

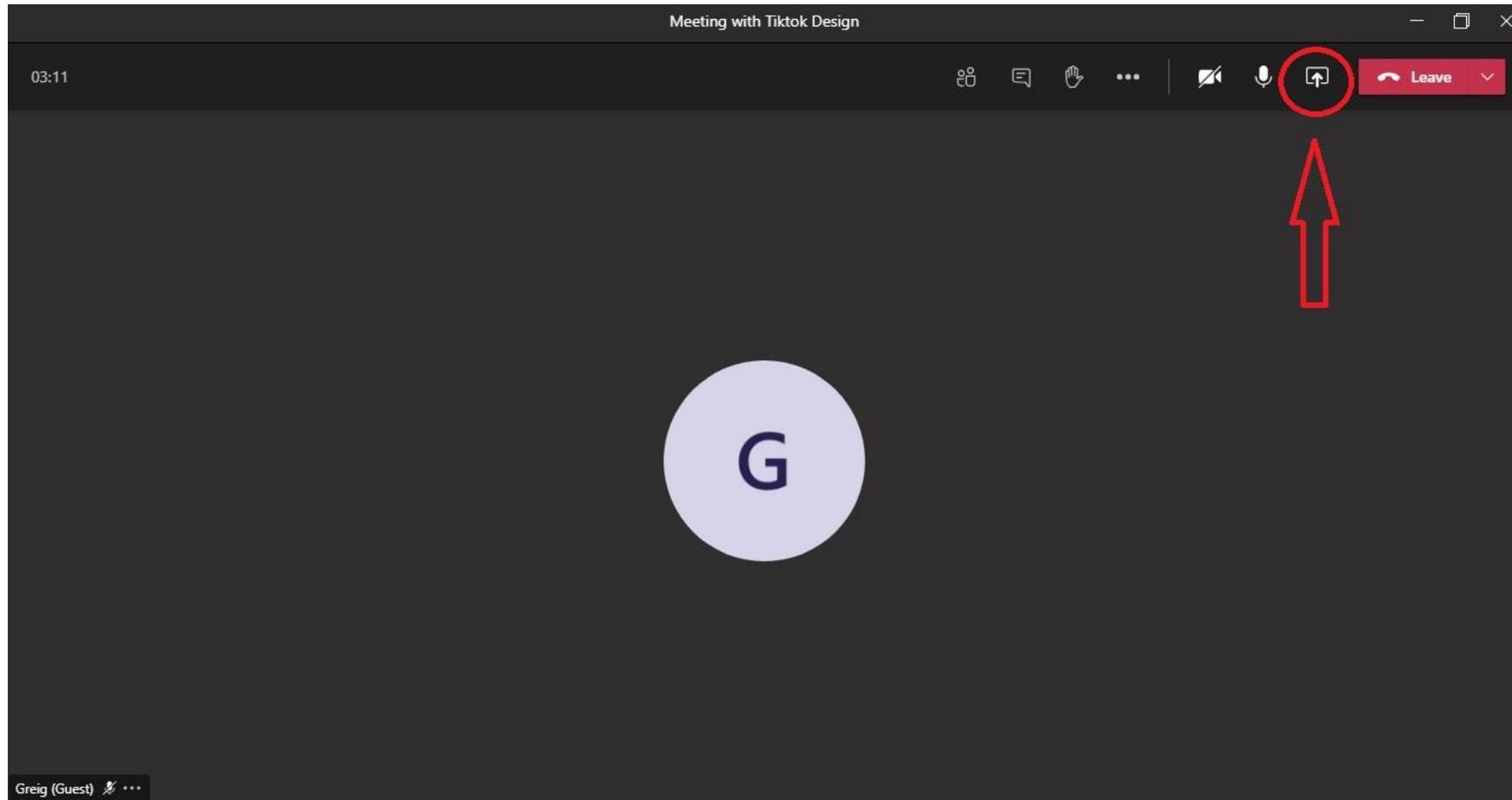
Paediatric
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PPS Virtual Meeting on Microsoft Teams

