

BOOST YOUR MICROSOFT TEAMS

PRESENTATION SKILLS

August 2022

Acknowledgement of Country

- » We acknowledge the traditional custodians of the land and pay our respects to Elders past, present and emerging.



Housekeeping

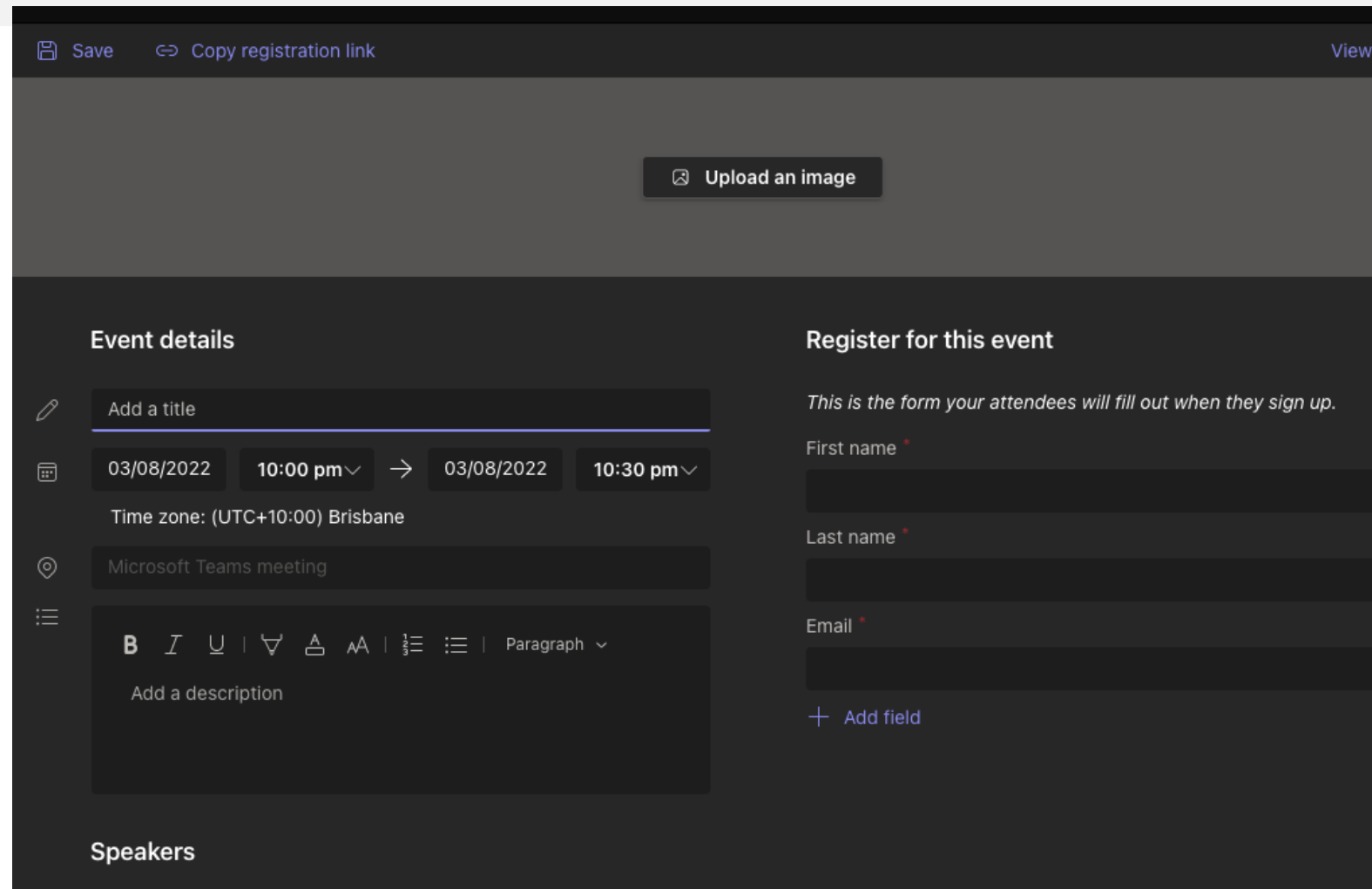
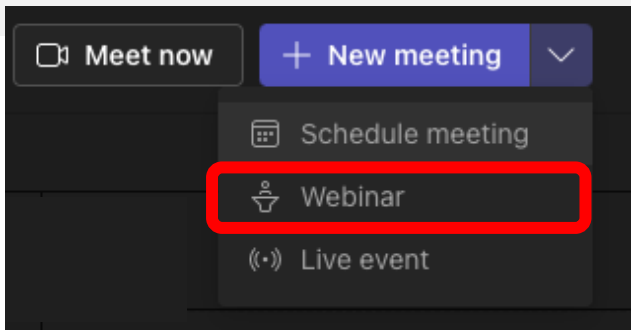


