

Elevate your
presentations in
Microsoft Teams



UseIT at
SFS

Agenda

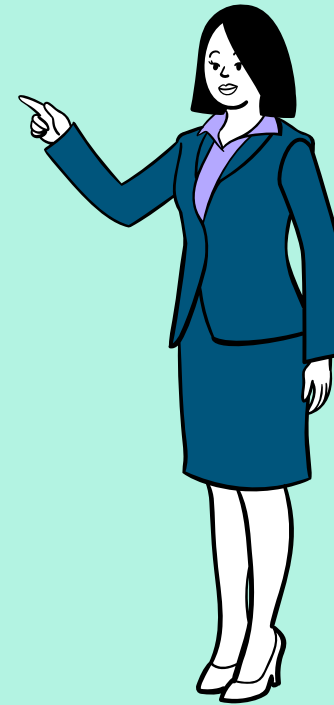
Preparation

- 1 Custom shows
- 2 Rehearse timings & Speaker Coach (PowerPoint)
- 3 Tips for presenters



Presenting

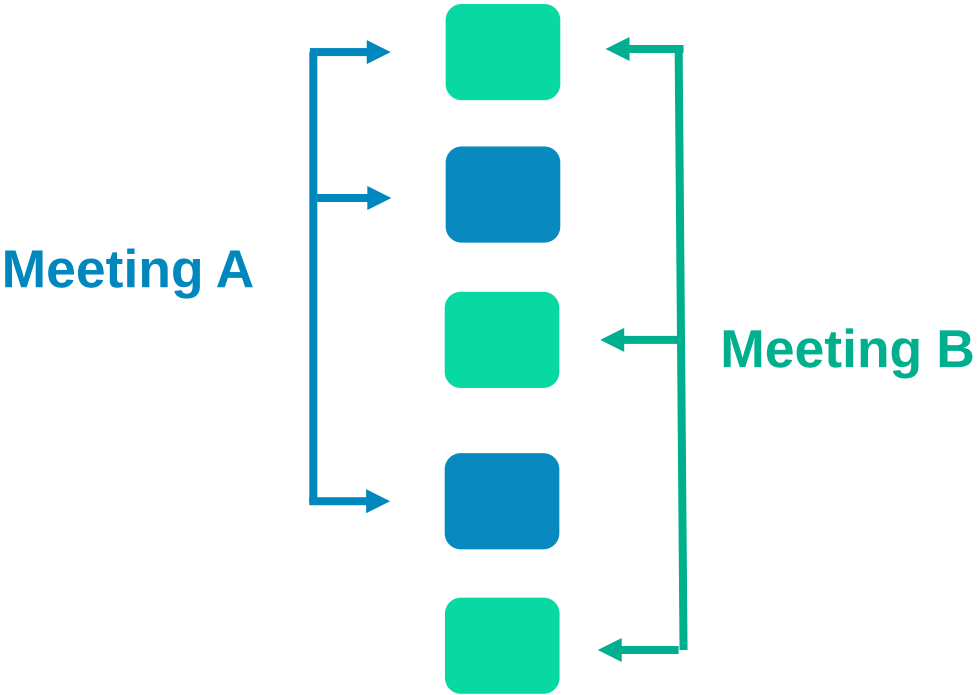
- 4 Methods for sharing content
- 5 Presenter modes
- 6 Speaker Coach (Teams)



