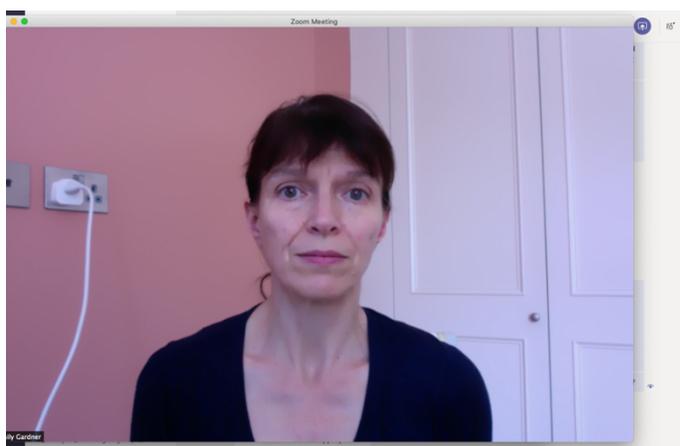
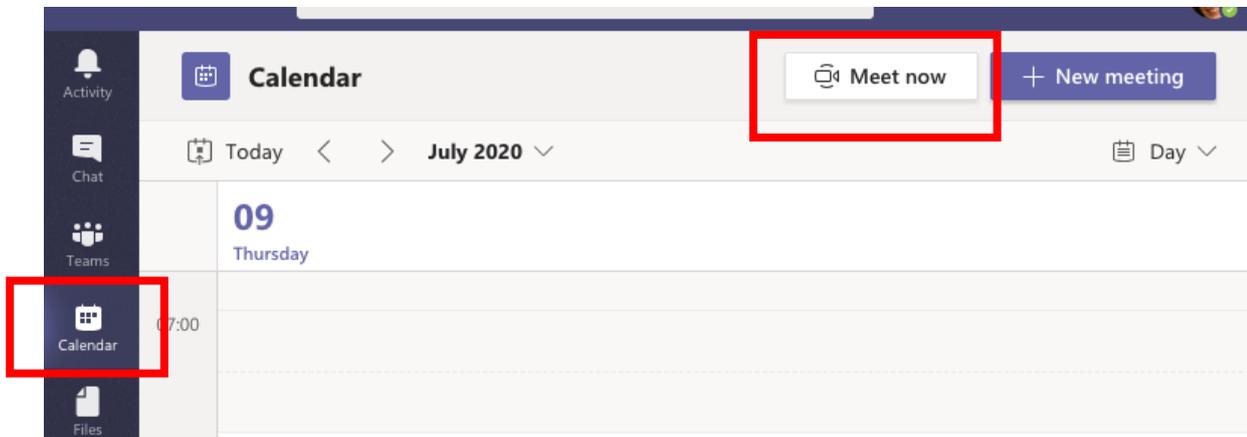


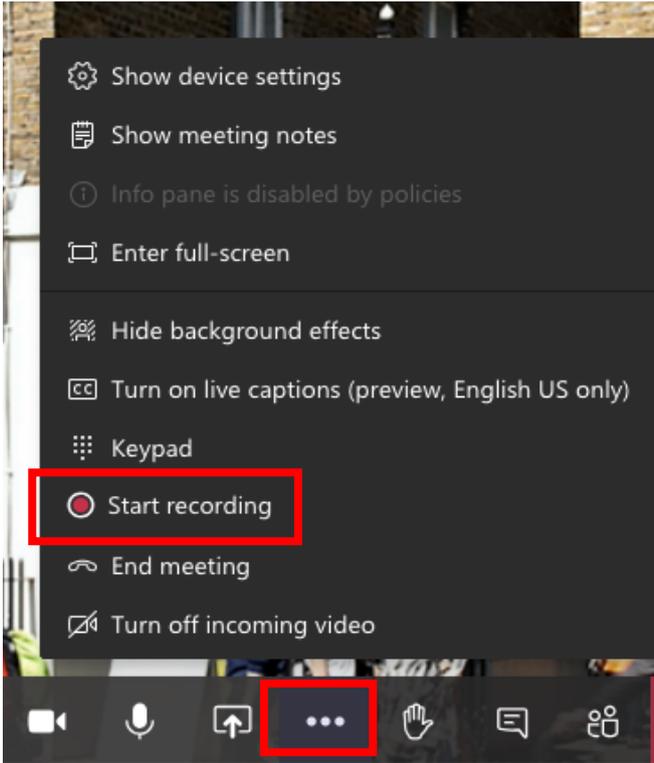
Using Teams for your video presentation

- 1) You will need a Teams account. Sign into the account, open calendar and start a meeting ('meet now').