How to present your lecture

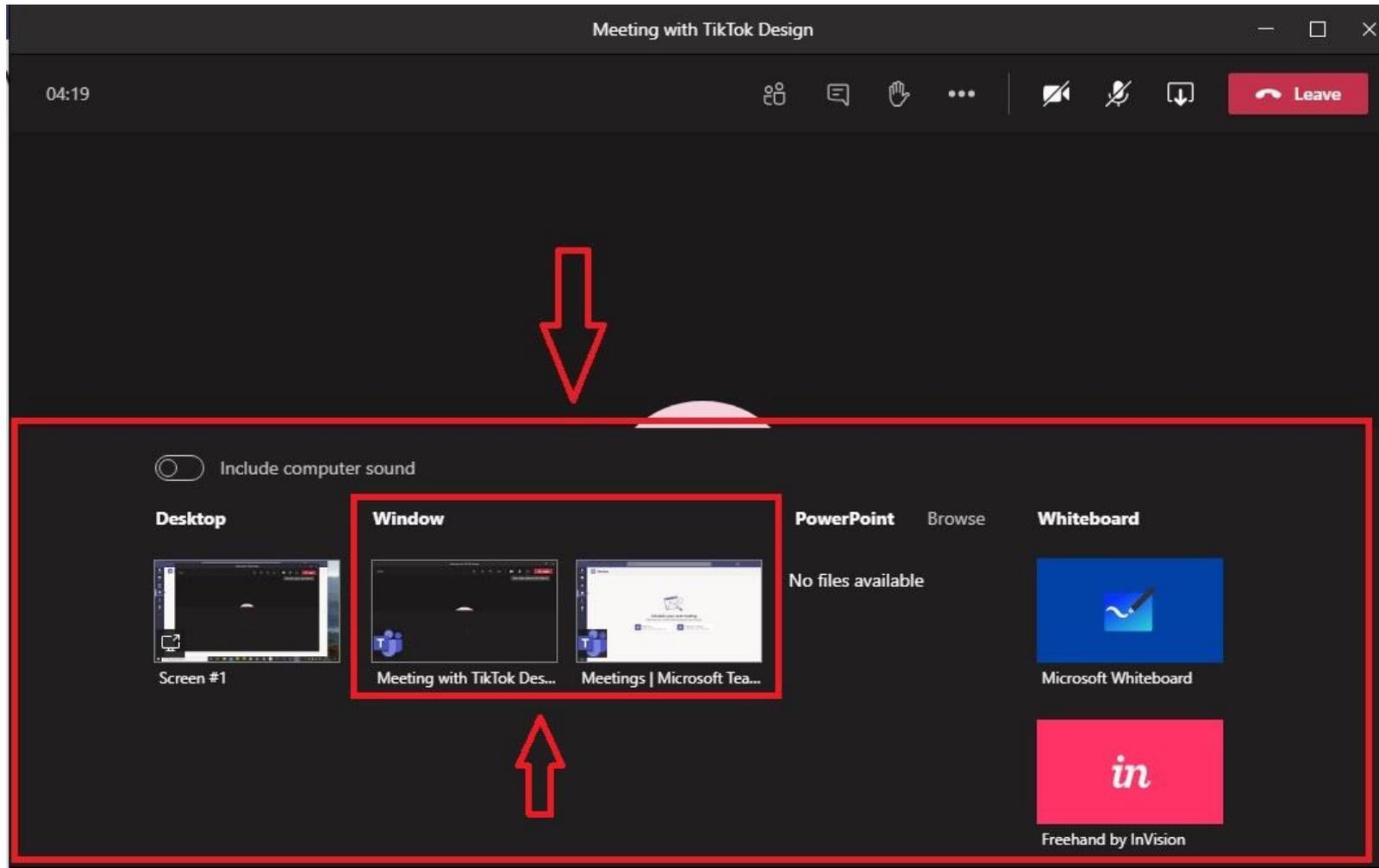
Now it's time for you to present your lecture

- Once the meeting is underway and we are working through the programme, if you are presenting a lecture at the meeting, here is the best (and easiest) way to present your files.
- For this we will be using a function called 'presenter view' , first click on the 'Share content' icon (see below)



