



HOW TO PRESENT IN MS TEAM

ABSTRACT

This guide shows users How to present in MS Teams.
All Information and wording within this document
conform to Plagiarism Policy

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How to Present in MS Teams

MS Teams allows you to present any PowerPoint present, Word document and even an Excel spreadsheet. One of the top questions ask would be should these be already open? The answer would be simple yes simply because you do not want to be searching for files when giving any presentation within a Teams meeting. Does it need to be open? No, you can go a search for the files if you wish during a meeting, but it is more professional to have them already to go beforehand.

Step 1: Setting the Teams

1. Open MS Teams

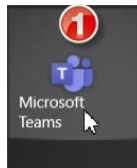


Figure 1: MS Teams

2. If the meeting has already been setup, a popup box will apper 15 minutes before the meeting.

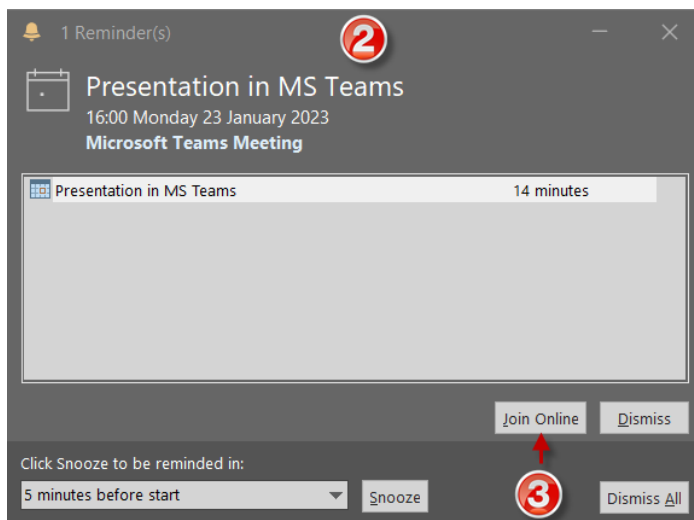


Figure 2: MS Teams Reminder

3. Click Join Online.



4. If you wish at this stage, you can turn on your camera.

