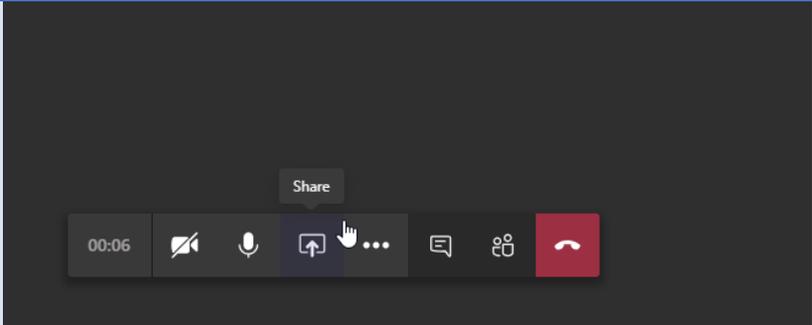
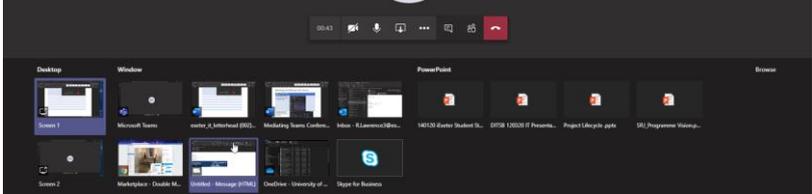
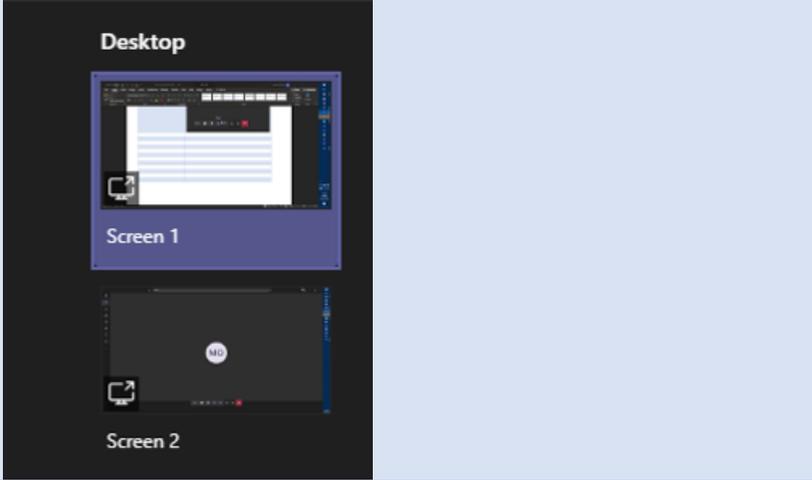
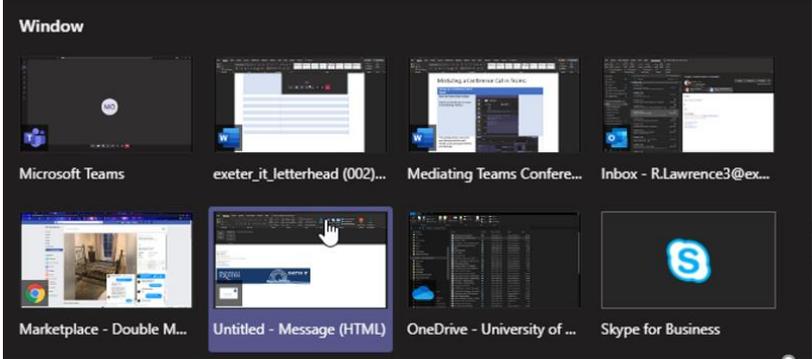
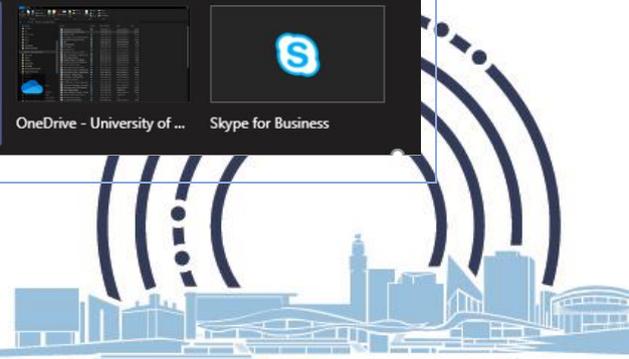


Presenting / Sharing / Adding Documents during a Conference Call

Sharing a Presenting during a Conference Call	
<p>During a call you can select the Share Icon at the bottom of the screen (as per the image)</p>	
<p>You will be presented with the following options:</p> <ul style="list-style-type: none"> • 	
<p>Desktop</p> <ul style="list-style-type: none"> • This will share everything occurring on a single screen. You can choose any connected to your desktop 	
<p>Window:</p> <p>This will share a specific instance of the following items currently open on your desktop:</p> <ol style="list-style-type: none"> 1. Your current Teams screen. 2. A Browser you currently have open 3. Any individual document you currently have open. 	

