

## Conducting your presentation via Teams

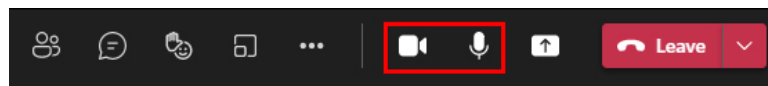
Please carefully review this guide and keep it handy when you are about to start your presentation. This guide assumes that you have already joined the Teams meeting.

To ensure good quality audio, please use a headset with a microphone. The microphone built into your computer will likely not be sufficient, and the audience may therefore have difficulty hearing you.

If you have any questions or require assistance, or have not used Teams before, please contact Garth Doig or Paul Burnett from the Australian Centre for Geomechanics via email at [publications-acg@uwa.edu.au](mailto:publications-acg@uwa.edu.au) or by phone on +61 8 6488 7209.

**At least five minutes before your presentation time open your PowerPoint presentation and have it ready. The facilitator will introduce you. Once the introduction is over and the facilitator hands over to you, please follow the steps below.**

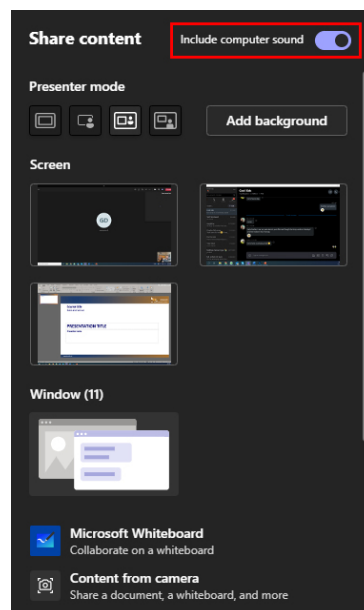
1. Your video may be off. If so, click the camera icon. If you are muted, click the microphone icon to unmute yourself.



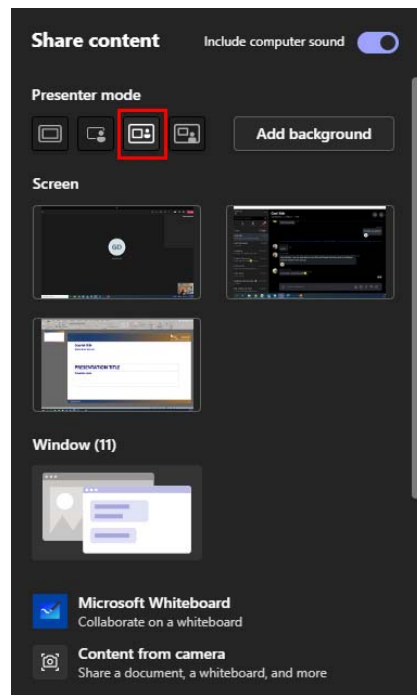
2. Click the Share Content icon.



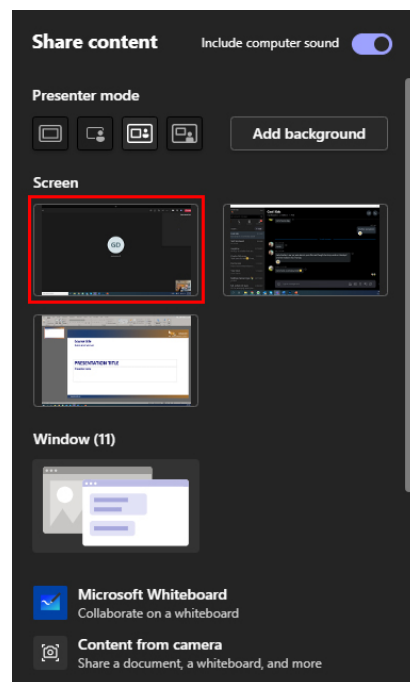
3. If your presentation includes sound, click the slider next to 'Include computer sound' and ensure that it is on.



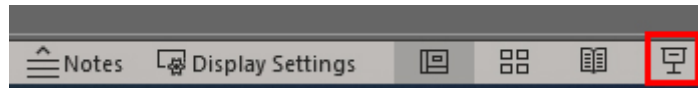
4. Now select your presenter mode. We suggest clicking “Side-by-side”.



