

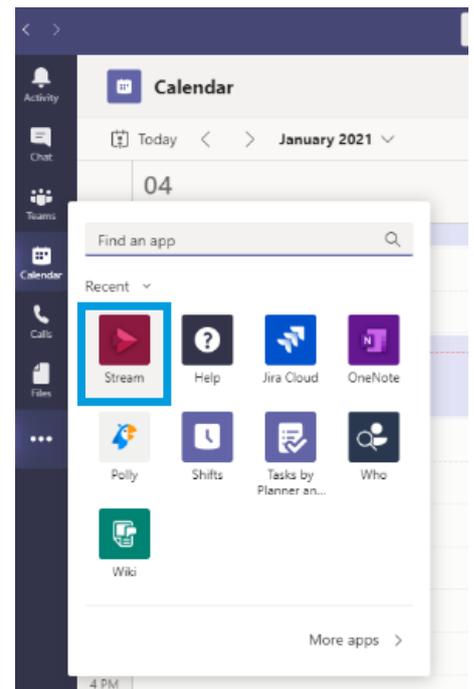
## British Thoracic Society Winter Meeting Online: 17<sup>th</sup> – 19<sup>th</sup> February 2021

### How to use Microsoft Teams to Self-Record Presentations

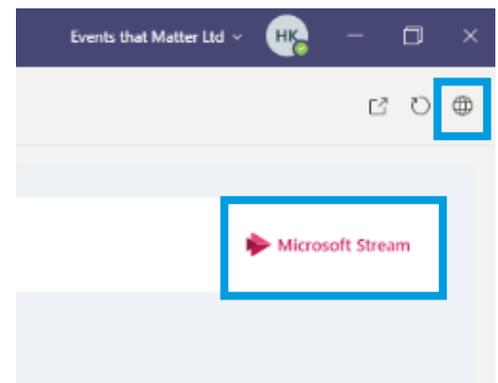
**Please note that there is a 15-minute recording limit using this software. If your presentation will exceed this, please use one of the other self-record software such as via a MS Teams Meeting itself, Zoom, GoogleMeet or Loom etc.**

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).

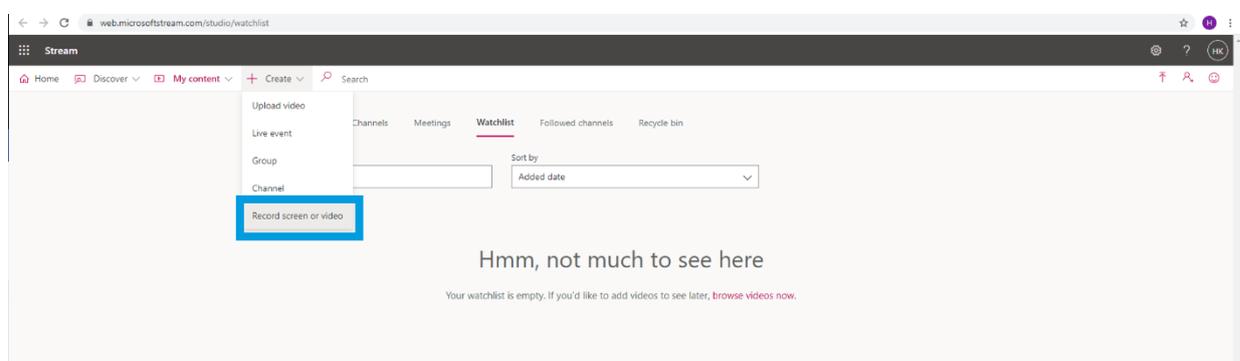
2. Click on the **3 dots** symbol on the left bar. The Microsoft **Stream** module should appear here or if not, search for it. The icon is a pink arrow in a box. Click the icon.



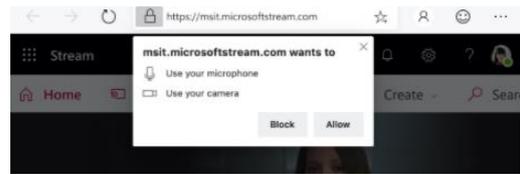
3. A Stream page will open – click the **Microsoft Stream** on the left or the **world** symbol. This will open Microsoft Stream in a browser.



4. Once in the browser, select **Create** along the top bar. This will open a drop-down menu. Select **Record screen or video**.



