

## Guidance for Speakers Presenting on Microsoft Teams

### Before the Presentation

#### 1. Join the Meeting Early

- Open Microsoft Teams and join the meeting from the link in your emails.
- Test your microphone, camera, and internet connection.
- To ensure a strong internet connection:
  1. If possible, connect your device directly to the router via ethernet or use a room close to the router for stronger Wi-Fi.
  2. Close unnecessary apps or windows and make sure nothing is downloading, uploading or streaming while you are on the call
  3. Email a copy of your slides to the conference team as a backup plan
  4. If having severe connections issues, try turning off your camera while you present, exiting and rejoining the call or switching over to a hotspot


#### 2. Prepare Your Slides

- Open your PowerPoint presentation in advance.

### Sharing Your Screen or Slides

#### Option 1: Share Your Entire Screen

Best for switching between apps or showing animations.

1. Click the **Share** icon (  ) in the top-right toolbar.
2. Select **Screen** > choose the screen you want to share.
3. Navigate to your PowerPoint slides and begin presenting.

 Tip: Close unnecessary apps and notifications to avoid distractions.

#### Option 2: Share a Specific Window

Best for focusing only on your slides.

1. Click the **Share** icon.
2. Select **Window** > choose your PowerPoint window.
3. Present as usual.

### Navigating Slides During the Presentation

- Use arrow keys or click to move forward/backward.
- In **PowerPoint Live**, use the slide thumbnails or navigation arrows.

## Ending the Presentation

1. Click **Stop Sharing** at the top of the screen.