

British Thoracic Society Winter Meeting 2021 Online: 24th – 26th November 2021

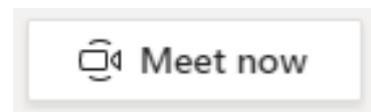
How to use Microsoft Teams to Self-Record Presentations

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 this is not an option for you, or your presentation is longer than 15 minutes.

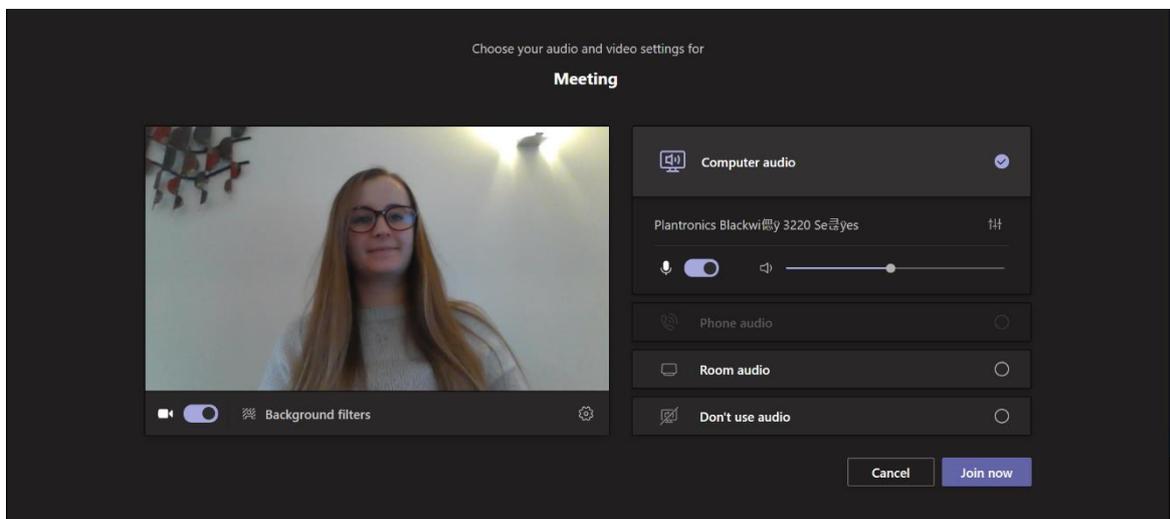
Setting up the meeting

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. Then select **start meeting**.



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.



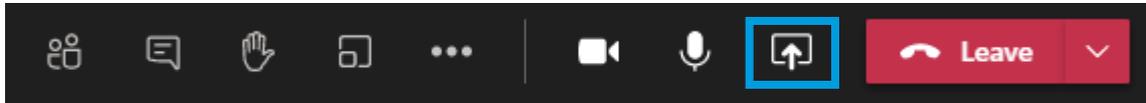
4. Click on **join now** when you are ready to start.

To share your screen & start the recording of your presentation

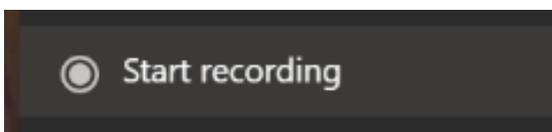
We strongly advise you to complete the following steps with a test recording to check that you are happy with the video and sound quality and can comfortably share your screen.

1. Navigate to your desktop and open your PowerPoint slides or PDF that you wish to narrate over.

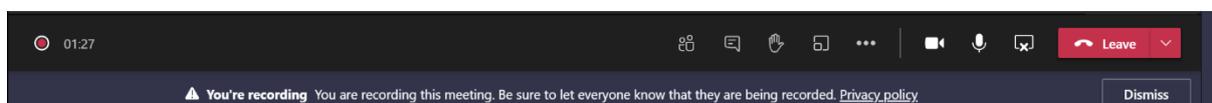
2. Navigate back to the MS Teams video call you have started.
3. In the **call menu bar** now choose **share content**. Select your PowerPoint or PDF file.



