



## HOW TO RECORD YOUR PRESENTATION IN TEAMS

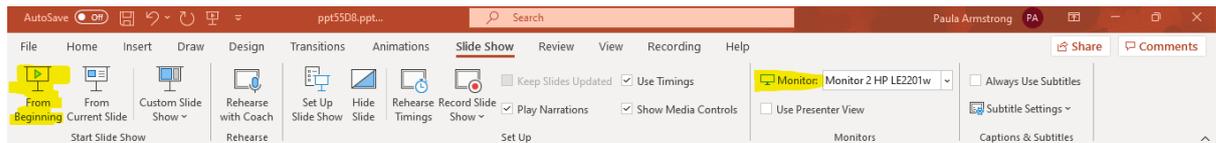
### BRIEFING NOTES

PLEASE READ CAREFULLY

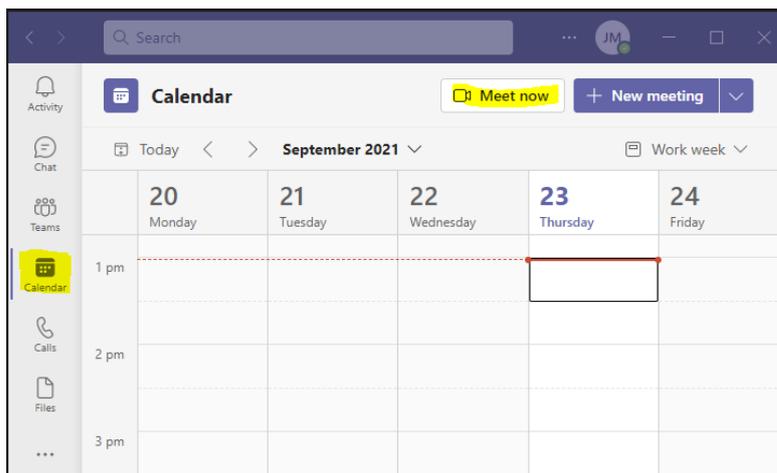
#### HOW TO RECORD YOUR VIDEO USING MICROSOFT TEAMS:

You can create a Microsoft Teams meeting to record your presentation. The recording will be available to you as a **.mp4 file** for you to send to the organisers.

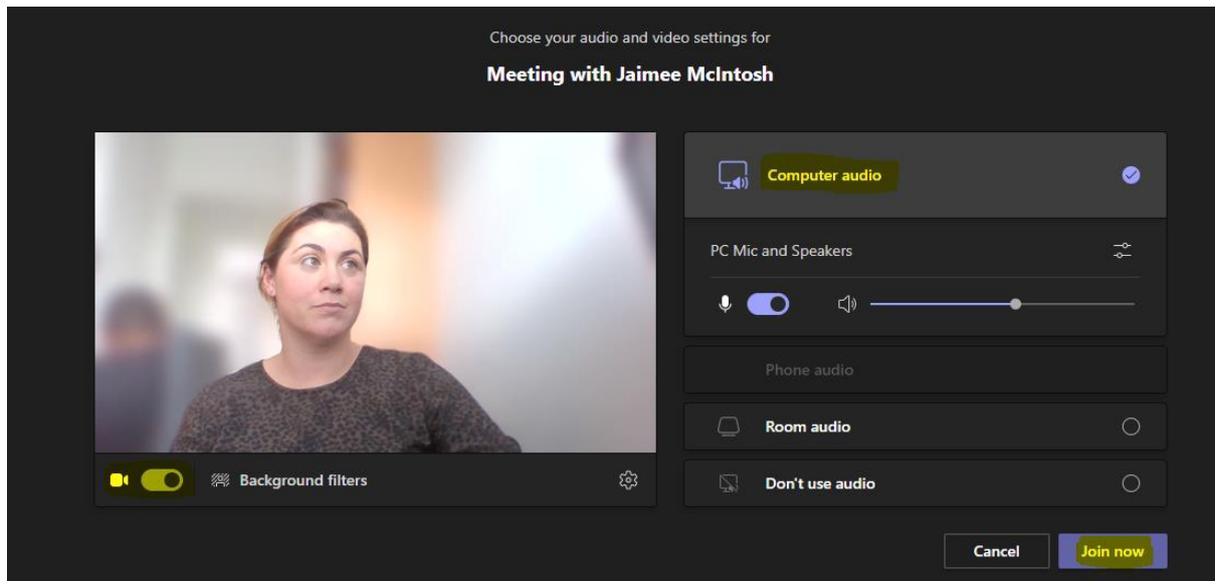
Firstly, ensure you have your Powerpoint open (on the device your webcam is on or a monitor close to the webcam). Please start your presentation by going to **Slide Show** in the menu bar and clicking **from beginning** so that you are ready to record.