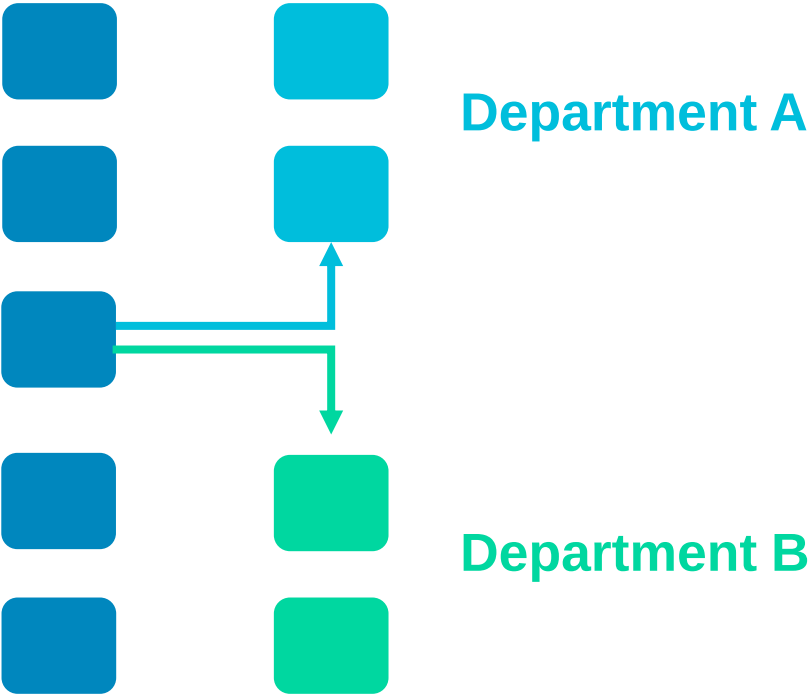
Preparing for your presentation

Adapt presentations for different audiences

Basic custom shows



Hyperlinked custom shows



Practice your presentation



Rehearse Timings

- Record and time your presentation slides
- Pause and resume if needed
- Can be used to automatically transition between slides

** Speaker Coach only understands English, and it's only available when your interface language is English*



Rehearse with Speaker Coach*

- Evaluates pacing, pitch, filler words, sensitive terms etc.
- Report with statistics & recommendations
- Doesn't record timings

Tips for presenters

1 Use animations to rhythm your presentation

2 Test your equipment & prepare your environment

3 Do a recorded dry run

4 If possible, organize a technical help.

5 Use speaker notes at least for action items

6 Set up your Teams background

7 Be punctual and plan a time buffer

8 Make sure your notifications won't disturb you or others.

9 Close all the programs you don't need.

Presenting in Teams meetings

Share your...



Screen

For seamlessly showing your entire screen, including notifications, popups and other desktop activity.



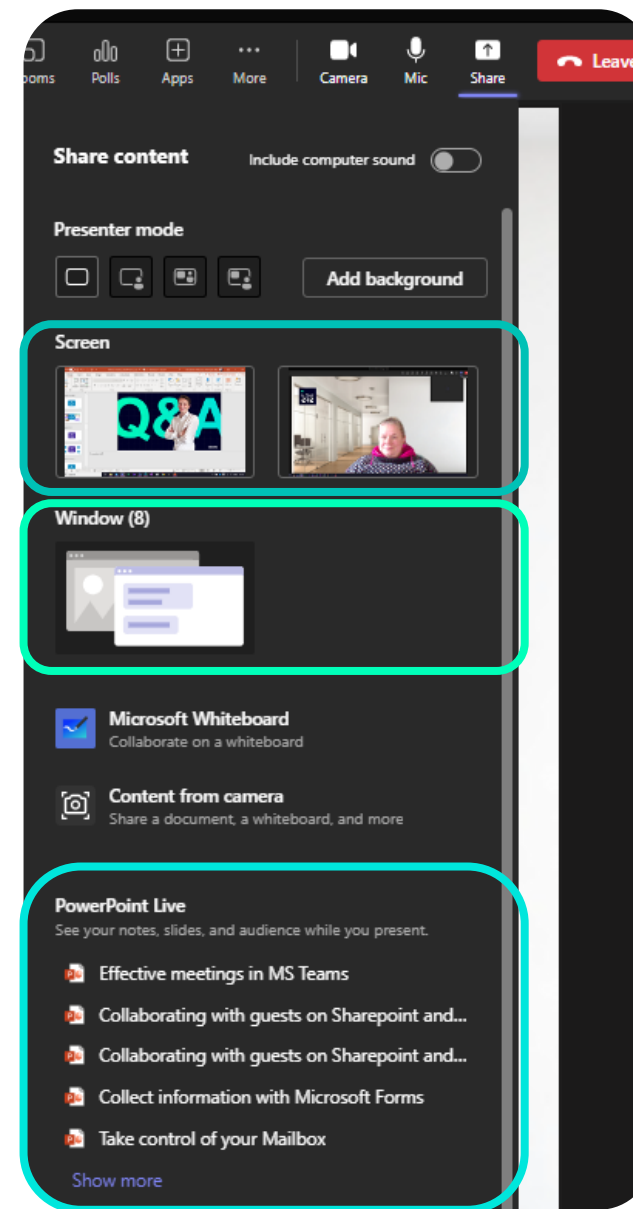
Window

To show just one application and no notifications or other desktop activity.