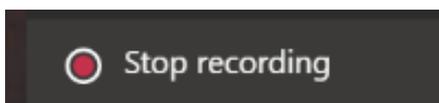
4. Navigate back to the MS Teams call.
5. From the **call menu bar**, click the '...' symbol. This will open a drop-down list. Select **start recording** from the list.



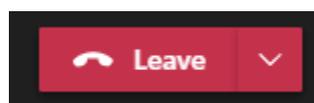
6. A message will appear at the top of your screen and the button on the left will turn red, to indicate that you are recording. This may take a few seconds to appear.



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**.

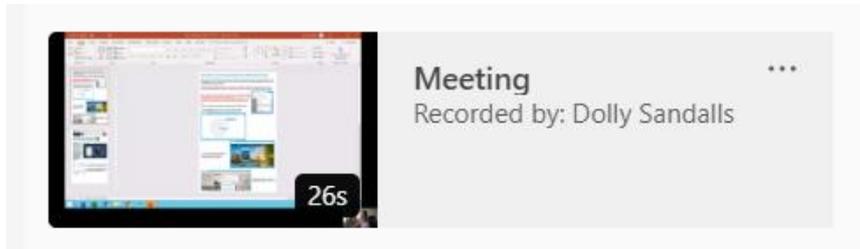
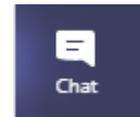


9. Leave the meeting.

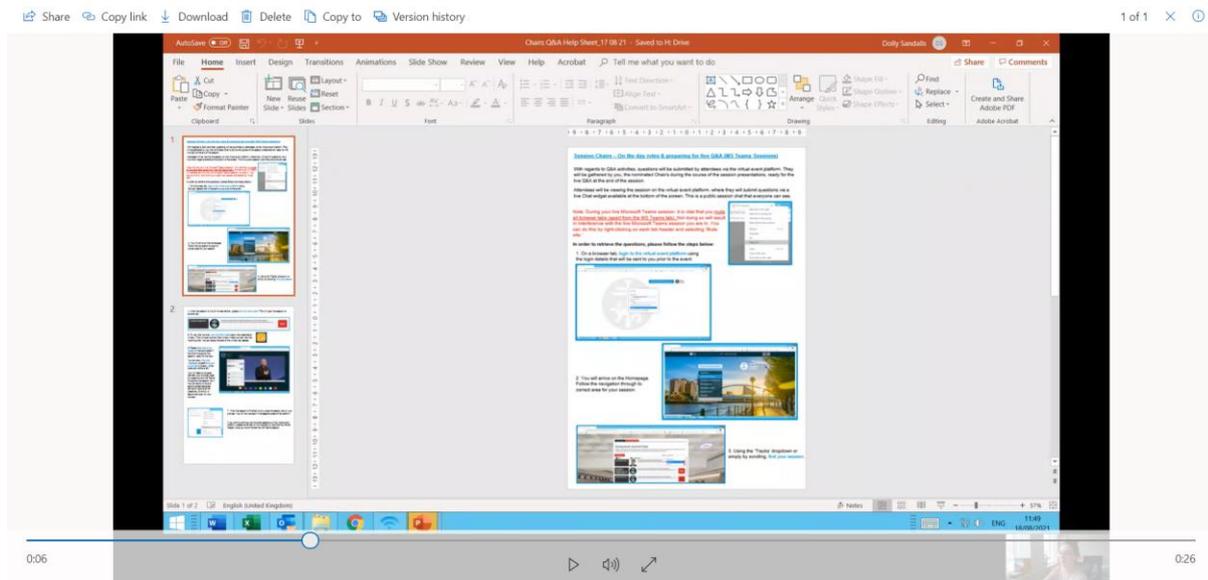


Obtaining your recording

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.



2. You will then be taken to a browser page. This is where you can review your recording and, if not happy, delete and record again.



3. Along the top bar, there'll be an option to download the recording. Click here and save to desktop/relevant folder.

Uploading your recording

Finally, head to the Speaker & Chair Resource Centre on the BTS website (Winter Meeting) or upload your recording [here](#)