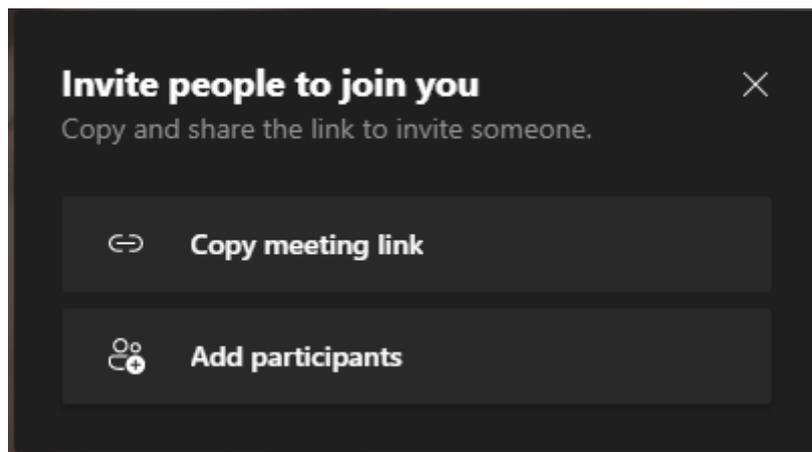
1. To Create a meeting in Microsoft Teams select the Calendar tab in the side menu **MEET NOW** and select **START MEETING**



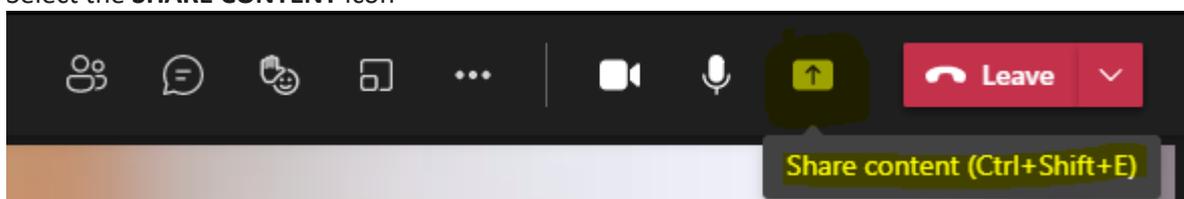
2. Choose your Video and audio settings for the meeting – ensuring that your video and audio controls are turned on. Then select **JOIN NOW** to start your meeting.



3. If you have more than one presenter you can add or send the meeting link for them to join or send them the meeting link. If you are presenting alone you can click the X icon to cancel out of inviting additional participants.