Learning Objectives

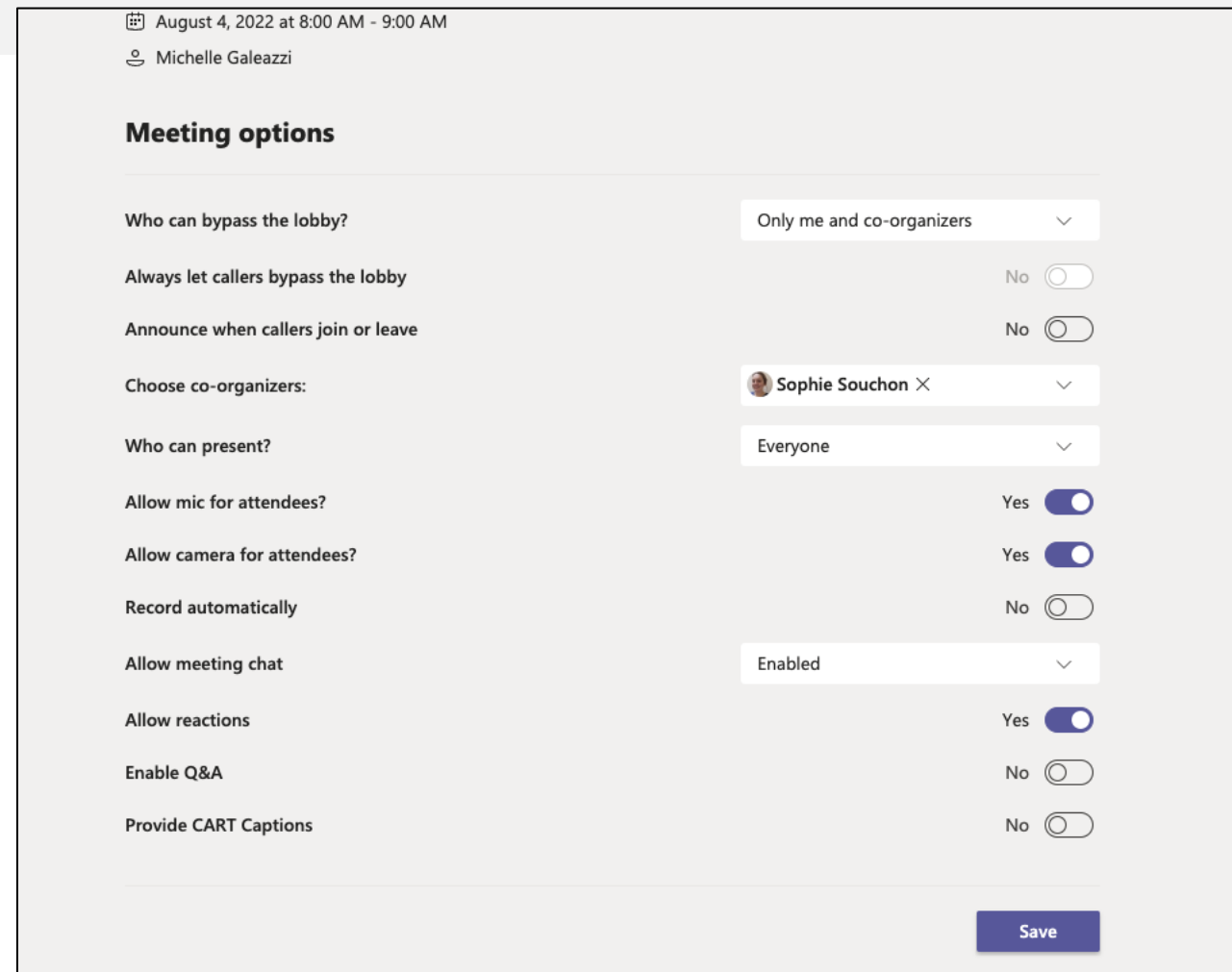
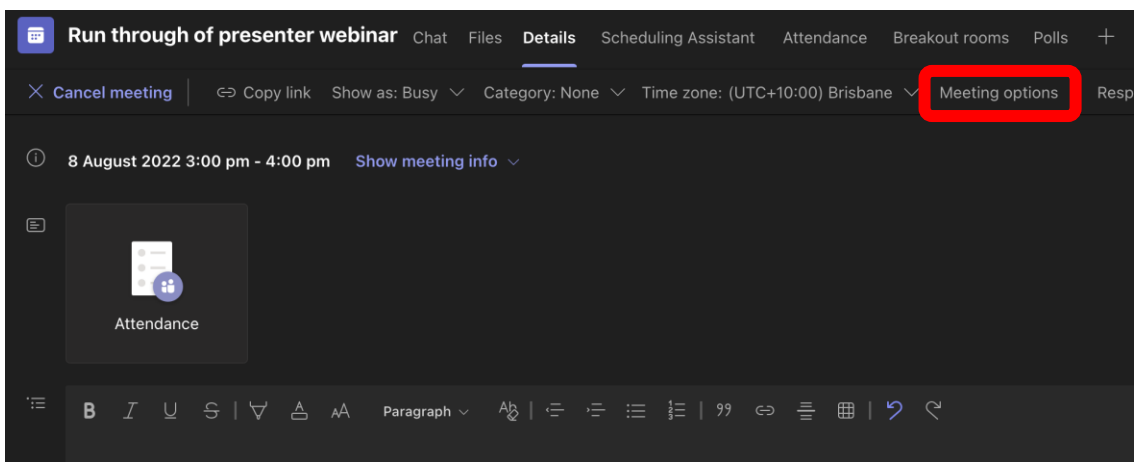
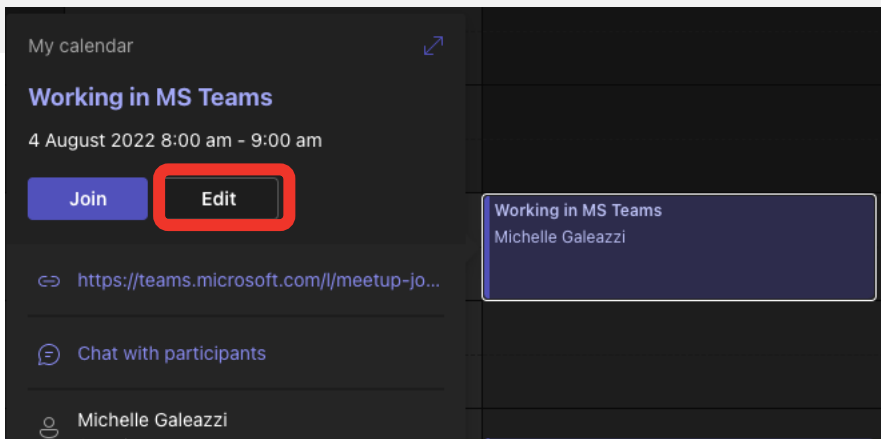
- » Scheduling your Microsoft Teams webinars
- » Incorporating polls into your webinars
- » Recording and sharing webinar content
- » Activating live captions for accessibility
- » Navigating break out rooms.