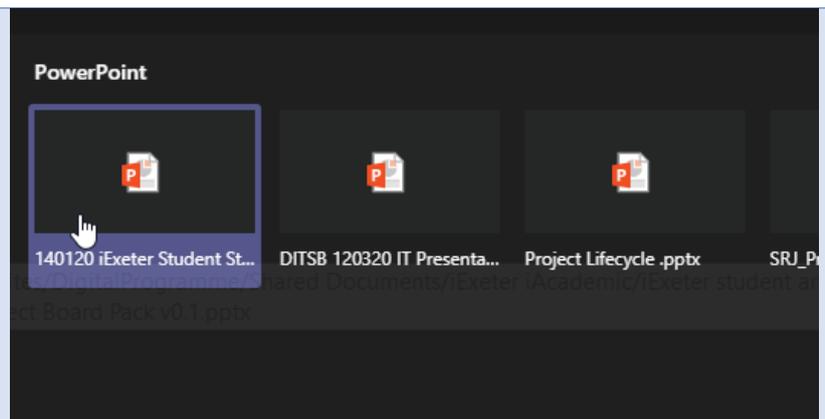


4. Any Explorer Window you have Open (e.g OneDrive, your U Drive etc.)
5. A single email you have open.
6. Etc

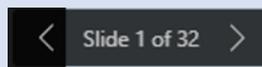
Take note if you minimise the window select the other call participants will see a blank screen. They will be unable to see anything else open on your desktop.

PowerPoint:

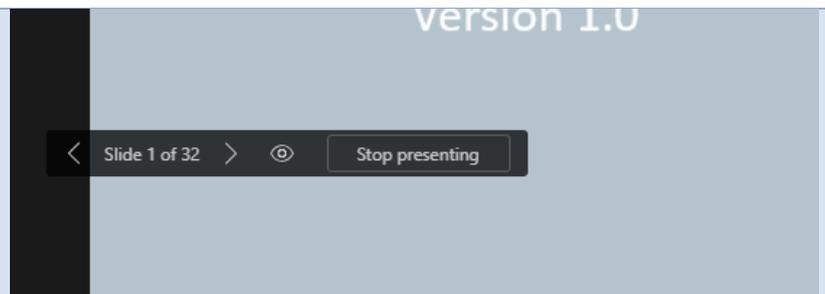
- **Any presentations you have been working on can be presented within the call with additional features as per below.**



Once you have shared a presentation a slide bar will appear with the following icons:

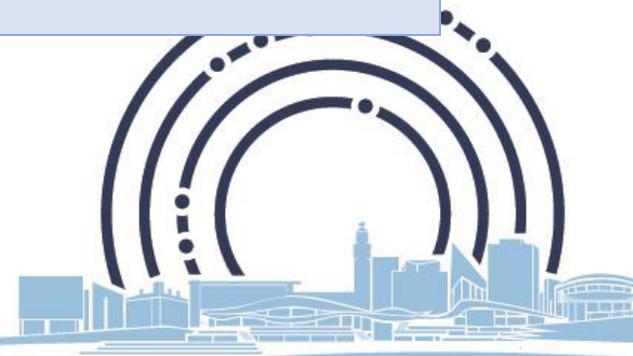
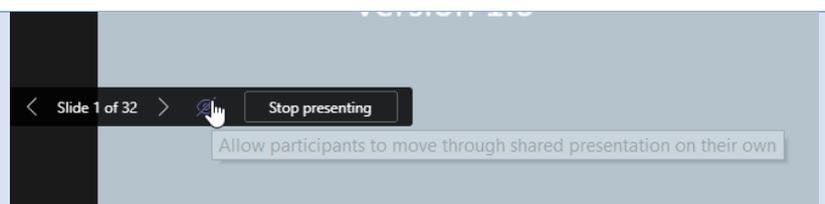


The arrow keys will allow you to navigate through the presentation and tell you which slide you are currently on.



The  icon allows you to give the other attendees in the call the ability to navigate through the presentation on their own.

This does not affect your screen and they will not be able to make any edits to your presentation.

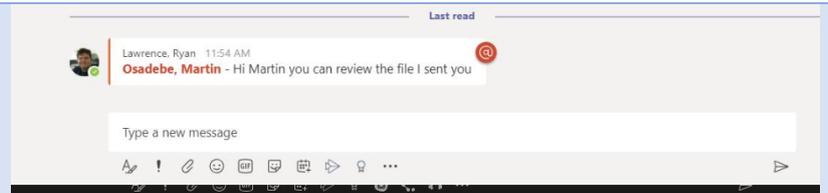


<p>Selecting this icon again will prevent this and give you full control of the slides.</p>	
<p>The viewers of the presentation can request to take control from the meeting organiser</p>	
<p>IF you wish to add more files to your call you can access the Meeting Chat and using the Attach icon.</p> <p>This will enable you to add a document from your One Drive or your Desktop and will appear in the chat message prior to sending.</p>	
<p>This will then appear in the chat log for all to access a copy of the document.</p>	

<p>Adding a “Mention” During a Call or Chat</p>	
<p>Mentions will notify a user if their attention is needed on a specific item.</p> <p>In the Chat window type “@” and the following dialog will appear.</p> <p>It will suggest anyone in your current chat / conference call first or you can begin typing their name.</p>	
<p>Once selected you can type an additional message and add other items such as documents or links in the dialog box</p>	



The user will receive a highlighted notification in the call drawing their attention to the item.



This will also appear in their "Activity" Tab