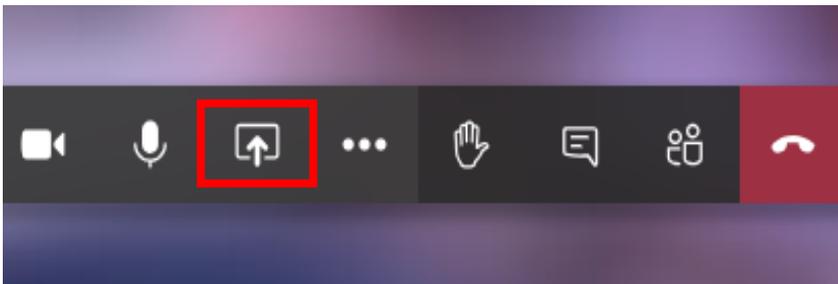


- 2) **Required:** Please record your video against a neutral, natural background, ensuring that your face is well-lit. If you are recording on a mobile device, please use landscape orientation.

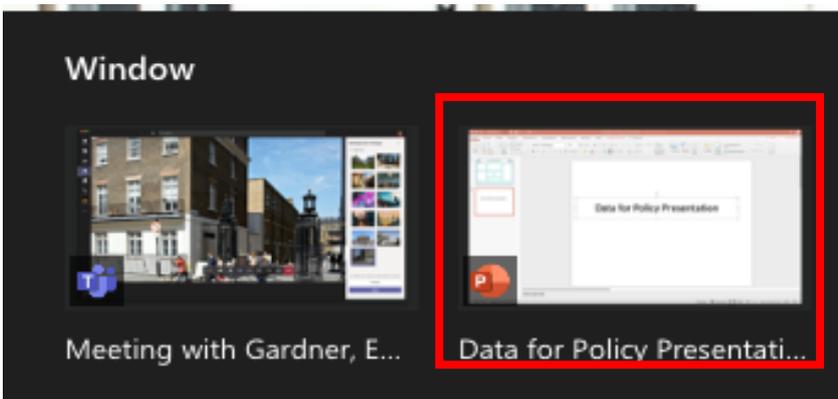
- 3) Open your presentation, and close any other windows. Ensure that you will not be getting notifications from email, etc.



4) From the Teams toolbar, start recording the meeting.

