

British Thoracic Society Winter Meeting Online: 17th – 19th February 2021

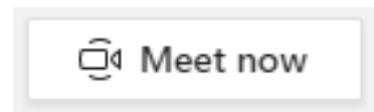
How to use Microsoft Teams Meetings to Self-Record Presentations

Note: We would recommend using the Stream module within MS Teams (see instructions on Resource Centre) instead of the below method, as the recording images are better. However, please feel free to proceed with the below if Streams is not an option for you.

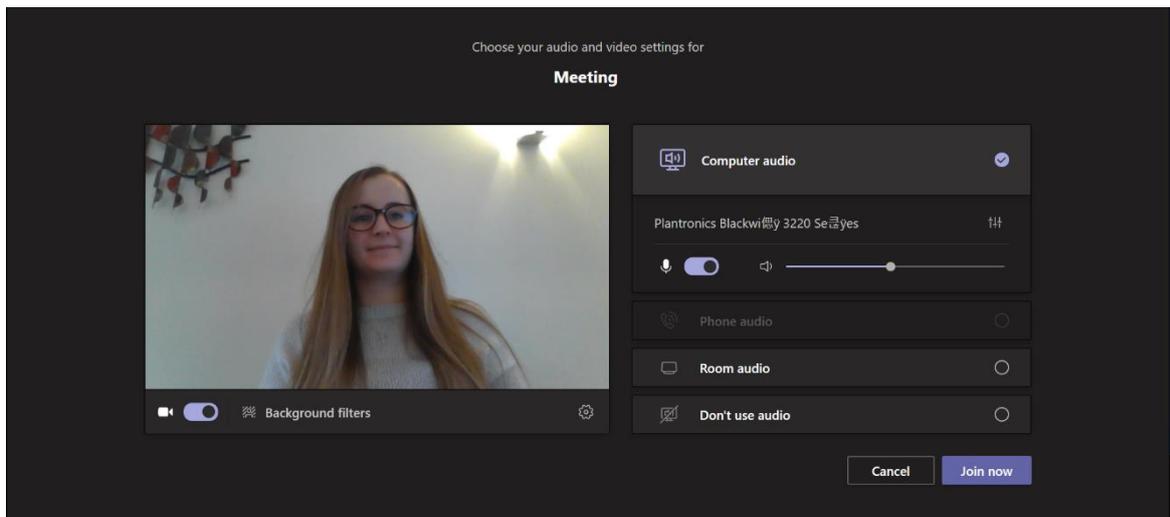
Setting up the meeting

1. Open Microsoft Teams from a browser or the app. (Please note from a browser, only Google Chrome or the latest version of Microsoft Edge will allow screen sharing. Mac users may be prompted to change privacy settings to screen share).

2. Click on Calendar and then the **meet now** option to start a video call



3. You will now see an option to **join now**. Before you join, be sure to check that your preferred device settings are selected for audio and video input – see below.
 - Check the audio icon and video indicates audio and video are on - a line through the icons means they are off.



4. Click on **join now** when you are ready to start.

To share your screen & start the recording of your presentation

We strongly advise you to complete the following steps with a test recording to check that you are happy with the video and sound quality and can comfortably share your screen.

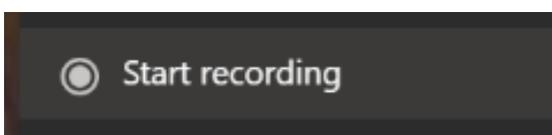
1. Navigate to your desktop and open your PowerPoint slides or Poster PDF that you wish to narrate over.
2. Navigate back to the MS Teams video call you have started.

3. In the **call menu bar** now choose **screen content**. Select your PowerPoint or PDF file.

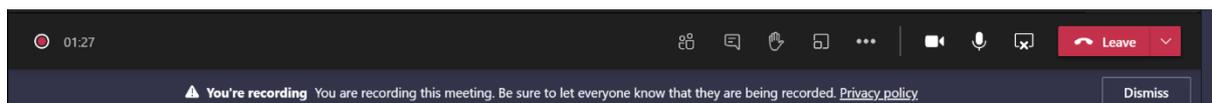


4. Navigate back to the MS Teams call.

5. From the **call menu bar**, click the '...' symbol. This will open a drop-down list. Select **start recording** from the list.

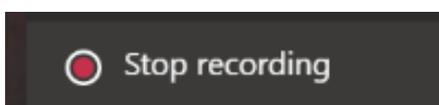


6. A message will appear at the top of your screen and the button on the left will turn red, to indicate that you are recording. This may take a few seconds to appear.

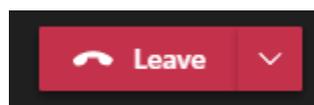


7. Navigate back to your presentation (if in PPT, enter slide show/full screen mode). Now start presenting your slides and narrate over the content. Your voice and the slide show view of your slides will be recorded, as well as your image in the right-hand corner.