5. If prompted, ensure you **allow Use of Mic and Camera** on the browser.

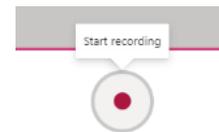


6. It will take a few seconds to load and be ready to go but a window will appear. Using the webcam and microphone icons on the bottom left of the window, select the correct device inputs. Then also check that the text reads Screen and camera – choose from the drop-down menu if not already set.

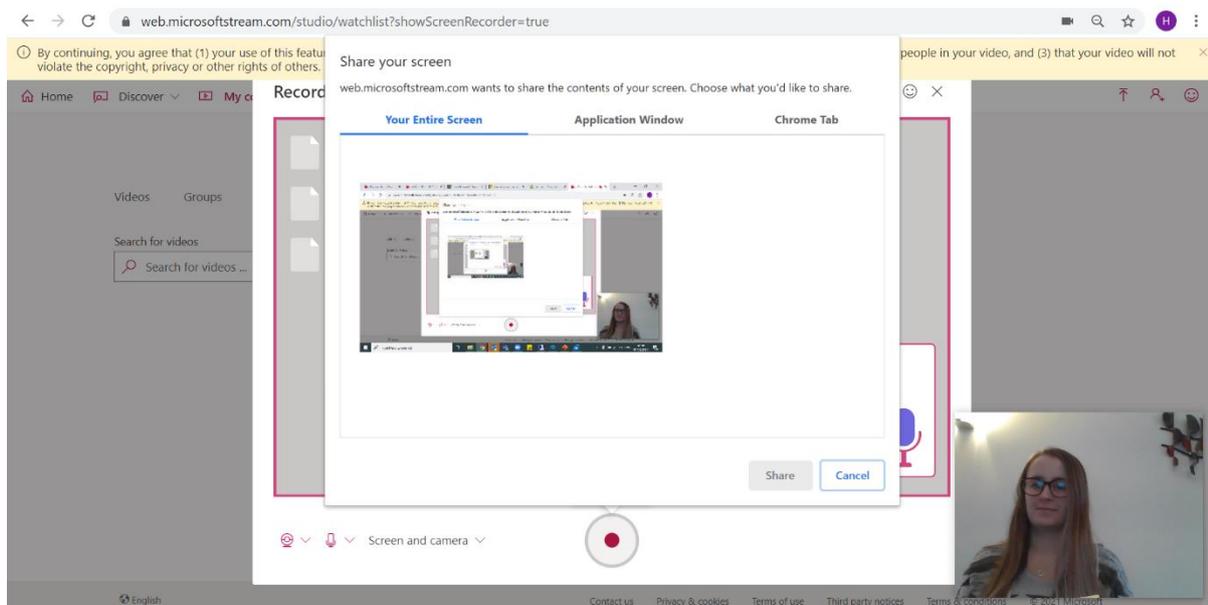


7. Navigate to your desktop and open the PPT or PDF document that you wish to share. For simplicity, aim to have no other documents or windows open at this time.
8. Navigate back to the browser with the Record screen or video window.

When you are ready to start recording, select the red dot.



9. It will take a second or two, but you should then see a **Share your screen** window open and your **face on the webcam** appear in the bottom right corner of your screen.



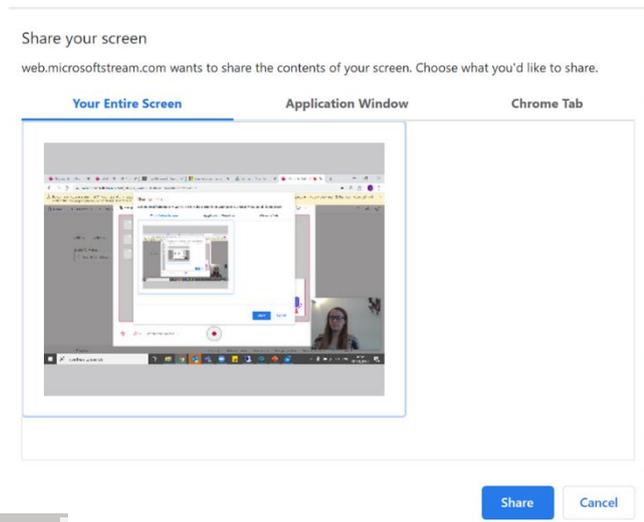
**Important note:** Before you move to the next stage, please be aware that once you share your screen, the recording will start so you will need to quickly navigate to your PPT or PDF (be aware of the important information of point 10 but only action at that point). Please be aware that once you hit record on the next step, there will be a 3 second beeping countdown and then you will be recording so this needs to be done speedily if possible 😊

10. You must select Your Entire Screen.  
Click on the image and it will highlight a blue border around it.  
Then select the Share button that will have turned blue.