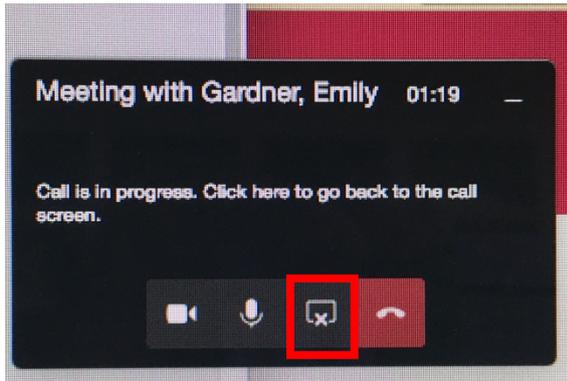


5) Choose Share Screen from Teams toolbar

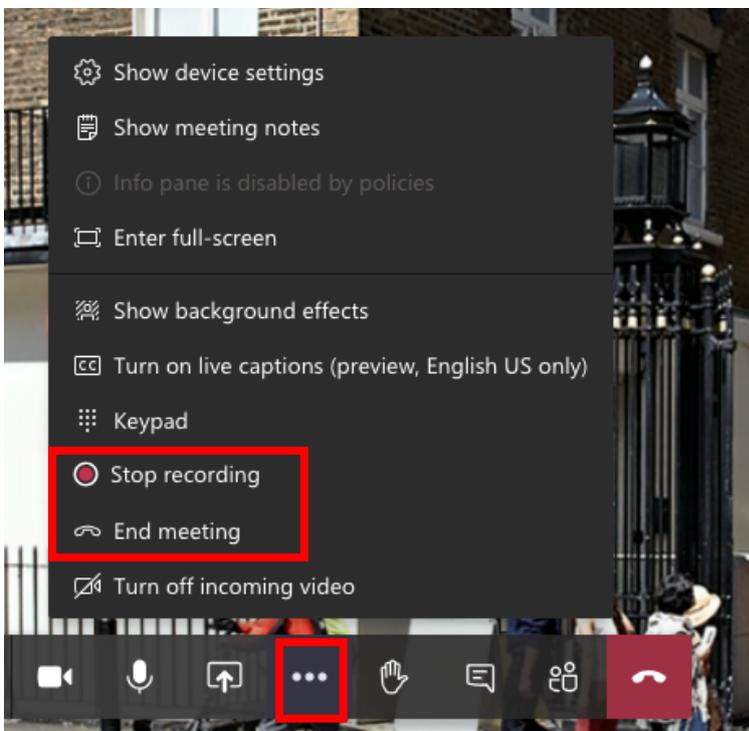


6) Select the presentation window and click on 'share' to start screen share. Select slide show. Your video screen will be positioned at the bottom of the screen. This can be moved, but not expanded.

7) **Required:** At the start of your video, please introduce yourself and give your submission number and title.

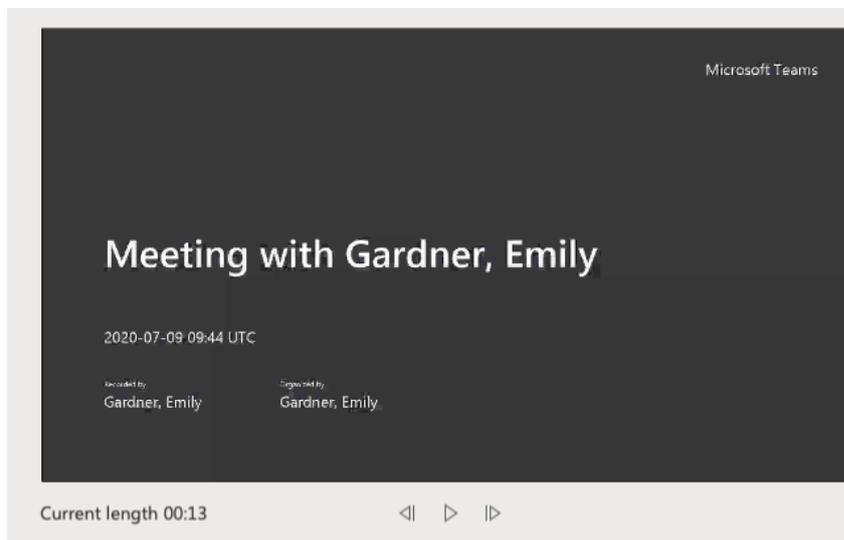
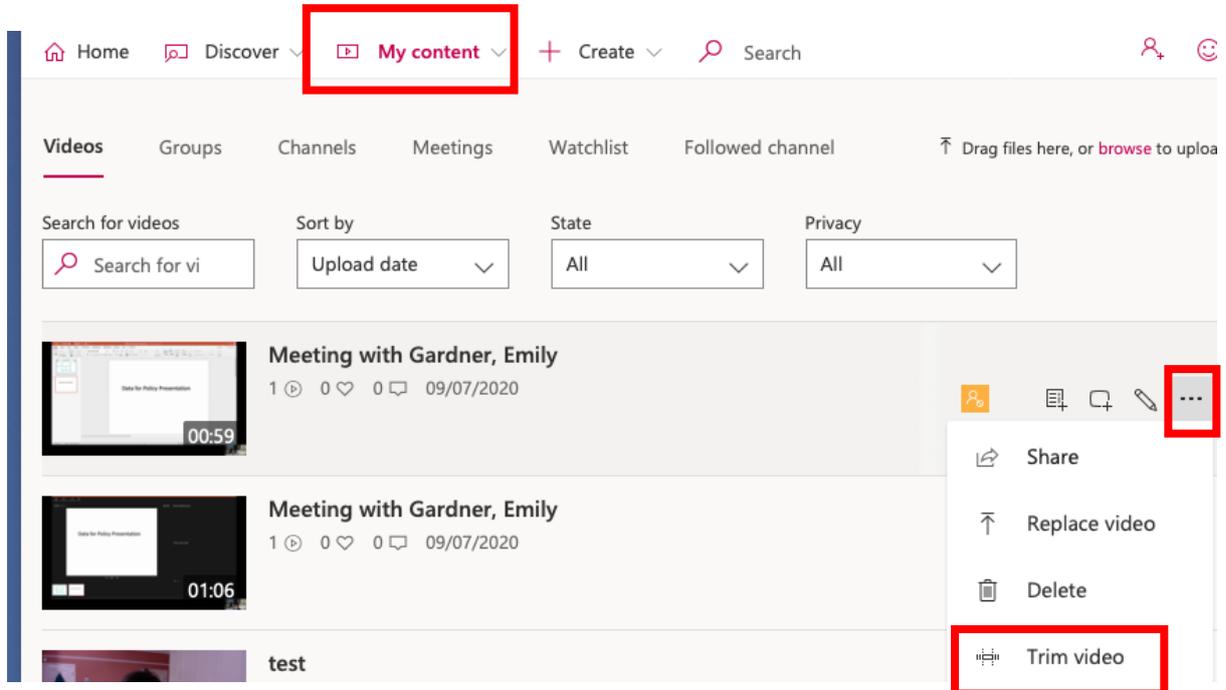