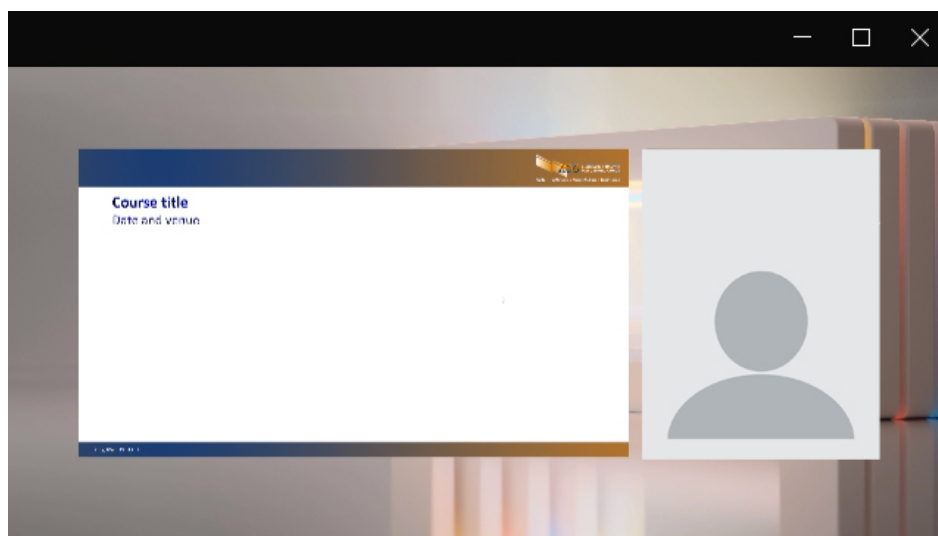
5. Now click on the screen that your PowerPoint presentations open up on. This will likely be your main screen if you have multiple screens.



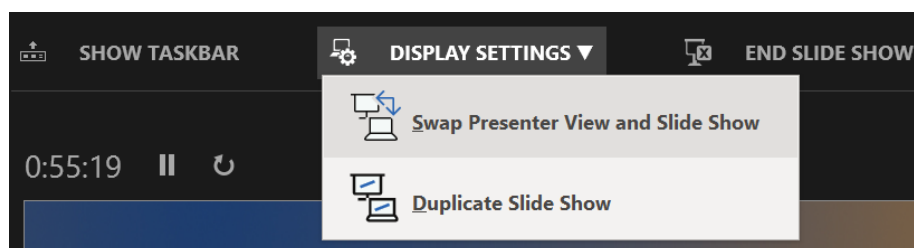
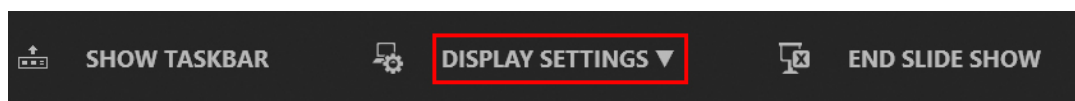
- Now, in PowerPoint, click the Slide Show button at the bottom right of the screen to start your PowerPoint presentation.



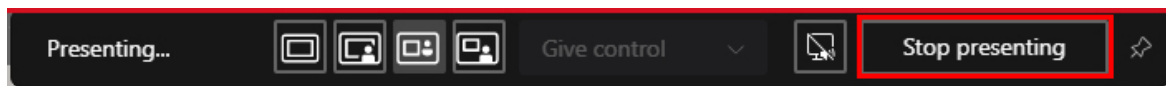
- Your PowerPoint presentation will now appear on-screen, as well as a window showing your presentation and the camera view that event attendees will see of you on their screen (similar to the screenshot below). Depending on your PowerPoint settings, and if you have a multiple-screen set up, you may also see PowerPoint’s presenter view which you can use to navigate through your presentation.



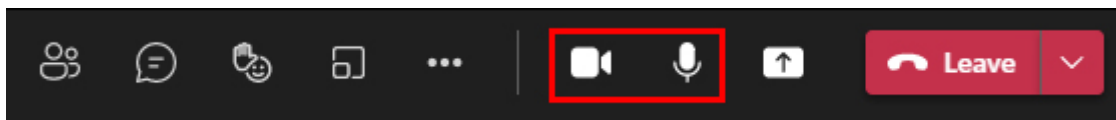
You will be able to tell which screen is being broadcast to the attendees as it will have a red border around it. If the presenter view is being broadcast, you can click “Display Settings” and then “Swap Presenter View and Slide Show”.



8. Once you have finished your presentation, the facilitator will ask the in-house attendees and the remote attendees if they have any questions. Remote attendees may ask questions verbally or through Teams' chat feature. You do not need to watch the chat for questions, as the facilitator will do this for you.
9. When you are ready to stop sharing your presentation, bring your cursor to the top-center of the screen you are sharing so the menu will drop down, then click "Stop presenting". Please do this promptly so the next presenter can commence their presentation.



10. Next, please turn off your camera and microphone.



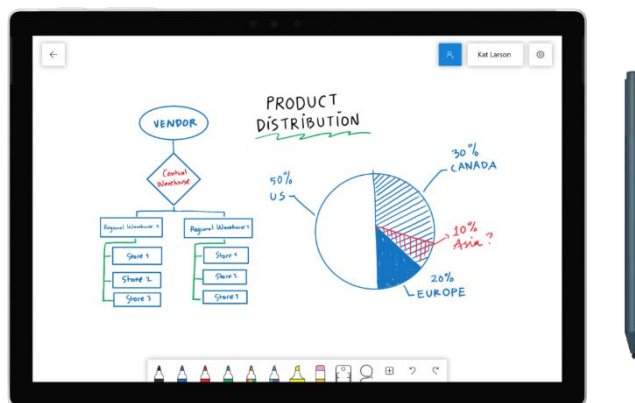
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## Teams Meetings – Useful information and tips for presenters

### Meeting whiteboards

Any meeting in Teams can access a whiteboard.

