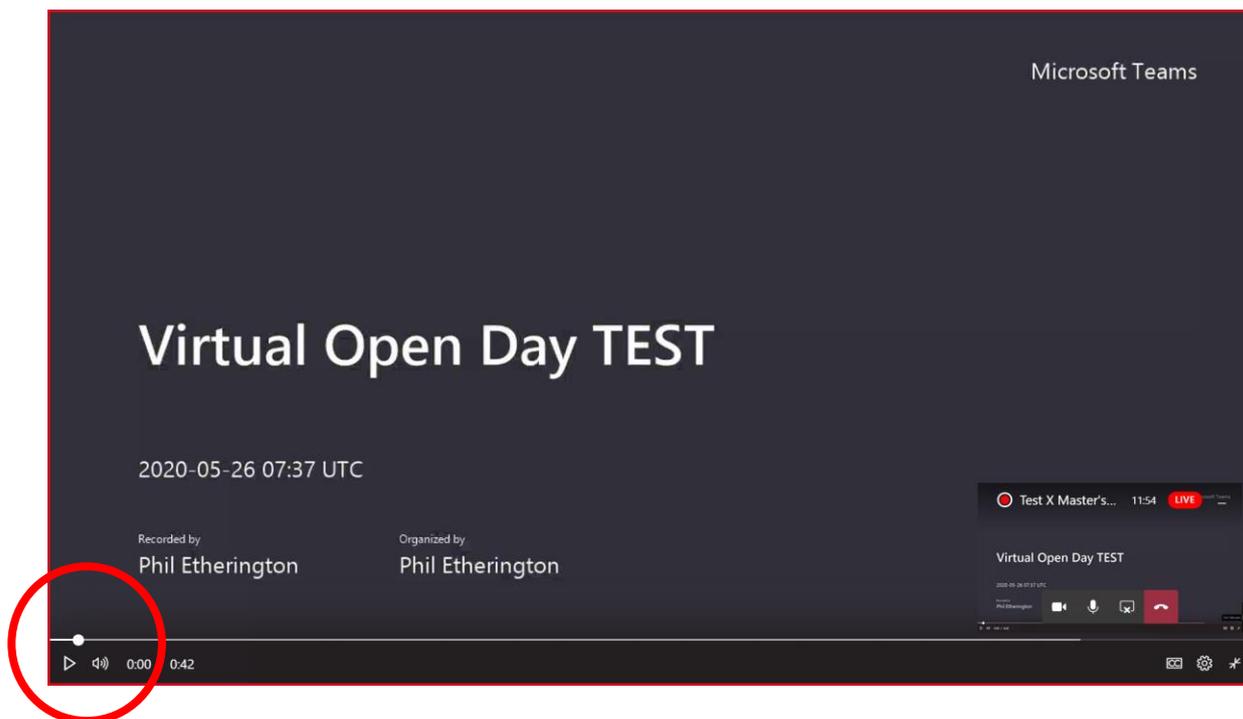
18. When the Presenter has finished speaking, give them the thumbs up (remember any conversation you have will be heard by the attendees) and click Send live



19. The attendees will now see the paused pre-recorded session. You now need to go to that and make it play. To do that, click on your web browser icon along the bottom of the screen (in the image below I have hovered over that icon to show you what appears)



20. When you click on your web browser icon, it will take you to the pre-recorded presentation. Click the play button on that