**You are now recording!**

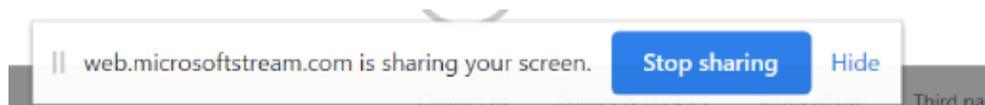
**Important:**

- For PDF, you will need to click Ctrl + L OR View > Full Screen Mode
- For PPT, you will need to enter full screen mode by clicking the Slide Show PPT.



icon in the bottom right corner of the

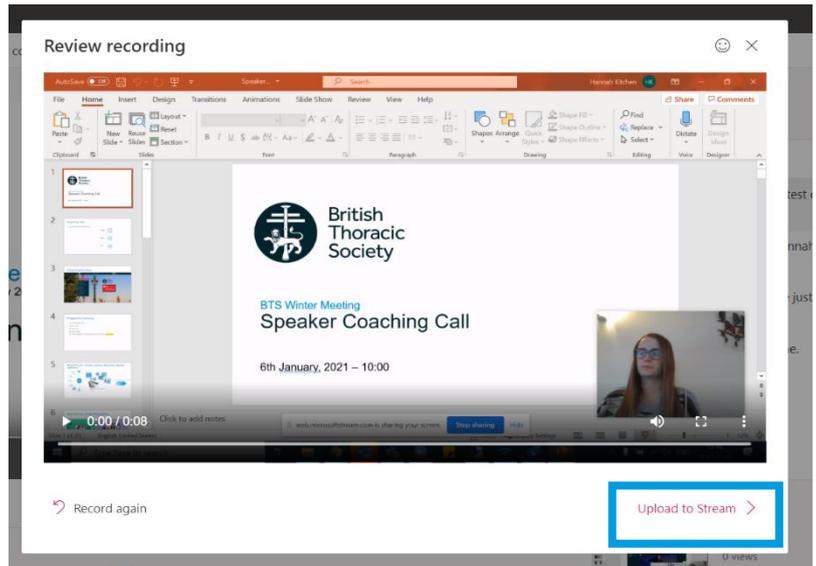
11. When you have finished recording, click Stop Sharing at the bottom of your screen.



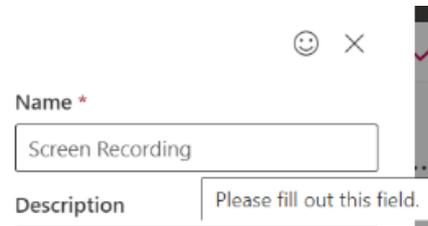
12. Exit full screen mode.

**Obtaining your recording**

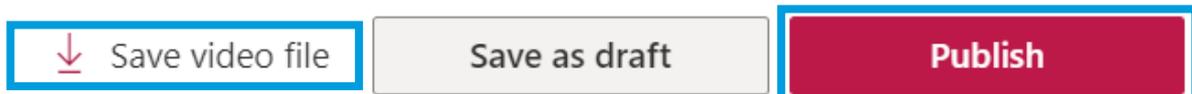
13. Navigate back to your browser. Your recording or a new window called Review recording will appear. You can review recording and if not happy, record again. If you are happy, from here, you need to select **Upload to Stream**.



14. Give your recording the correct file name, as per the Speaker Briefing notes, which can be found on the Resource Centre.



15. When processing is complete, first **Save Video File** which will instantly download your recording to your desktop. Then, also click **Publish** so that you can save it on your Stream.



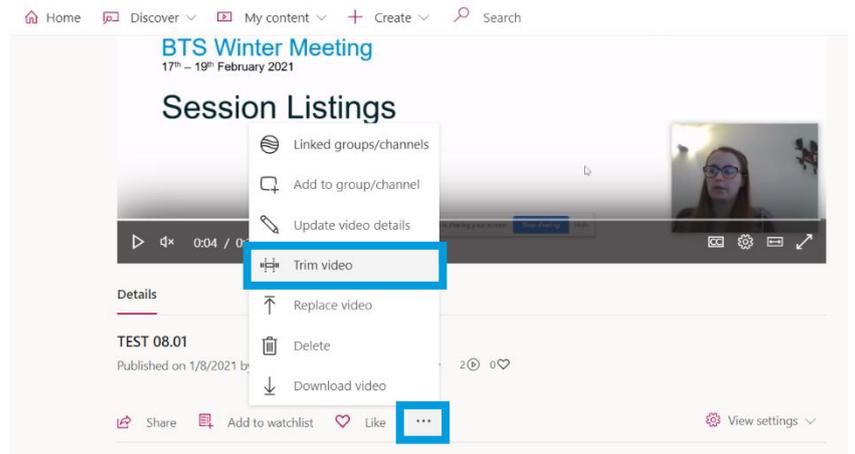
### Trimming your recording

If you need to 'trim' the beginning and end, please see below.