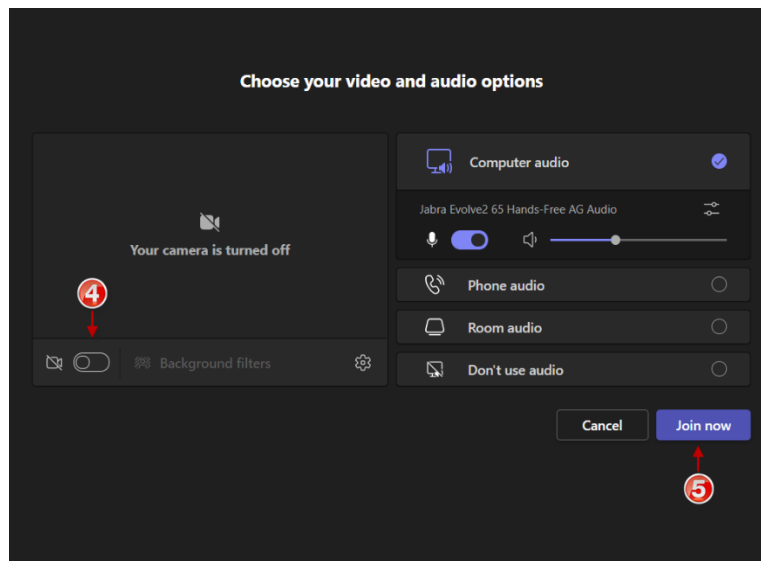


Figure 3: Teams Video and Audio options

5. Click Join now.
6. MS Teams, meeting screen

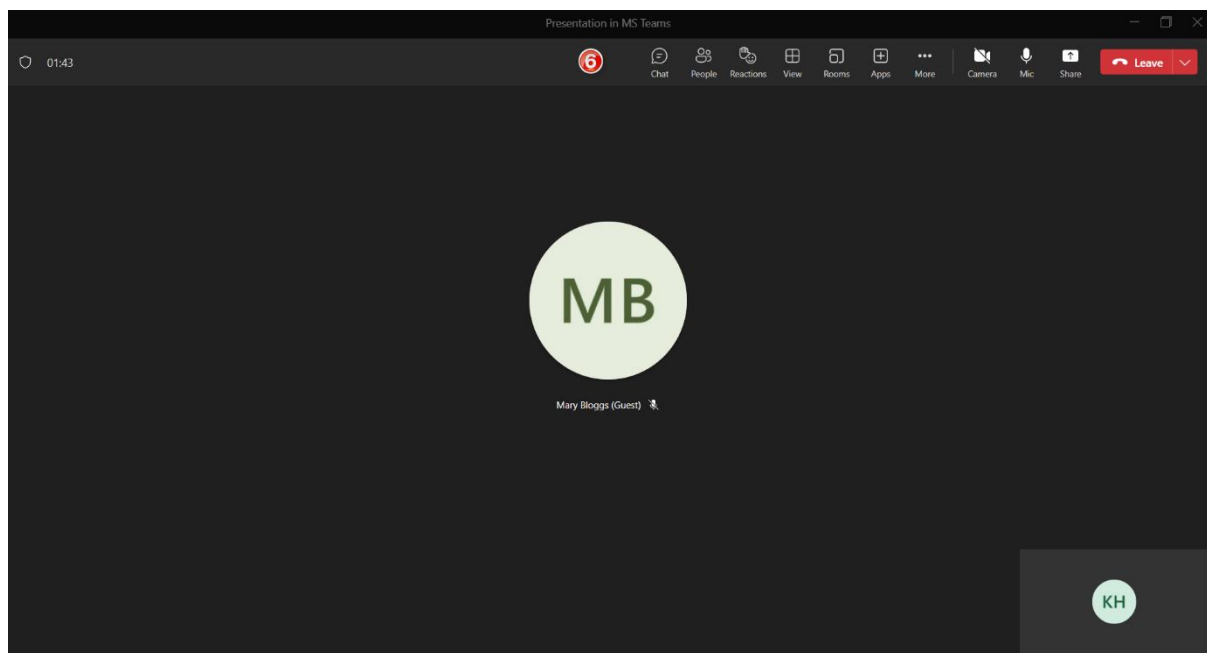


Figure 4: MS Teams



Step 2: Sharing a Presentation

7. Click Share

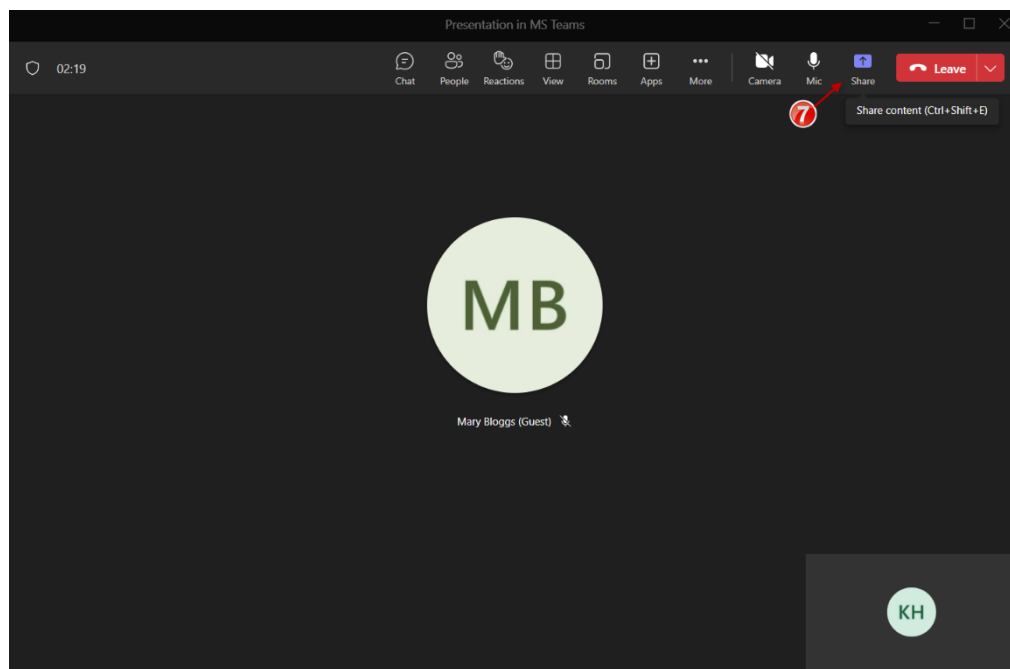


Figure 5: MS Teams Share

8. Click on the presentation

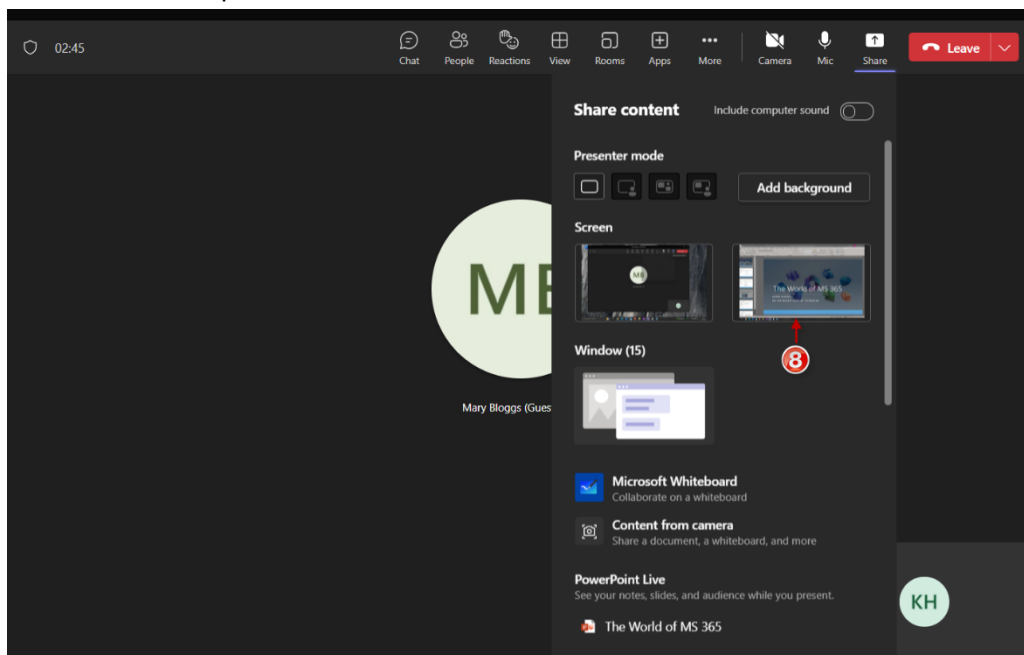


Figure 6: Selection Presentation



Please note: If you have a dual monitor setup, please make sure you select the monitor that you are showing your presentation on.