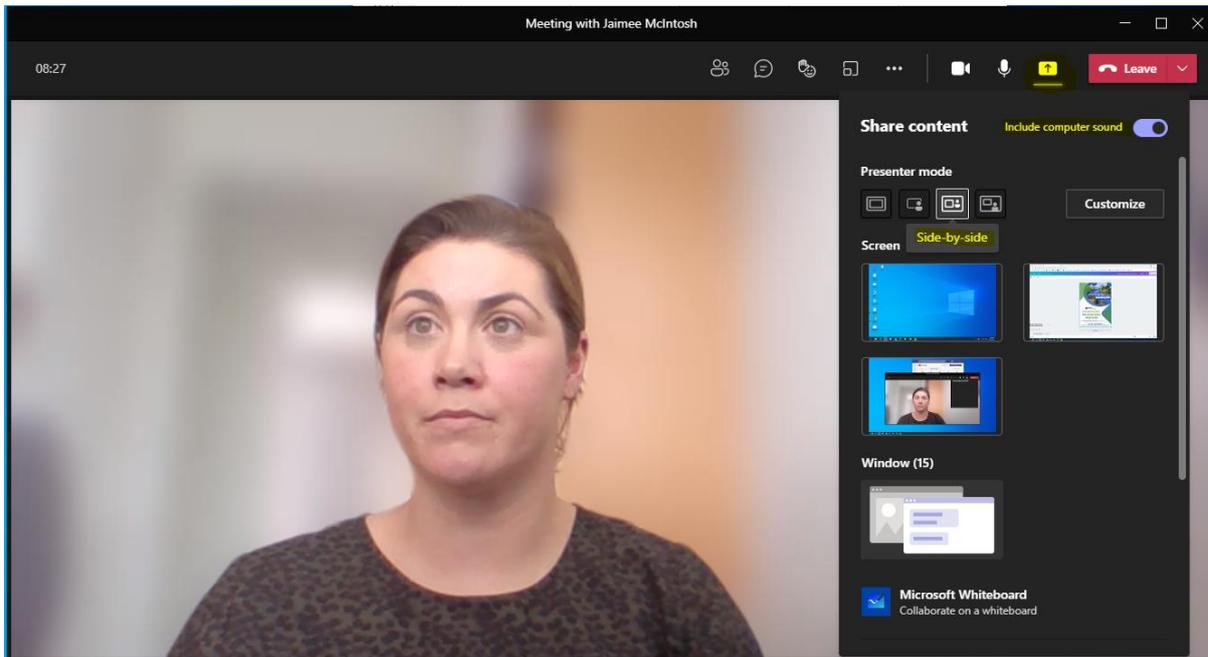


4. This will open the camera screen. In the top right-hand corner of the screen you will see the menu. Select the **SHARE CONTENT** icon



**Select the following settings:**

- Turn on **“Include the Computer Audio”** if required and are playing a video or audio within your presentation
- Select **“Side by Side”** in the presenter mode for your presentation slides to appear next to you
- Select your screen you wish to share and present. Once selected this will populate the presentation and speaker side by side

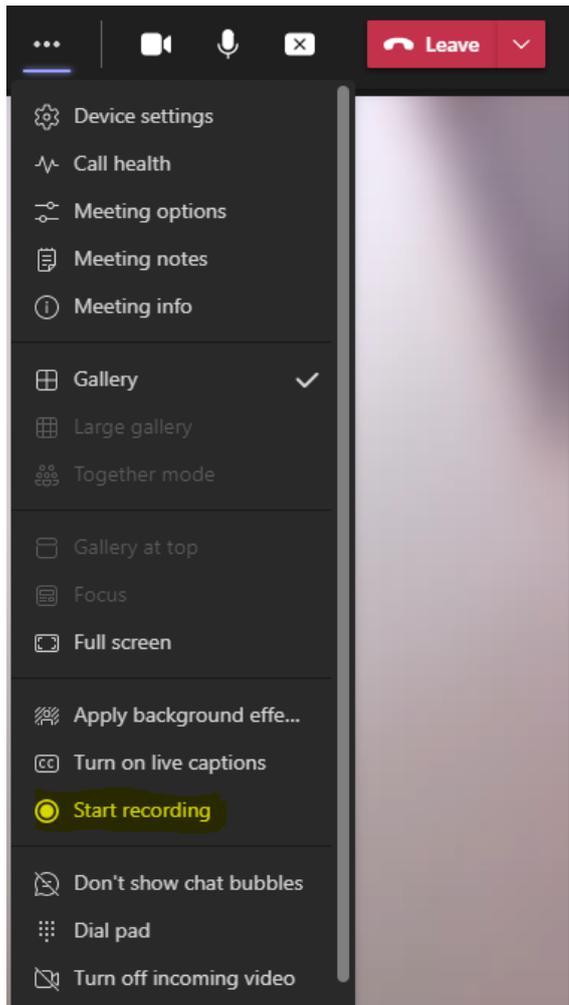


3. Your screen will display with your shared screen on the left and you will see yourself on screen in the right hand side.



