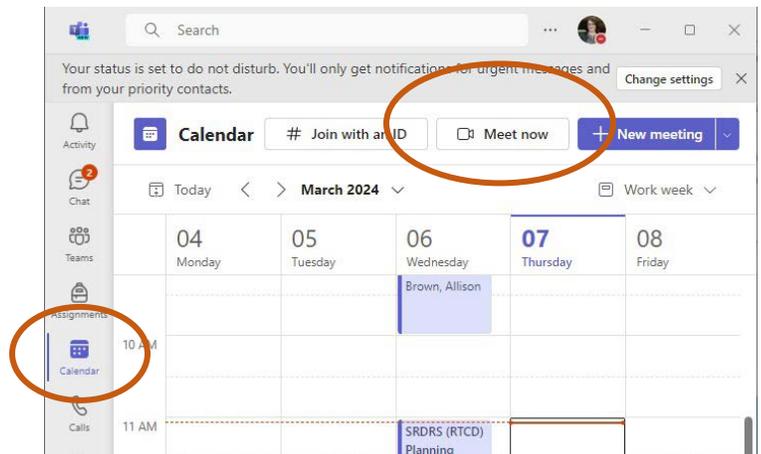


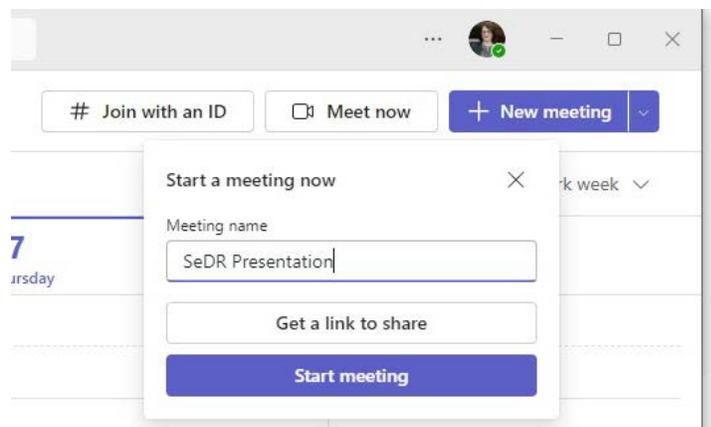
Video Presentation through MS Teams

Quick Steps

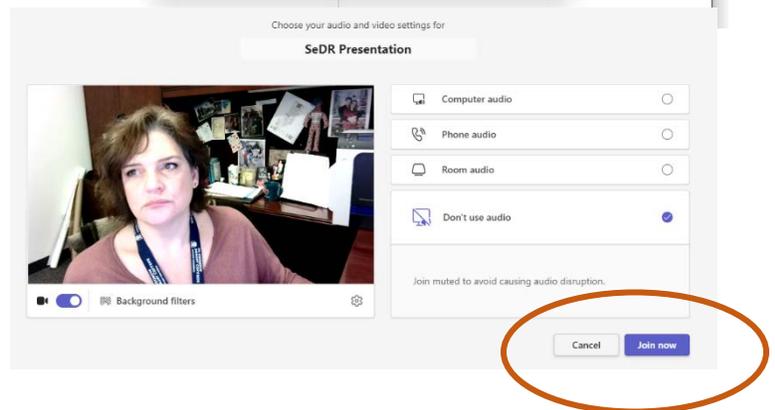
1. Choose Calendar Tab.
2. Select Meet Now button.



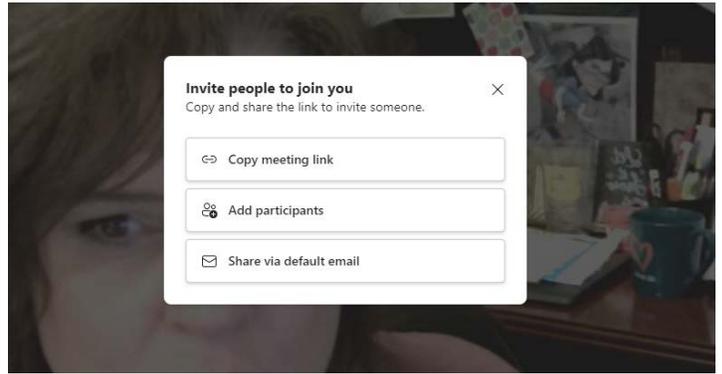
3. Give Recording meaningful name.
4. Select Start Meeting.