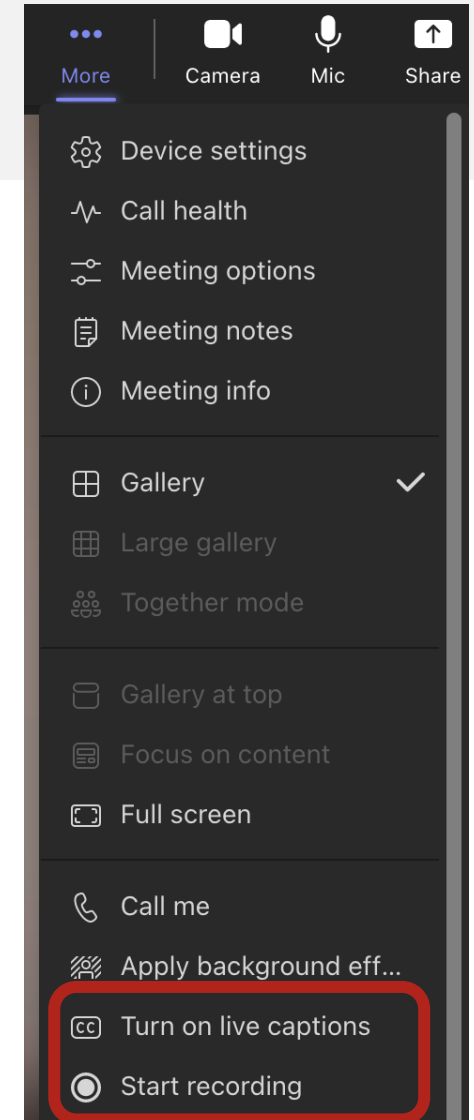
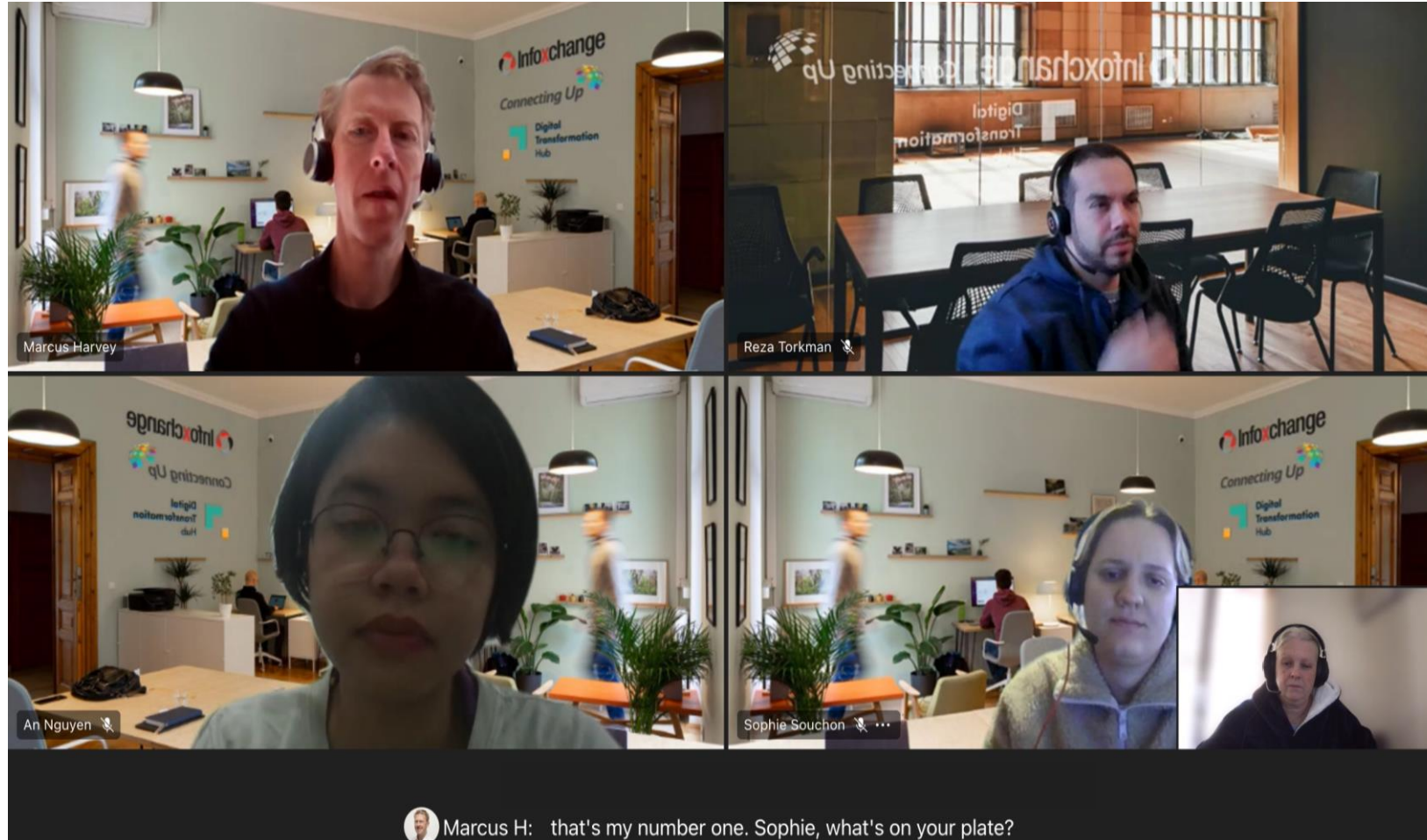
Schedule your webinar