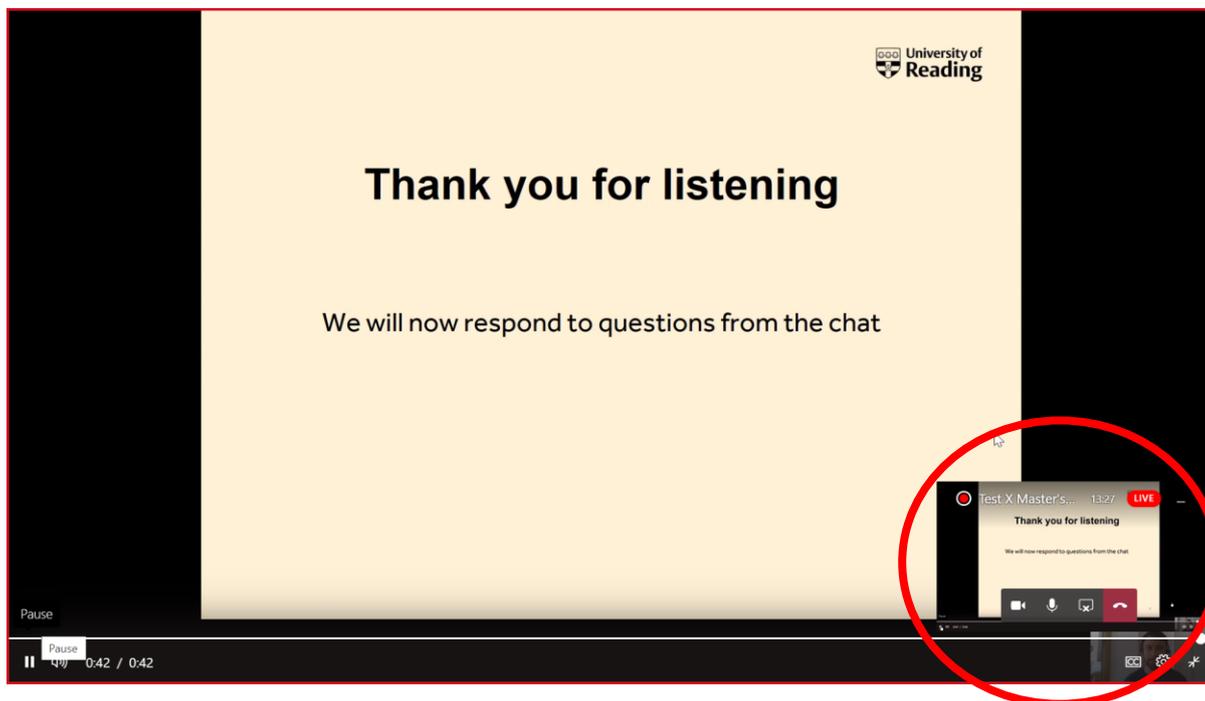


21. The presentation will now be playing. The Producer should stay on this screen watching the presentation through and pausing it at the end. If you need to come out of this screen for any reason (while the presentation still plays), you can click on the box with the mini image of the presentation in the bottom right. This will take you back to the Producer screen. But avoid doing this if you can.

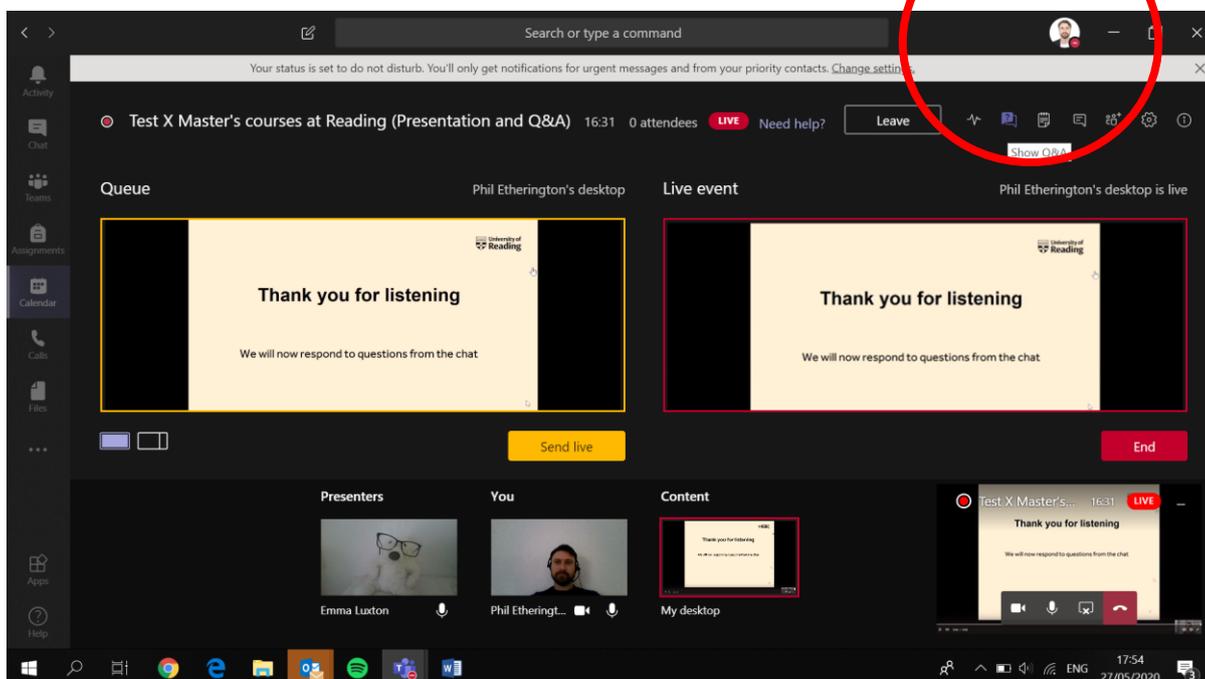
The Presenter will be able to see any typed questions coming in from the viewers in the Q&A comments area. They can either type replies to people while the presentation plays, or wait till the end to reply to everything on webcam. We will highlight where the Q&A comments area is for the Producer in a later image.