8. To stop recording, navigate back to the **call menu bar** and select **stop recording**.

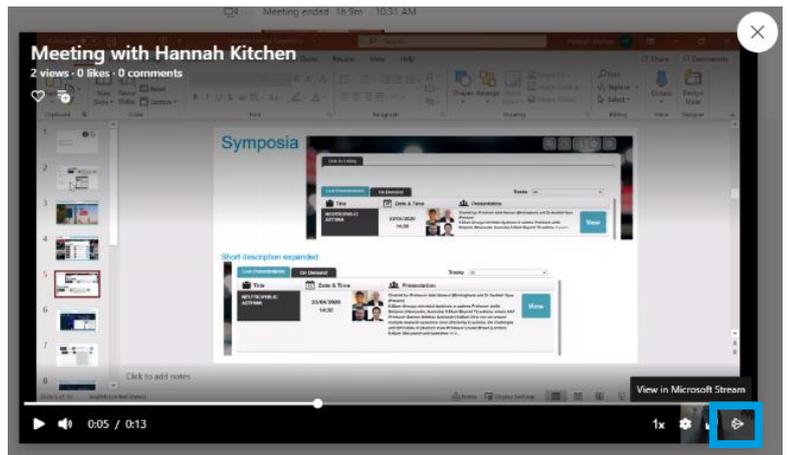
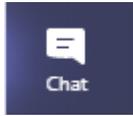


9. Leave the meeting.

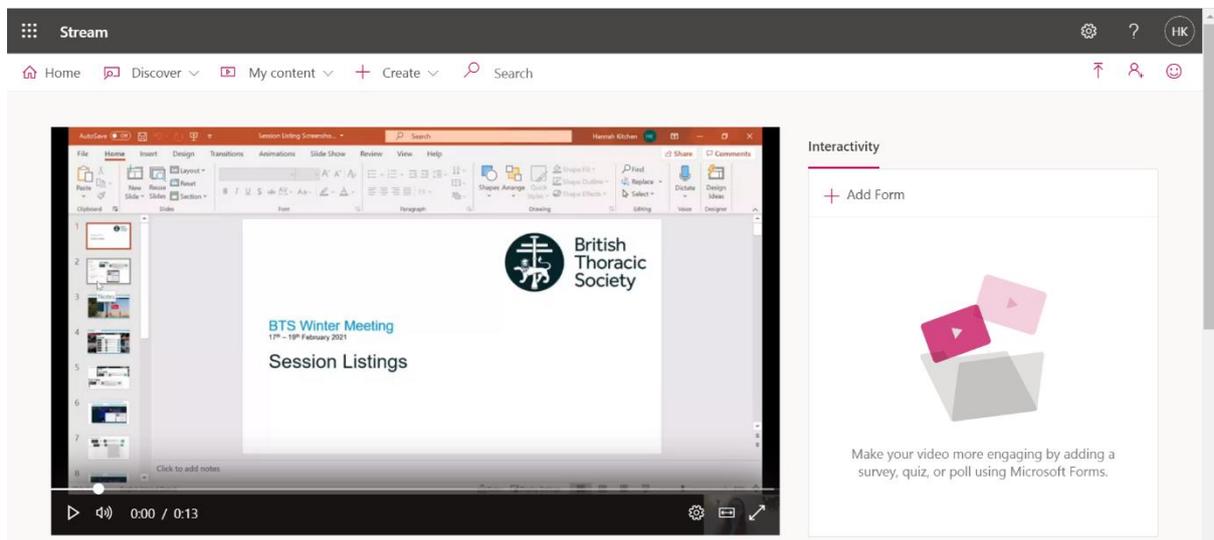


Obtaining your recording

1. In the chat in MS Teams, you will see the 'meeting' listed that you set up above which will contain the recording. **This may take a while to appear.** Once it's fully saved, click the recording and select the arrow in the bottom right hand corner.

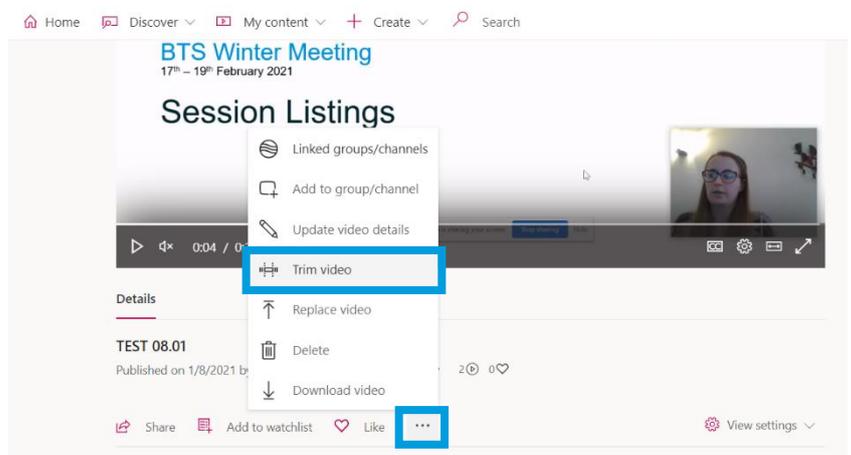


2. You will then be taken to a browser page for the Stream module – see below. This is where you can review recording and if not happy, record again. If you are happy, from here, you will need to trim the beginning and end accordingly.