9. The presentation being shown on the presenter screen

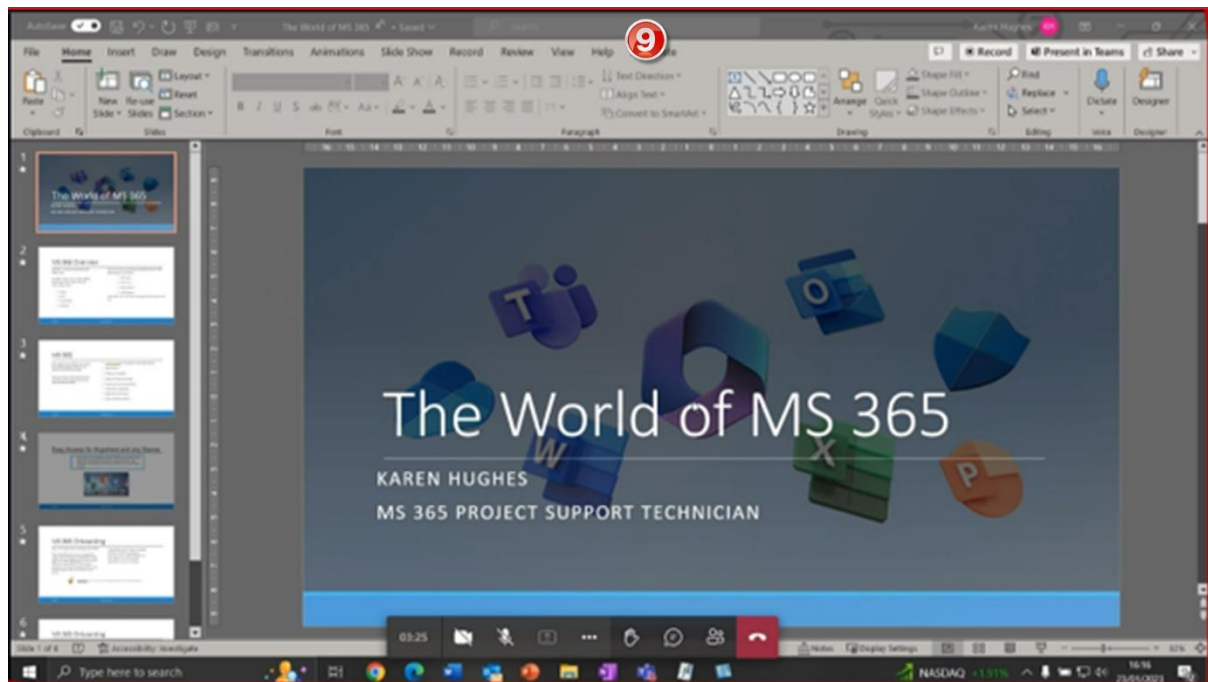


Figure 7: Presentation on screen



Please note: You will notice a red outline; this shows what is being presentation to the attendees.



Step 3: How to stop sharing a presentation

Return back to the screen where you can see your attendees it is here where you can stop sharing your presentation.