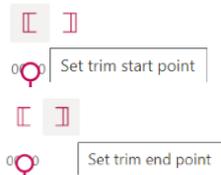
1. After selecting Publish as above, then select **Go to video**.



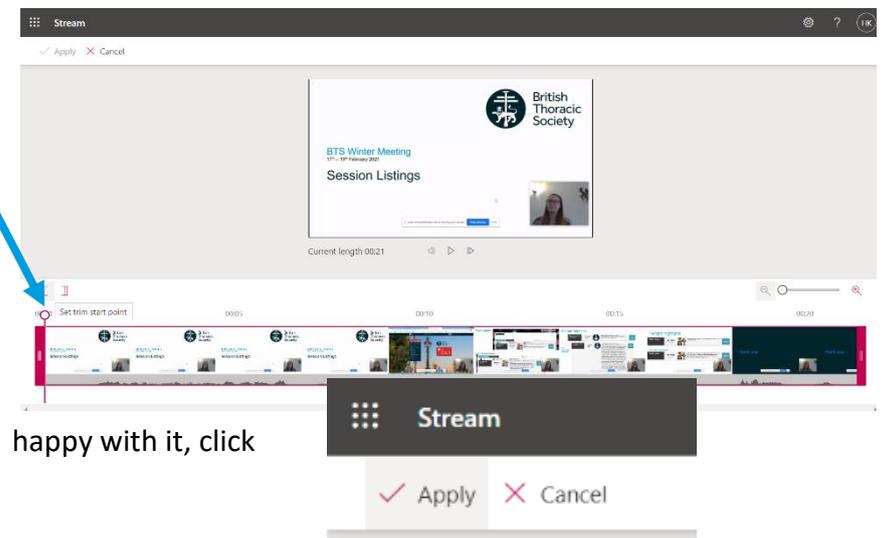
- Your video will appear on a page. Just below it, there will be a series of buttons. Select the **3 dots** symbol and then Trim **Video**.



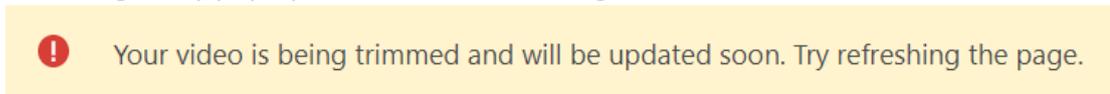
- Using the **drag bar**, **Set trim start point** & **Set trim end point**, cut your video's beginning and/or end as needed.



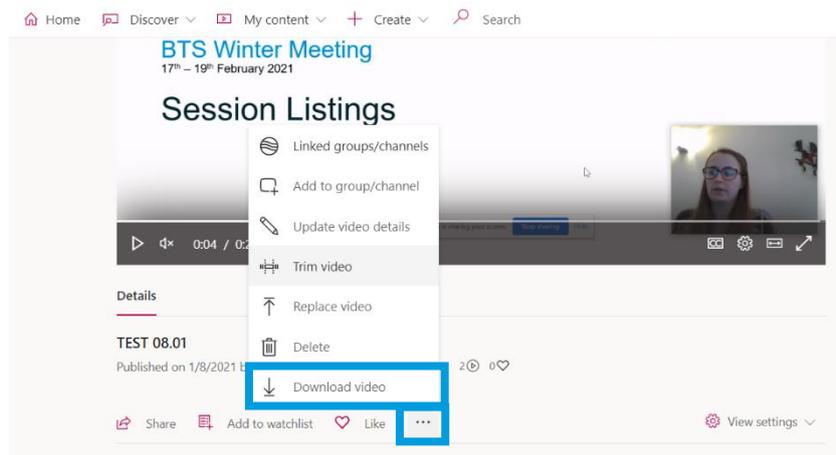
- When you're happy with it, click **Apply** at the top.



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



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/>