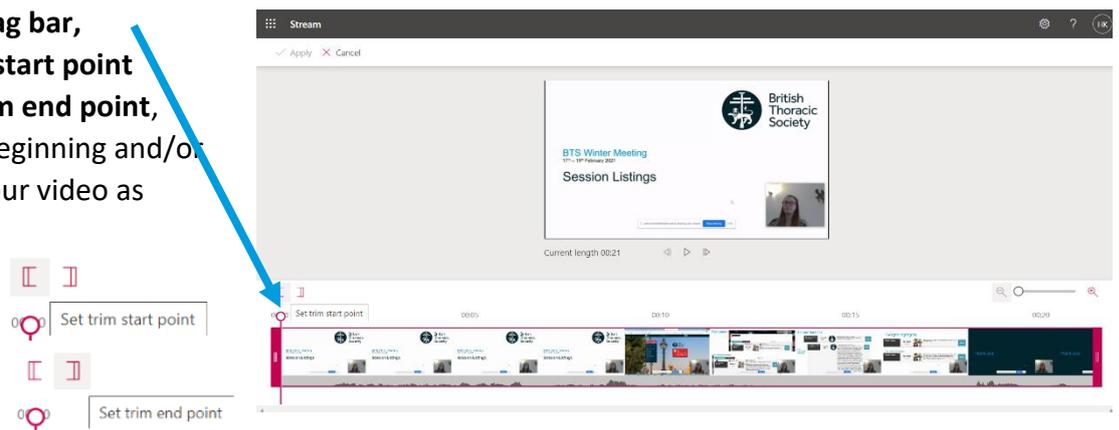


To trim your recording

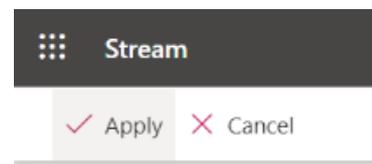
1. Just below your video, there will be a series of buttons. Select the **3 dots** symbol and then **Trim Video**.



2. Using the **drag bar**,
Set trim start point
& **Set trim end point**,
cut the beginning and/or
end of your video as
needed.



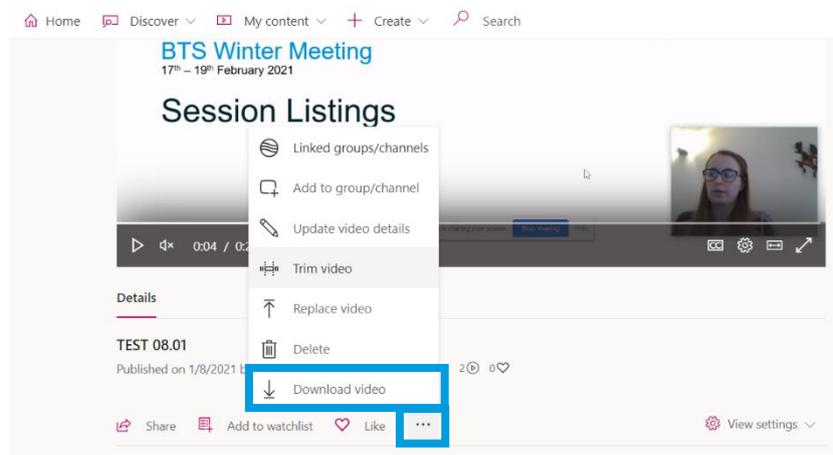
3. When you're happy with it, click Apply at the top.



4. A message may pop up whilst the edit is being made.

 Your video is being trimmed and will be updated soon. Try refreshing the page.

Once this is complete, download your video. Just below it, there will be a series of buttons. Select the **3 dots** symbol and then **Download video**.



If you're not confident with this, please submit your recording as is and we will work on this for you.

Uploading your recording

Finally, head to the Resource Centre for Speakers and Chairs on the BTS website (Winter Meeting page) to upload your recording (and accompanying PDF Poster, if applicable to you).

Upload site: <https://presentation-uploads.web.app/bts/>

Resource Centre: <https://www.brit-thoracic.org.uk/education-and-events/winter-meeting-online/resource-centre-speakers-and-chairs/>