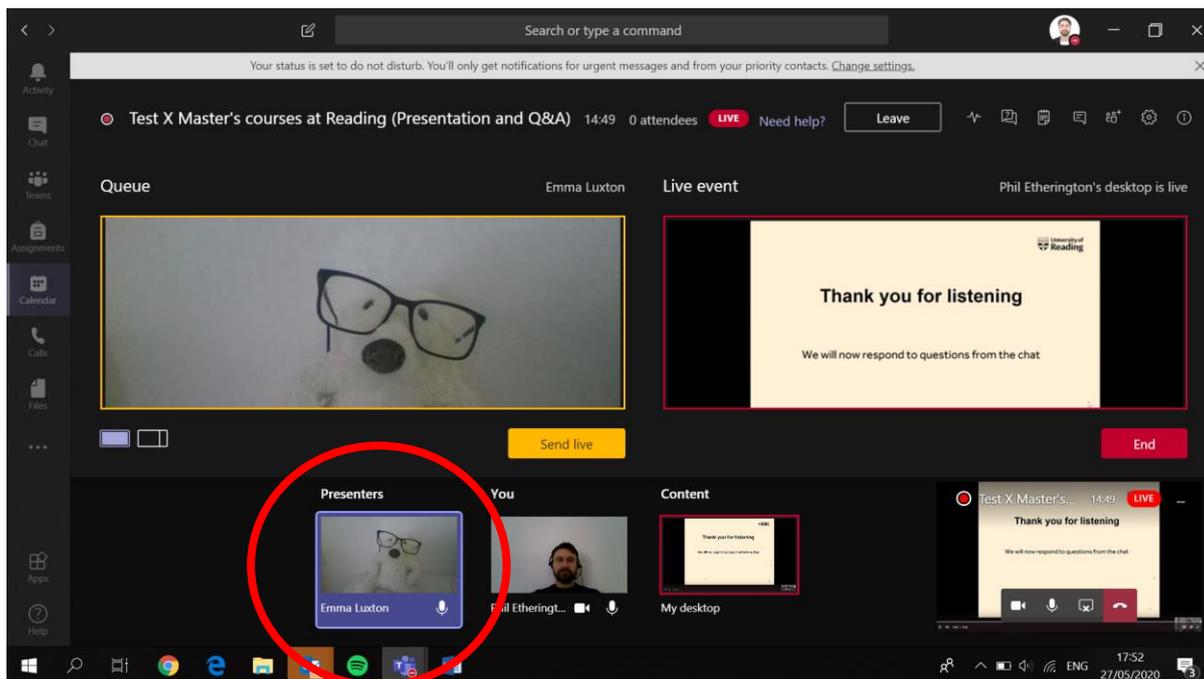
22. At the end of the presentation, pause it and click into the box in bottom right again to get back to the Producer screen.