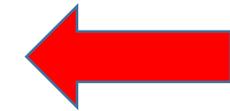
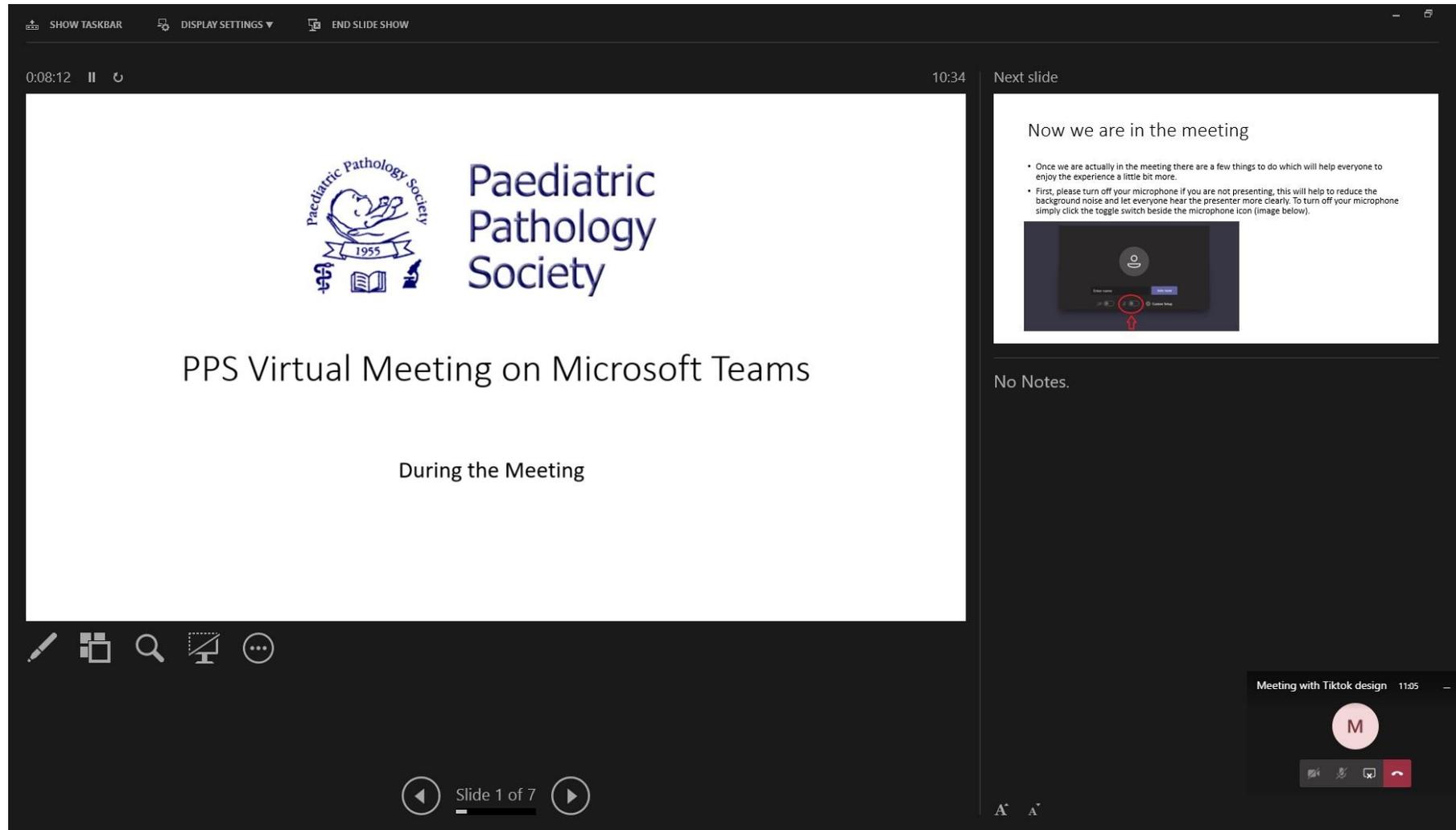
Sharing your content

- Once you click the 'Share content' icon a new screen slides up from the bottom of page and looks like this... (quick tip – please have your presentation open on your computer before you click the share content icon)
- Now select your presentation from the section that says 'Window' not 'Desktop'



Using Presenter mode

- Once you click your presentation to open it, once open right click anywhere within your presentation and click 'open presenter's view', this will change your screen to something like this...



You see what the next slide is going to be and also any notes you have added to assist you during your presentation.

Using presenter's view

- Everyone else's view looks like this, as you can see, they just see your current screen you are presenting, they don't see what the next screen is or any of your notes, these are solely for your benefit and to help your presentation go smoothly.