PowerPoint Live

To present a **PowerPoint file others can interact with**, e.g. clicking links



Effective meetings in Microsoft Teams

UseIT at SFS

Managing

Engaging

Presenting

Webinars

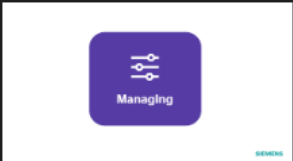


SIEMENS

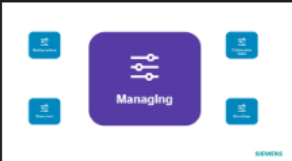
Your notes



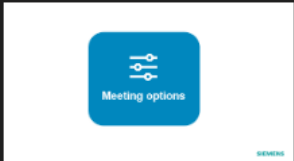
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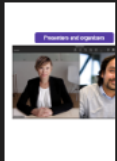
4



5



6



7



Effective meetings in Microsoft Teams



Nevalainen, Netta (ext) (SFS IT&C...)

SIEMENS

Magnify slide only for me

—

+

View slides in high contrast

Translate slides

Presenter modes

Standout mode



Reporter mode



Side-by-side mode

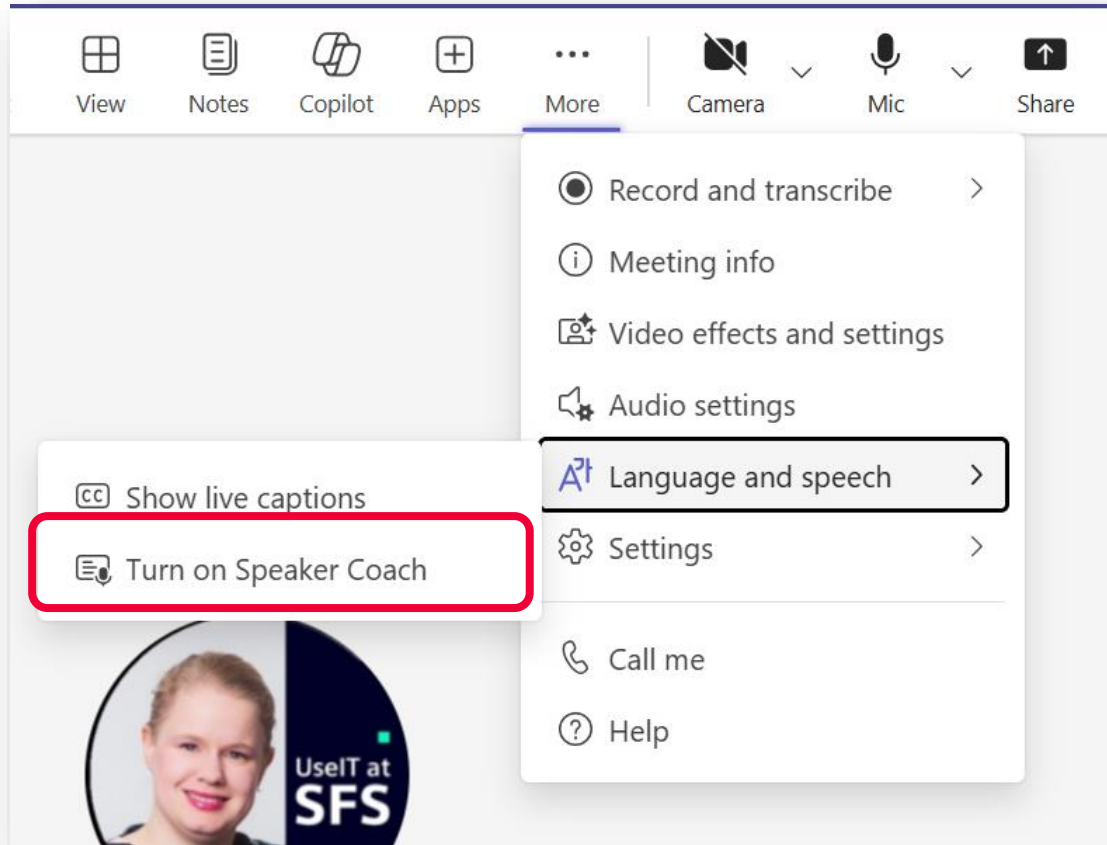




Spotlight

Up to 7 video feeds

Use Speaker coach in Teams meetings



- Provides **real-time feedback and insights** on your presentation skills.
- Available as a **summary also after the meeting**
- Insights are **visible only to you** and they are not saved in the meeting transcript.
- Only available for **scheduled meetings** that you participate in the **Teams desktop app**.
- Currently it **only supports the English language**.

Example of a Speaker Coach report