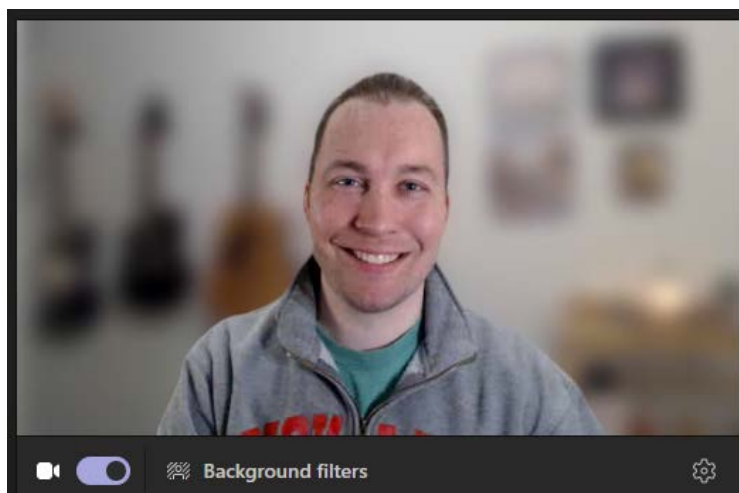
Here, participants can sketch together and share ideas. Whiteboard sketching comes with different pen colour's and graph options for visual collaboration.



### Virtual backgrounds

People using video conferencing on Microsoft Teams can change their backgrounds to either blur the background or replace it completely.

Select **Background effects** in your audio and video settings. Choose **Blur** to blur your background. Everything behind you will meld together. You can also replace your background.



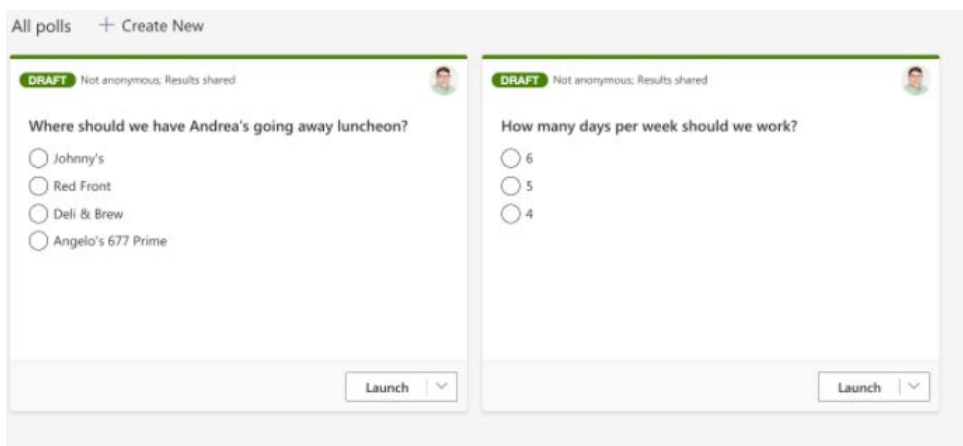
## Attendee Polls

As a presenter, you can use Microsoft Forms to create polls before your Microsoft Teams meeting, then launch them during it so attendees from any endpoint (mobile, web, desktop) can view and answer.

When you launch your poll, it will pop up as a notification on the meeting screen and also appear in the meeting chat window. Attendees can also create ad-hoc polls during a meeting to get quick feedback on the spot.

Create a poll and then launch it before, during, or after your meeting

1. In Teams, select **Calendar**.
2. Find the meeting you've scheduled for which you want to add polls and click or tap it.
3. Select **Chat with participants**.
4. Select **+ Add a tab**, search for and select **Forms**, and then click or tap **Add**.
5. Select **Save**. A new **Polls** tab will be added to your meeting.
6. Select **+ Create New Poll**, and then choose one of the following:
  - **Multiple Choice Poll** - Create your question or statement, and then provide answer options (up to 12) from which your audience can choose.
  - **Multiple Choice Quiz** - Mark a correct answer for your multiple-choice quiz. You can have a single option as a correct answer, or more than one if you select **Multiple answers**.



The screenshot shows the Microsoft Forms interface with two draft polls. The left poll is titled "Where should we have Andrea's going away luncheon?" and has four radio button options: Johnny's, Red Front, Deli & Brew, and Angelo's 677 Prime. The right poll is titled "How many days per week should we work?" and has three radio button options: 6, 5, and 4. Both polls are in a "DRAFT" state, are "Not anonymous", and "Results shared". Each poll has a "Launch" button at the bottom right.