10. Click Stop Sharing

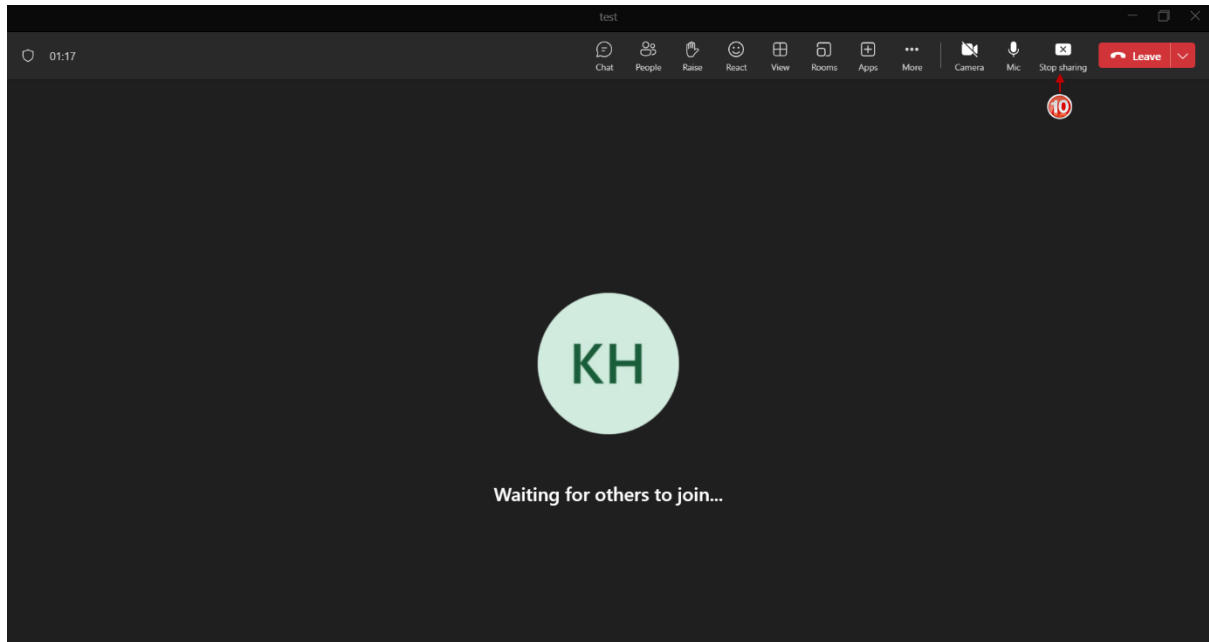


Figure 8: Attendee's Screen

11. Click Leave to end the Teams meeting.

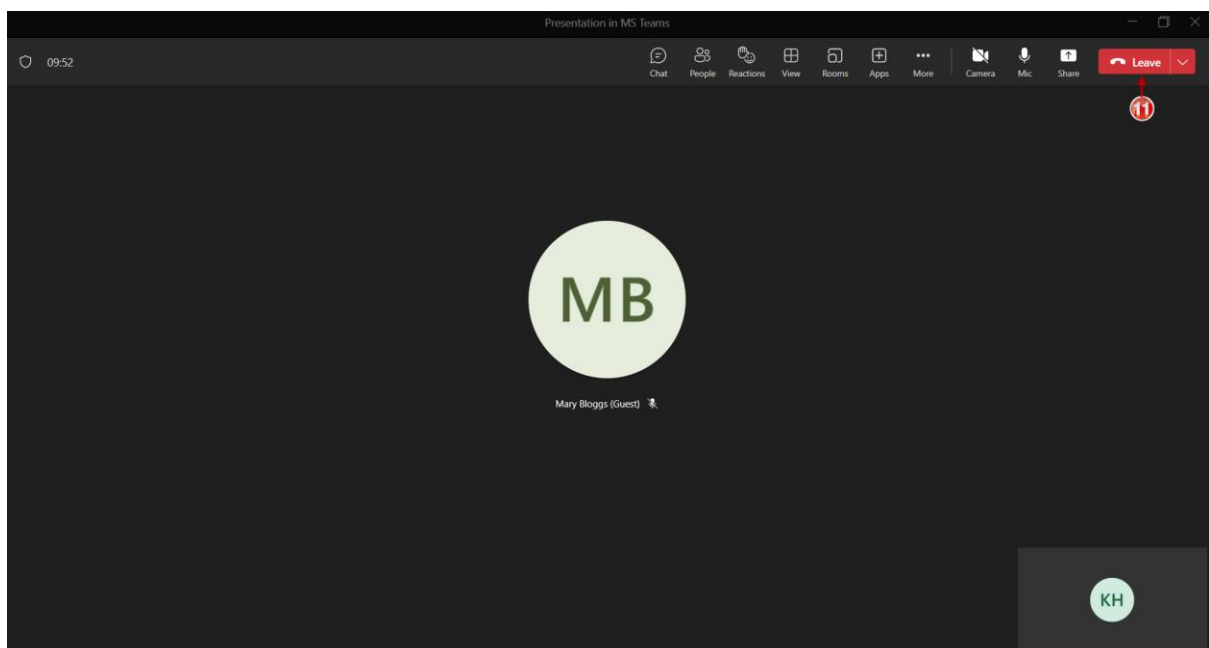


Figure 9: Leaving the meeting



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