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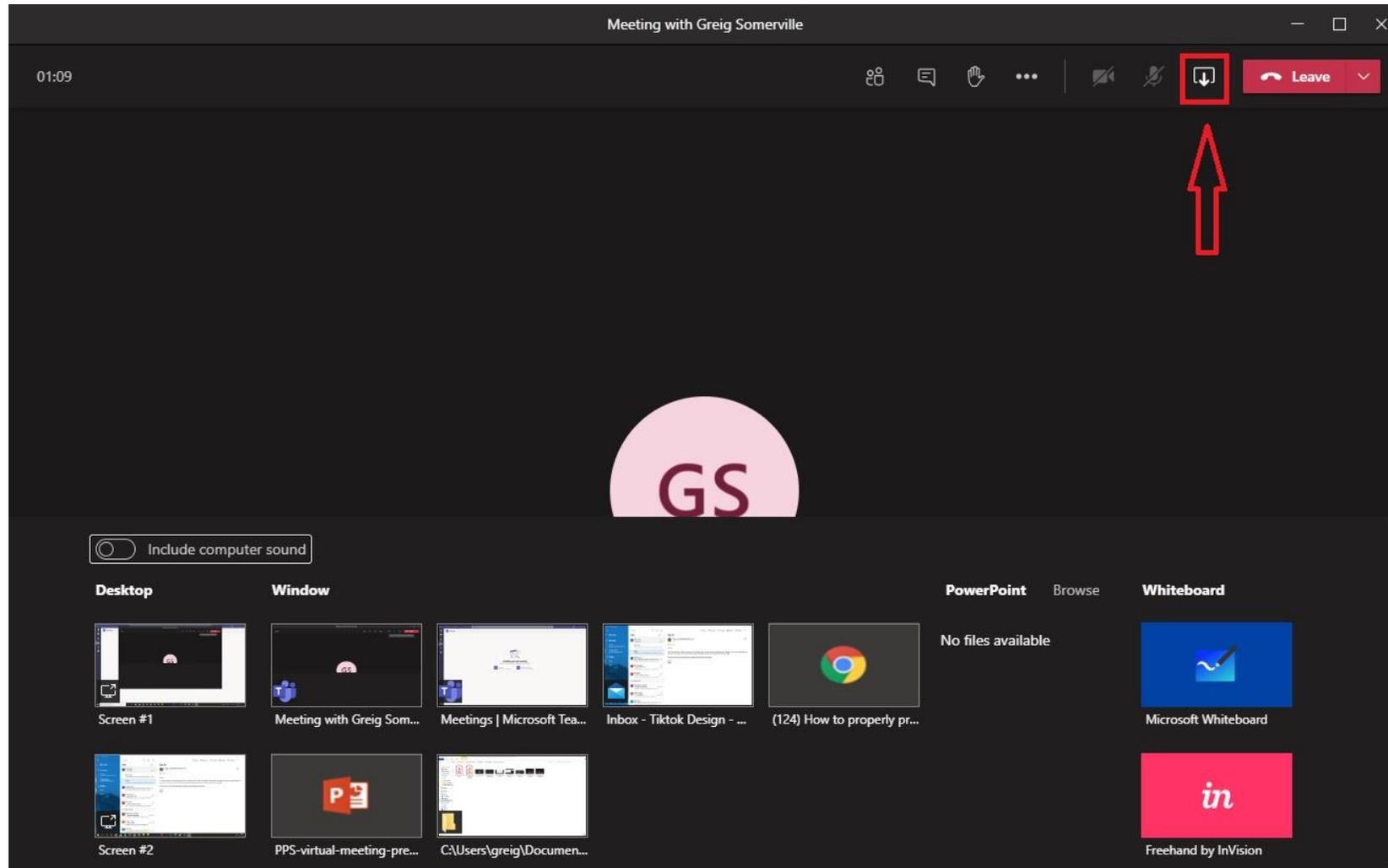
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During the Meeting

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Presenter view continued

- Once you have finished your presentation simply click on the share icon again and this will close your share screen and revert back to the meeting. (image below)



That covers how to present your lecture during the meeting.

- More how-to-docs will be added soon giving you more tips to help you through the meeting.