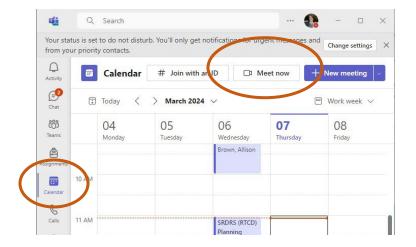
Video Presentation through MS Teams

Quick Steps

- 1. Choose Calendar Tab.
- 2. Select Meet Now button.



- 3. Give Recording meaningful name.
- 4. Select Start Meeting.

| | Start a meeting now X | | rk week ∨ | | |
|------|-----------------------|----------------------------|-------------|----------------|---|
| sday | SeDR Presentation | | | | |
| | | Get a link to | share | • | |
| | | Start mee | ting | 10 0 | |
| | | Choose your audio and vide | eo settings | for | |
| | | SeDR Presenta | ition | | |
| | AL INT | | Ģ | Computer audio | 0 |
| 3 | | | Cu | Phone audio | 0 |
| | | | | Room audio | 0 |

\$

Background filters

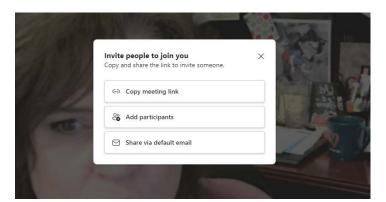
-

Cancel Join now

5. Ensure Video and audio is turned on.

6. Select Join Now.

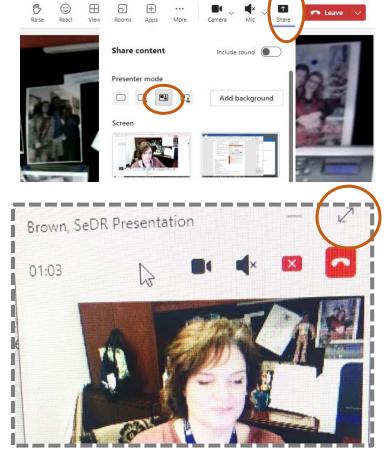
7. Close the "Invite People to Join You" window



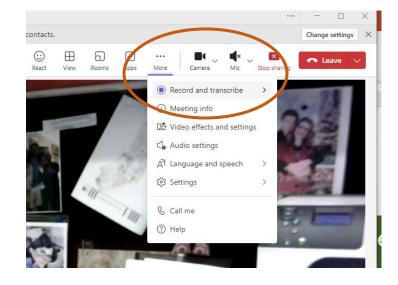
×

- 8. Select Share Button
- 9. In the **Share Content** options, choose Presenter mode, Side by side, and then the screen you want to share.

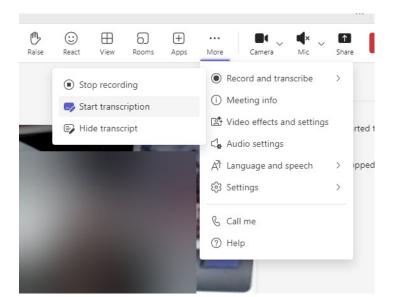
10. Find Presentation Control Box, then Expand/Enlarge the Control Box



- 11. Select More ...
- 12. Select Record and Transcribe, the Start Recording.



- 13. Once the presentation is complete, select the **More** option, then **Stop Recording**.
- 14. Select Leave to close the meeting.



- 15. The recording will generate and appear in the meeting chat box (this may take a few minutes).
- 16. Click on the recording to open it.

17. Use the **Download** option to save to your local Desktop.