## TO START RECORDING YOUR PRESENTATION

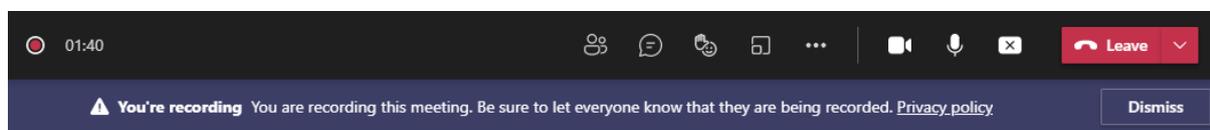
1. Go to the meeting controls and select **More actions** **⋮**.



2. Choose one of the following:

**Start recording:** Starts the recording and live transcription. Once the recording has started (there may be a delay in this activating) you will receive a notification on the top of your Microsoft Teams window to advise that you are recording

**Stop recording:** Stops the recording and live transcription.

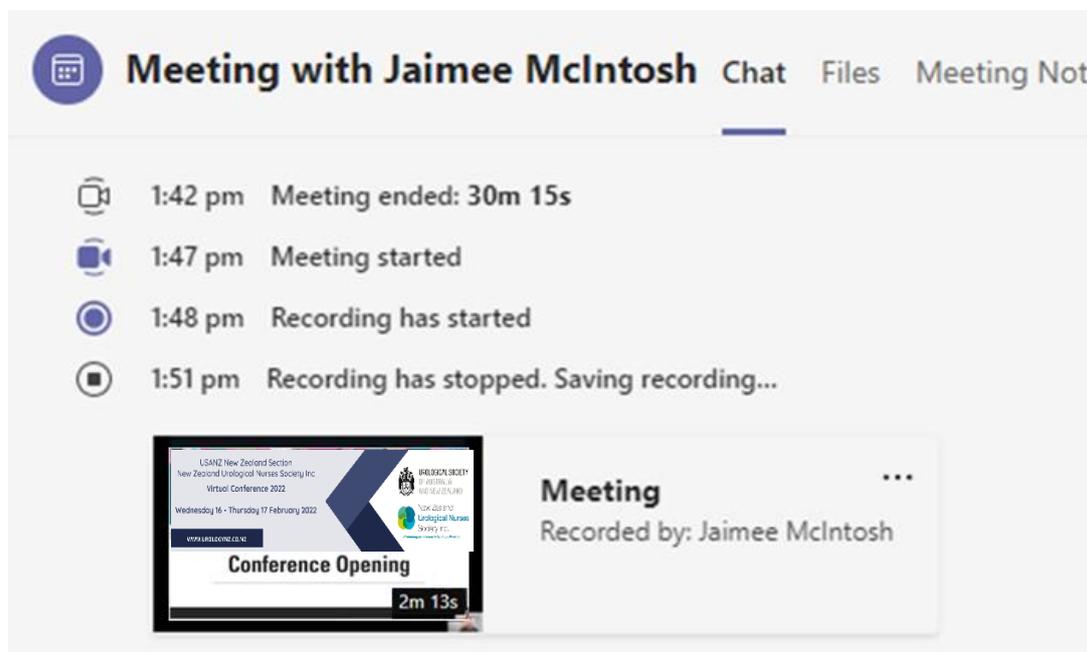


3. Once you have finished presenting Click **LEAVE** and this will end your meeting where you can now access your recording

## HOW TO FIND YOUR RECORDINGS

Recordings are available in different places depending on the type of meeting.

- The recording is processed and saved to SharePoint if it was a channel meeting or OneDrive if it was any other type of meeting.
- The meeting recording shows up in the **meeting chat** or channel conversation (if you're meeting in a channel). The recording doesn't expire.



- Click into the Meeting recording thumbnail and this will open a web version for you to download and save to your local harddrive to send through to the organisers.

**NOTE:** The Conference Organisers can “top and tail” the recording files for abstract oral presenters i.e. edit off any part of the recording where you were getting ready/ after you were finished your presentation.

## PRESENTATION CONSENT

The Conference organisers are making every effort to distribute information presented at the Conference.

By accepting your presentation, you consent to your presentation being available and downloadable via the virtual conference portal.

## SUPPLYING YOUR FILE

Please refer to our guide on **How to Name and Supply your Files**.

Remember, practice makes perfect!

Please contact the team at ForumPoint2 Conference Partners if you have any questions.