

RCPA Speakers Guide to Presenting in Microsoft Teams Virtually

This document will provide information on how to share content in a meeting in Teams. It also describes what you need to be aware of before, during and after your presentation

Before your presentation

Ensure that all your applications are closed except for your presentation and the Microsoft Teams meeting window. Closing unused programs or apps will stop distracting notifications, such as new emails or chat messages, from appearing on your screen.

This step is essential if you share your desktop during your presentation. Please consider what is visible when sharing your desktop; you may need to remove items or photos to maintain privacy.

During your presentation

Be ready. Have your presentation open and ready to display before your allocated speaking time. Details on how to present and share your screen are below.

How to Share your screen

To share your screen in a meeting, select **Share**  in your meeting controls (the meeting bar that is towards the bottom of the Microsoft Teams meeting window).

Then, choose to present your entire desktop or your PowerPoint file.

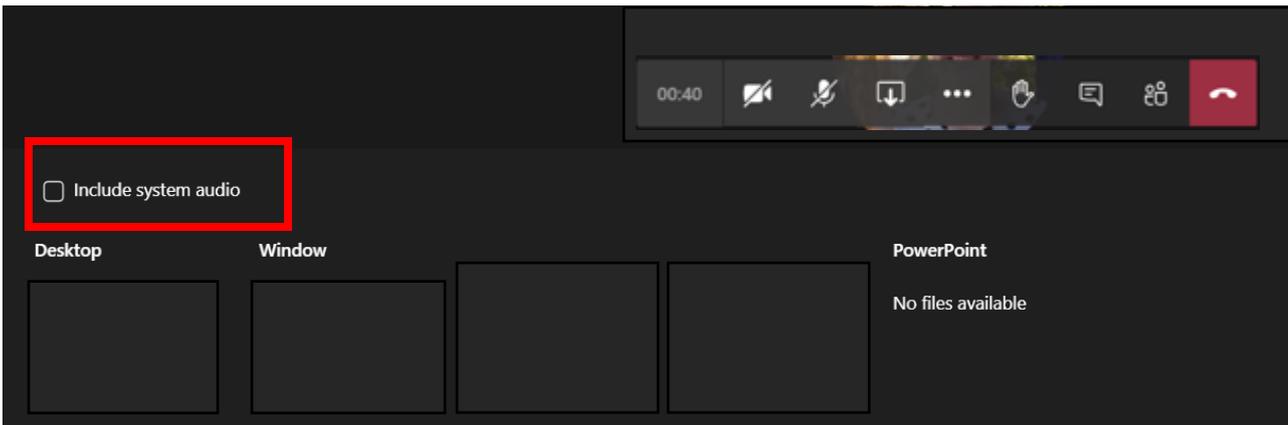


Share your...	If you want to...	Great when...
Desktop	Show your entire screen, including notifications and other desktop activity	You need to Share multiple items during your presentation.
PowerPoint	Present a PowerPoint file others can interact with	You need to share your presentation

Include system audio

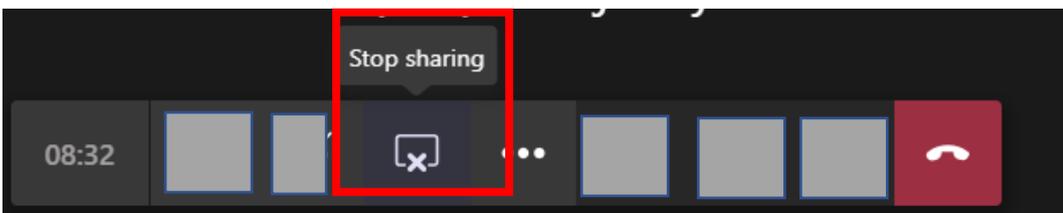
Sharing your system audio lets you stream your computer audio to meeting participants through Teams. You can use it to play a video or audio clip as part of a presentation.

To share your system audio, select **Share**  in your meeting controls and then include **system audio** (checkbox at the top of the sharing options screen). When you share your system audio, all sound notifications will be included in the meeting.

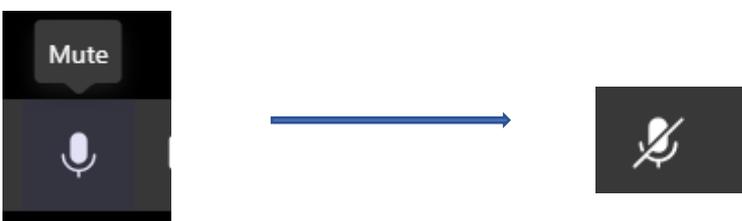


After your presentation

When you have finished your presentation, go to your meeting controls, and select **Stop sharing**. This is a visual cue to notify participants that your presentation has concluded and ensures the next presenter can share their screen.



If you are no longer required to talk, you should also mute your microphone.



Resources

Please watch this video from Microsoft on how to share your screen in a Microsoft Teams meeting. <https://support.microsoft.com/en-us/office/show-your-screen-during-a-meeting-90c84e5a-b6fe-4ed4-9687-5923d230d3a7>

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