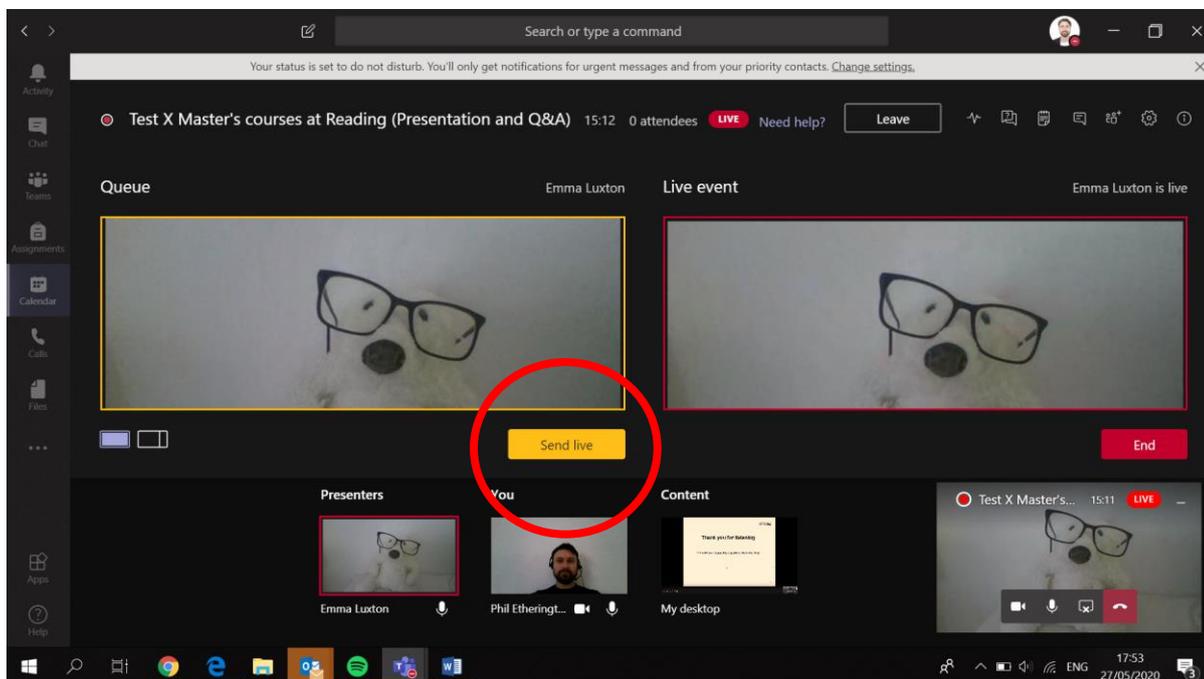
23. Now you need to send the Presenter live again to answer any questions that were submitted while the presentation played and to sign off. For reference we have highlighted the Q&A Comments area on the Producer screen. The Presenter should have been reviewing those while the presentation was playing.



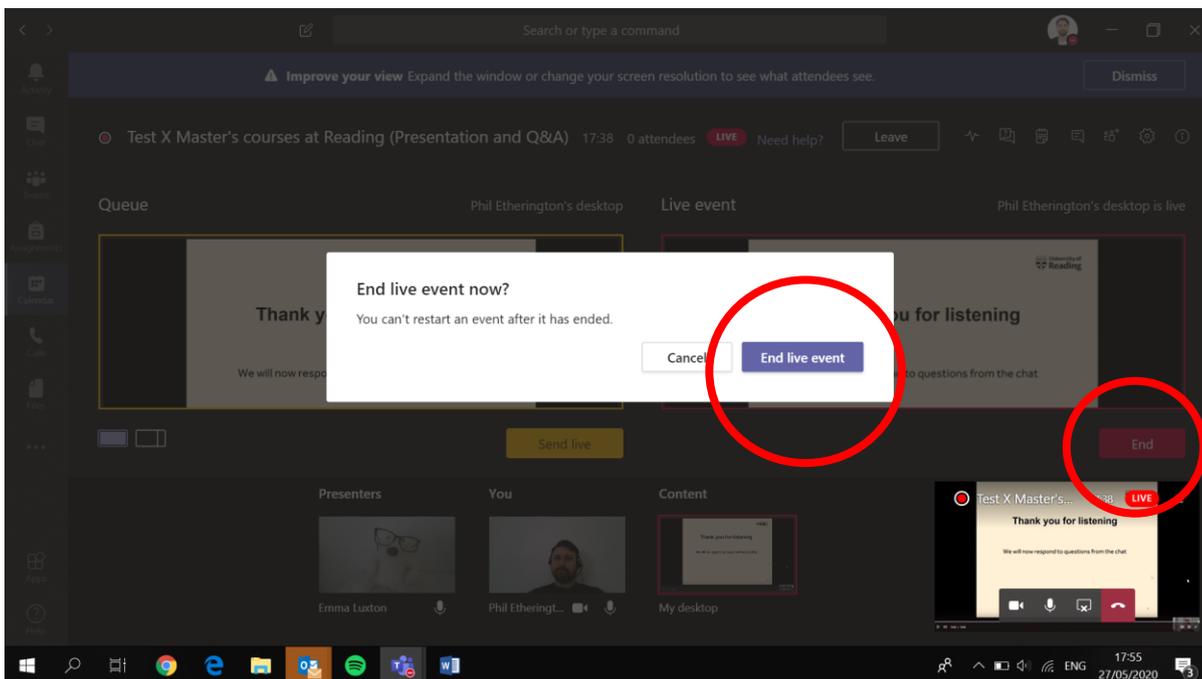
24. To send the Presenter live again, click on the Presenter's image so that they appear in the Queue window



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



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



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