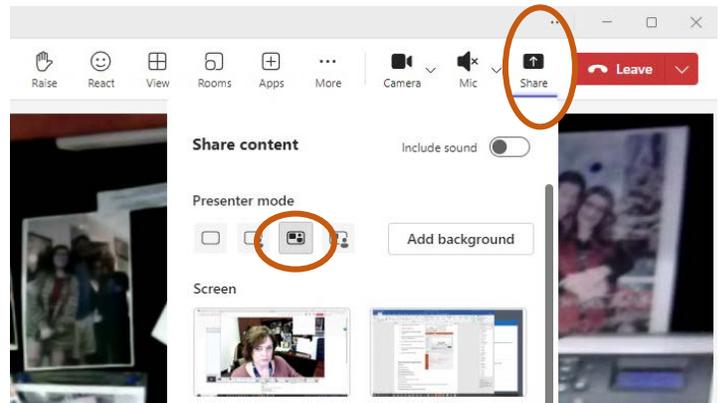
5. Ensure Video and audio is turned on.
6. Select **Join Now**.



7. Close the “Invite People to Join You” window

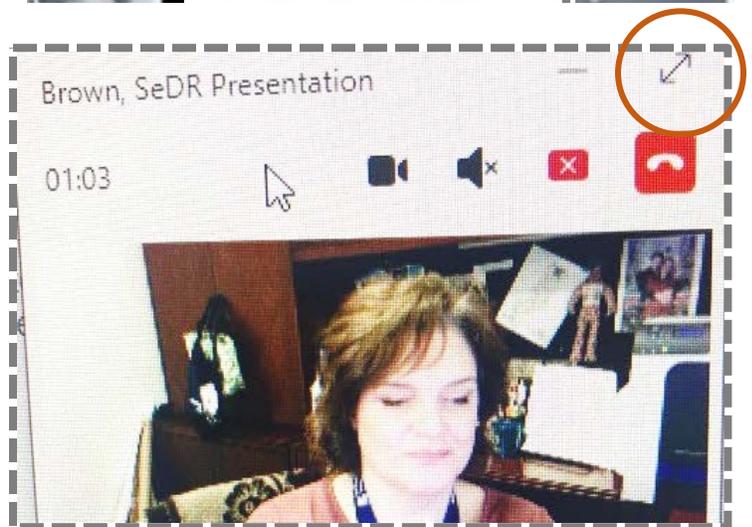


8. Select **Share** Button



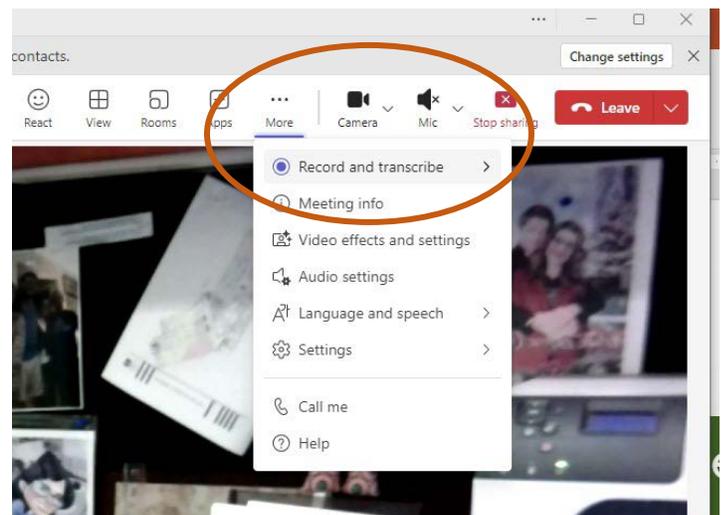
9. In the **Share Content** options, choose Presenter mode, Side by side, and then the screen you want to share.

10. Find Presentation Control Box, then Expand/Enlarge the Control Box



11. Select **More...**

12. Select **Record and Transcribe**, the **Start Recording**.



13. Once the presentation is complete, select the **More** option, then **Stop Recording**.

14. Select **Leave** to close the meeting.

15. The recording will generate and appear in the meeting chat box (this may take a few minutes).

16. Click on the recording to open it.

17. Use the **Download** option to save to your local Desktop.