A screenshot of a webinar scheduling form. The form is divided into two main sections: 'Event details' and 'Register for this event'. The 'Event details' section includes fields for 'Add a title', date and time selection (03/08/2022, 10:00 pm to 10:30 pm), time zone (UTC+10:00 Brisbane), meeting type (Microsoft Teams meeting), and a rich text editor for 'Add a description'. The 'Register for this event' section includes a note 'This is the form your attendees will fill out when they sign up.' and input fields for 'First name', 'Last name', and 'Email', with an 'Add field' button at the bottom. A 'Speakers' section is partially visible at the bottom.

Editing webinar options

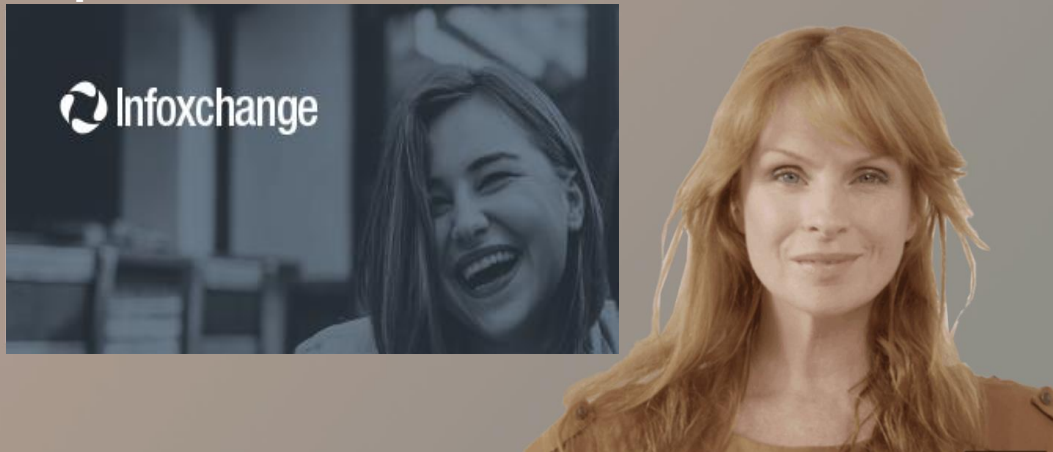


Using live captions



Presenter modes

Reporter mode

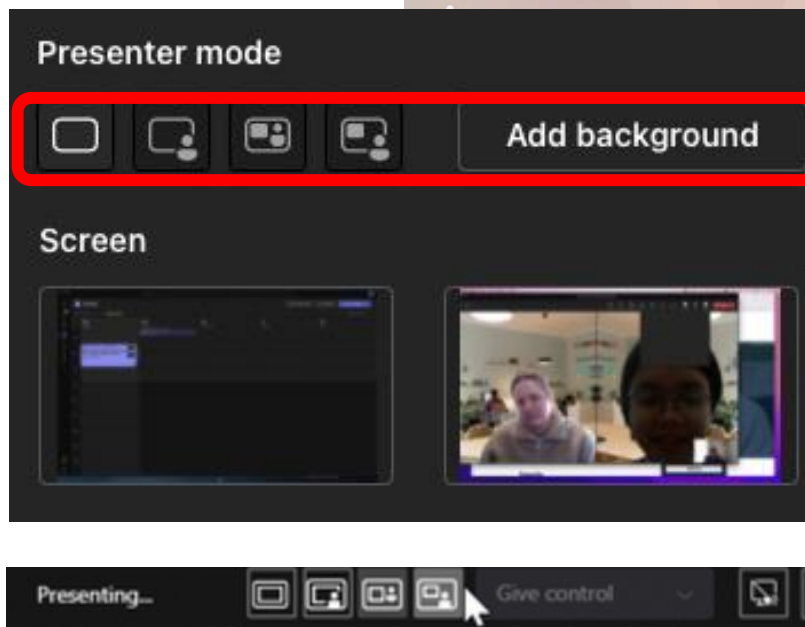


Side-by-side mode



Stand out mode

**BOOST YOUR MICROSOFT TEAMS
PRESENTATION SKILLS**



Create a poll

Chat

Files

Details

Scheduling Assistant

Attendance

Breakout rooms



Add a tab

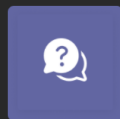
Turn your favorite apps and files into tabs for this meeting.

