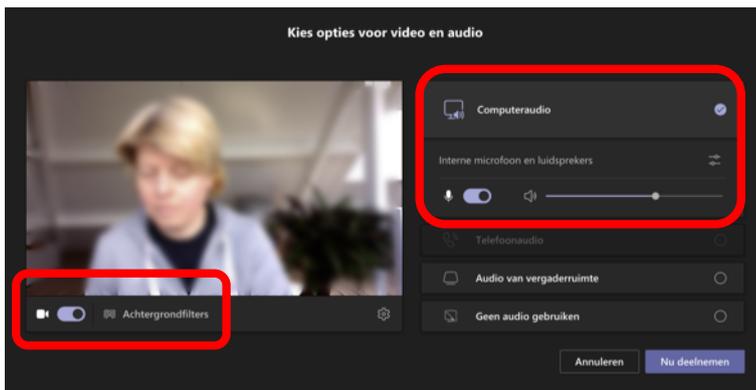


HOW TO USE MICROSOFT TEAMS FOR YOUR PRESENTATION

JOIN THE MEETING

Please login to the Teams meeting as a participant. Follow the instructions provided in the document *Guidelines_MS Teams*. If you are a presenter, please make sure that your audio and video are turned off when entering the meeting.

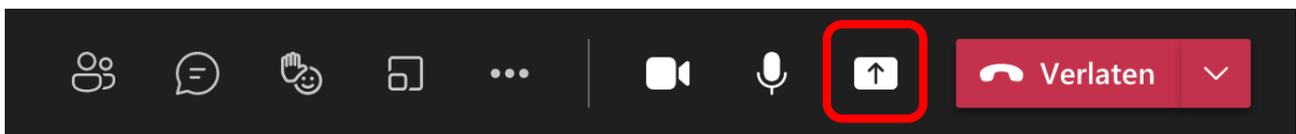


START PRESENTING

The sessions will be hosted and guided by the Session Chair. He will introduce you and then please turn on your microphone and video using the following two functions on the session control panel. Switch on your microphone and video while presenting.



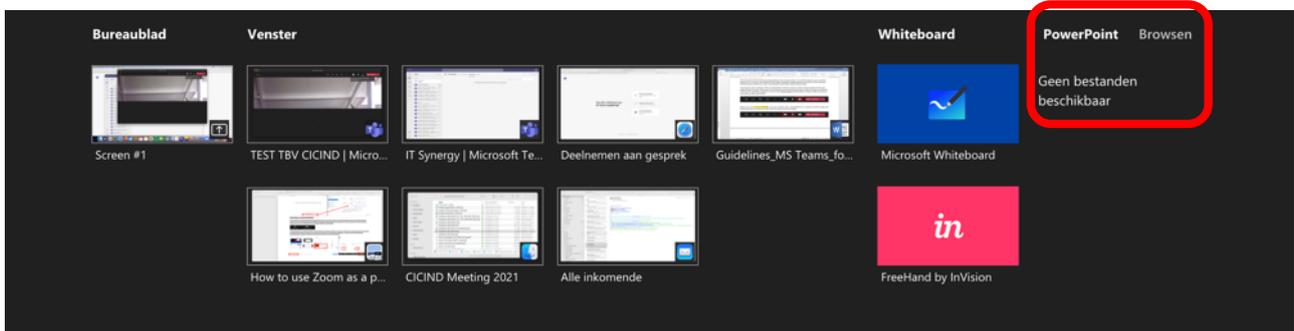
To present your content, click on the *Share screen* button on the control panel at the top right of your screen.



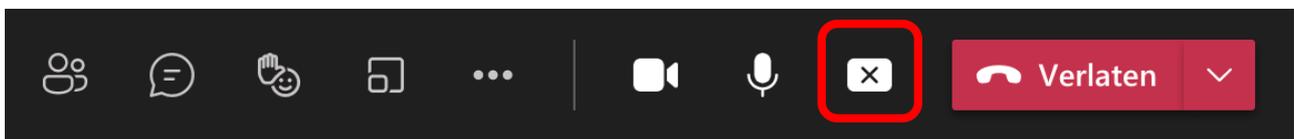
Next, you must choose whether you wish to share your entire screen (desktop) or the contents of a specific application that is open on your computer, in your case PowerPoint. Click *Browse* to select the PowerPoint file containing your presentation. You will then see two options:

1. Upload from my computer
2. OneDrive (if you have a Microsoft account and use OneDrive to store your files)

if you want to share your entire screen or only the content of a specific program, in your case PowerPoint presentation.



To stop sharing your screen once you have finished your presentation, press the *Share screen* button on the control panel.



TIME SLOT

Please make sure that you adhere to the time limits of your designated time slot.

Q&A'S

Once you have finished your presentation, the Session Chair will moderate a short discussion. Any questions regarding your presentation will be submitted via the chat function and brought to you by the session chair. You can answer these questions via your microphone.

Once the Q&A session terminates, please make sure that your microphone and video are turned off in order not to disturb the next presentation.