8) At the end of your talk, click on 'stop sharing' on the Teams tile. The meeting screen will reappear.

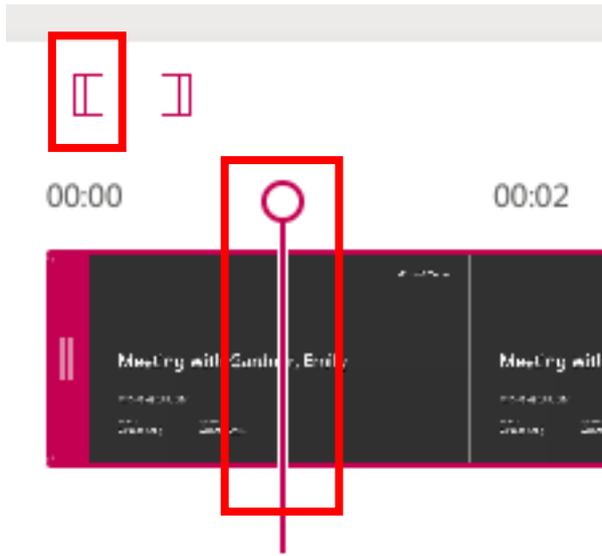


9) On the Teams toolbar, end the recording and the meeting. The recording will save in the meeting chat (this might take a while). You will also be emailed a copy.

10) The video can be edited in Microsoft Stream. This is desirable, as recording is started before screen sharing. Find 'my content', select the video, and open the ellipsis menu



11) Watch the video to determine the start and end points for trimming.



12) Move the timer bar to the desired start time and click on the 'start bracket'. Repeat for the 'end bracket'.

13) The video can be downloaded as .mp4 file, which is suitable for upload to YouTube.

14) **Required:** The recording should be saved as 720p as a minimum. This is the default resolution for Teams recordings. The recording can be saved with higher resolution using QuickTime. Higher resolution may be obtained by using a screen recording app. Other apps have not been tested.

15) **Required:** Save the video with the name format [#submission number]_[initial.family name of presenter]; e.g. #1_e.gardner

16) **Required:** Upload video according to instructions which will be emailed.