[More apps](#)

Optimized for meetings



Forms



Q&A



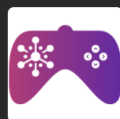
Polls



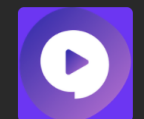
Dynamics 365



Sendsteps



Gameinar



Eric.ai



Clovers



Polls

How many meetings per week would you use MS Teams for?

☐ 1-5

☐ 6-10

☐ 11-15

☐ 16-20

☐ 20+

[+ Add option](#)

☐ Multiple select

☐ Record names of respondents (only visible to creator)

☒ Share aggregated results with respondents

☒ Allow co-presenters to edit your poll while it's a draft poll [i](#)

[Back](#)

[Launch now](#)

[Save as draft](#)



Run through of presenter webinar

Chat

Files

Details

Scheduling Assistant

Attendance

Breakout rooms

Polls

[+ New poll](#)

[Suggestions](#)

DRAFT Poll: Not record name | Results shared

[Shared](#)

MG

How many meetings per week would you use MS Teams for?

☐ 1-5

☐ 6-10

☐ 11-15

☐ 16-20

☐ 20+

[Launch](#)



DRAFT Poll: Not record name | Results shared

[Shared](#)

MG

Have you had any other MS Teams meetings today?

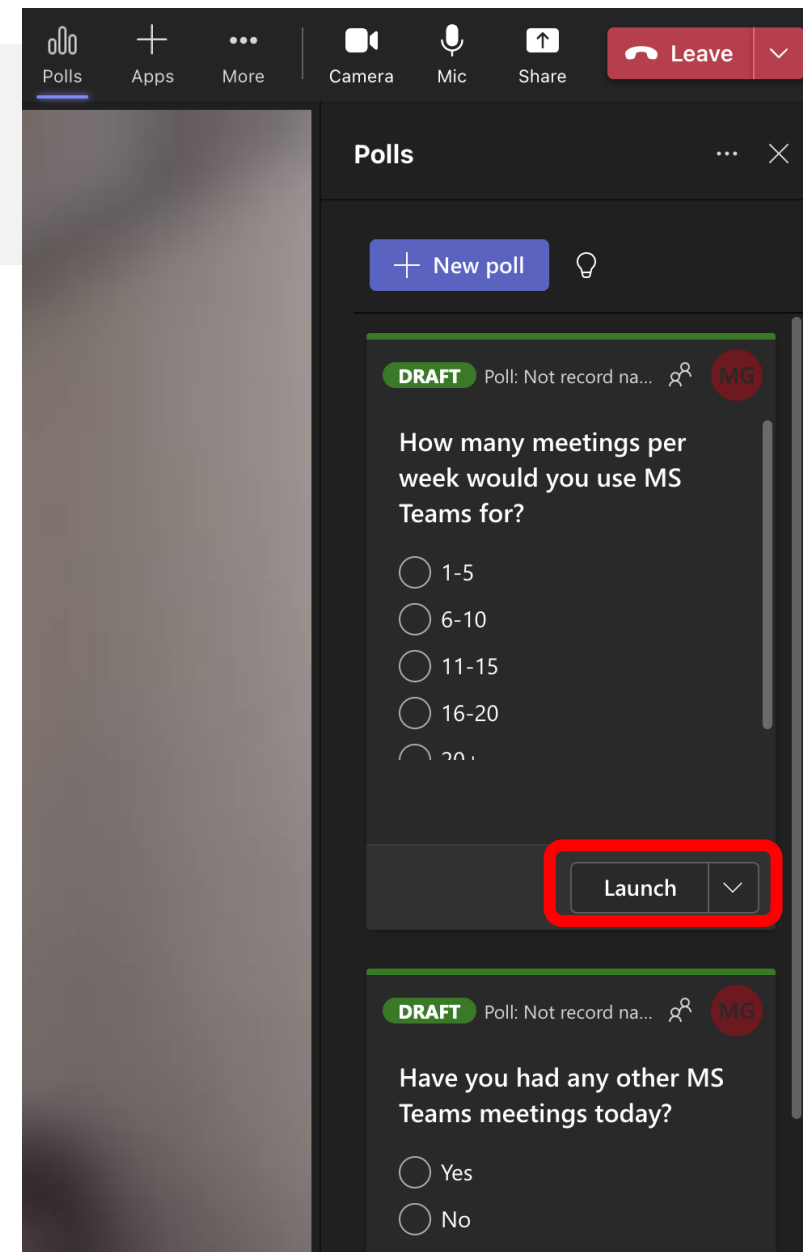
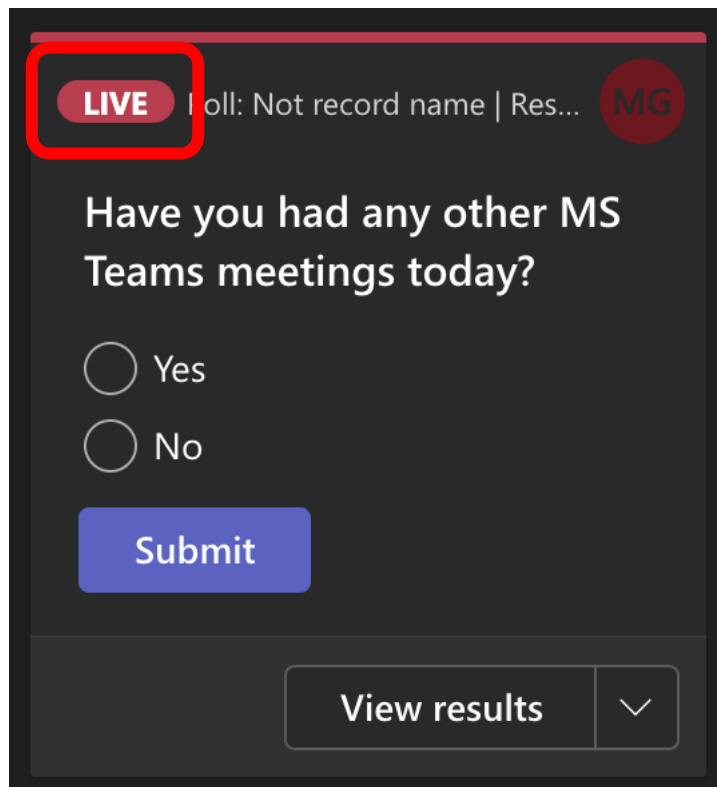
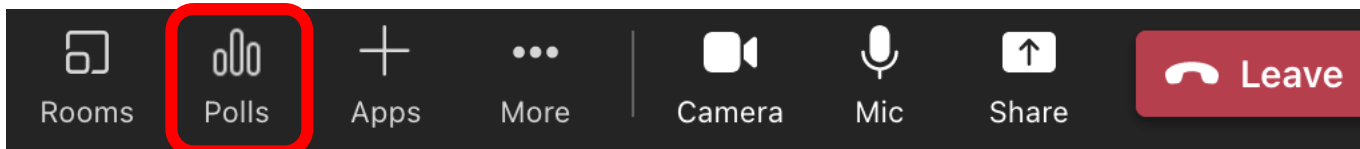
☐ Yes

☐ No

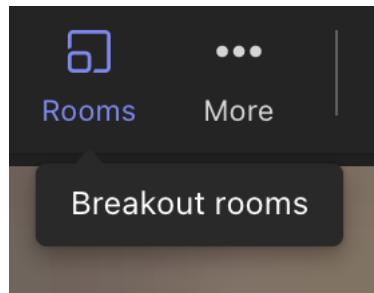
[Launch](#)



Launch the poll



Using breakout rooms



Create breakout rooms

Rooms
How many breakout rooms do you need? 4

Participants
How do you want to assign people to rooms?

Automatically assign
Assign 5-6 people to each room. ☐

Manually assign
Assign people to rooms individually. ☒

Cancel Create rooms

Settings

Set a time limit ☒

1 hour

0 minutes

Automatically move people to rooms ☐

Let people return to the main meeting ☒

Record and share webinars



MS 365: Working with Cloud Files – t... 27/7
Recording is ready



MS 365: Working with Cloud Files – training for your whole team (July 202

Chat

les



Join

21

Some people in this chat are outside your org. It's possible they have message-related policies that will apply to the chat. [Learn more](#)



27/7 1:37 pm Meeting ended: 1h 14m 39s

27/7 1:37 pm Recording has stopped. Saving recording...



Meeting

Recorded by: Sophie Souchon

34m 11s

This recording is set to expire. View or change the expiration date [here](#). [Learn more](#)



Q&A SESSION

Resources





THANK YOU!