



# Digital Delivery **IKON Live**

Tips on using MS Teams for  
Presenting Effectively

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# New MS Teams

Released October 2023

The screenshot displays the Microsoft Teams application interface. At the top, a dark blue header bar contains the Teams logo, a toggle switch labeled "Try the new Teams" (which is currently turned on), a search bar, and user profile icons. The left sidebar shows navigation options: Activity, Chat (with a notification badge), Teams, Calendar, Calls, and Files. The main chat window is titled "Weekend Escape" and shows a conversation with Babak Shammam. The chat history on the left lists several recent messages from various contacts, including Ray Tanaka, Beth Davis, Kayo Miwa, Will, Kayo, Eric, +2, August Bergman, Emiliano Ceballos, Marie Beaudouin, Oscar Krogh, Daichi Fukuda, and Kian Lambert. The chat messages in the main window include:

- Charlotte de Crum (12:56 PM): It would be great to sync with you both EOD to have a quick run through before tomorrow.
- This is great progress, if you both can set something up with me to review when you feel you are in a good place for feedback. I have a free slot tomorrow morning.
- Babak Shammam (1:12 PM): Daniela, I can help you with the deck today. I've completed the initial costings for spring.
- I can help you with the rollout plan for EMEA as I've been working closely this week with the local marketing team to get the timings from the external AD agency and media buying team.
- 1:30 PM: That would be a great help, I will call you to discuss at 12.
- I've made a start with APAC and LATAM, now I'm just running through the plan for US.
- Babak Shammam (1:58 PM): That's great. I will collate all the materials from the media agency for buying locations, footfall verses media costs. I presume the plan is still to look for live locations to bring the campaign to life?
- The goal is still for each local marketing team to be able to target audience segments
- Lacked the client to send her feedback by EOD. Sound good Daniela?

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## 3. Additional Meeting and Calling Features:

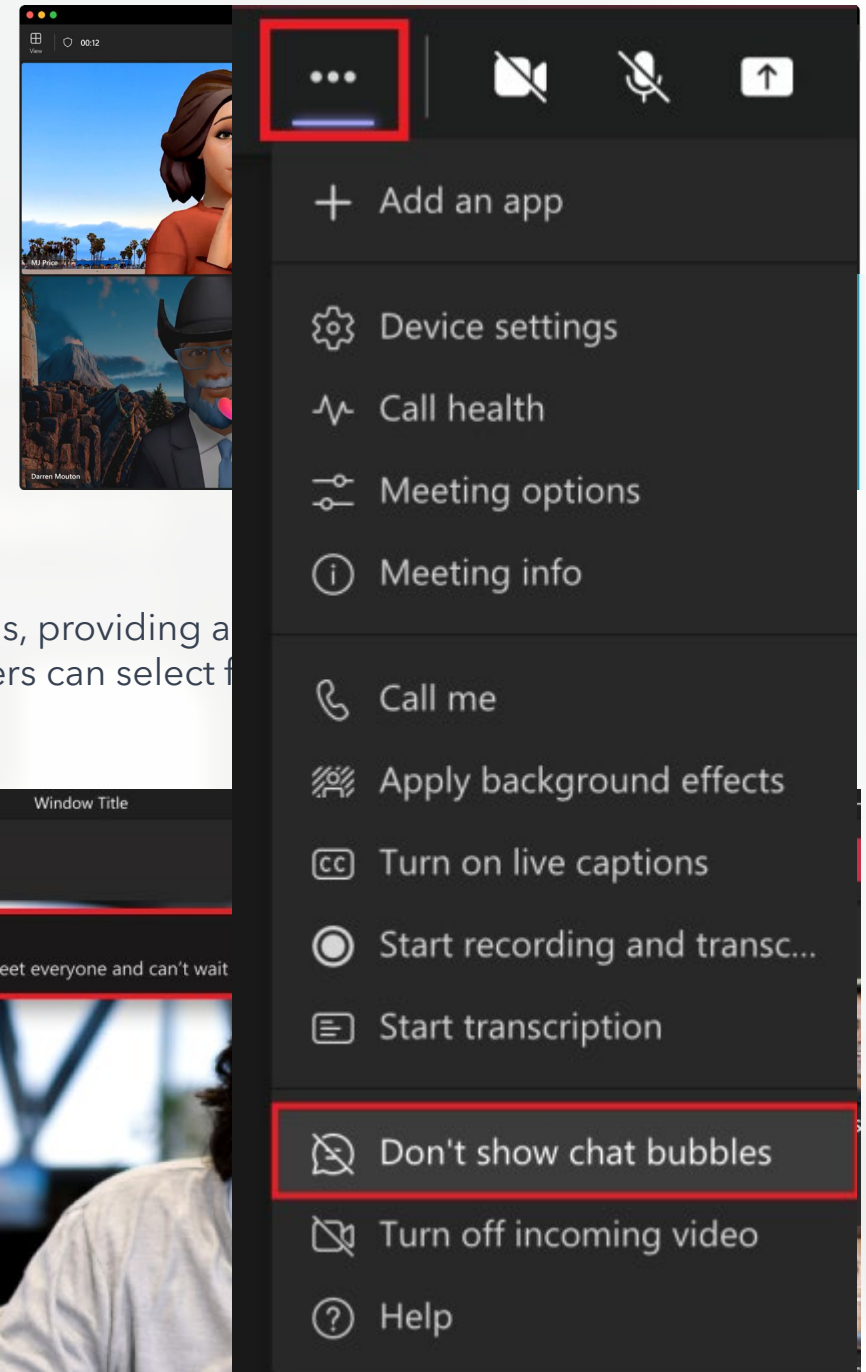
- Animated Backgrounds and Avatars (fun – not useful)

Teams meetings can now be held against dynamic, animated backgrounds, providing a more engaging experience. This feature can be accessed before the meeting begins, where users can select from various animated backgrounds.

- Compact Chat view (and Chat Bubbles)

The new compact mode in chat during meetings hides chat previews from the chat list, making it easier to follow conversation.

Chat Bubbles in Microsoft Teams meetings make chat more integrated and accessible, addressing common scenarios like a colleague asking a question during a meeting.

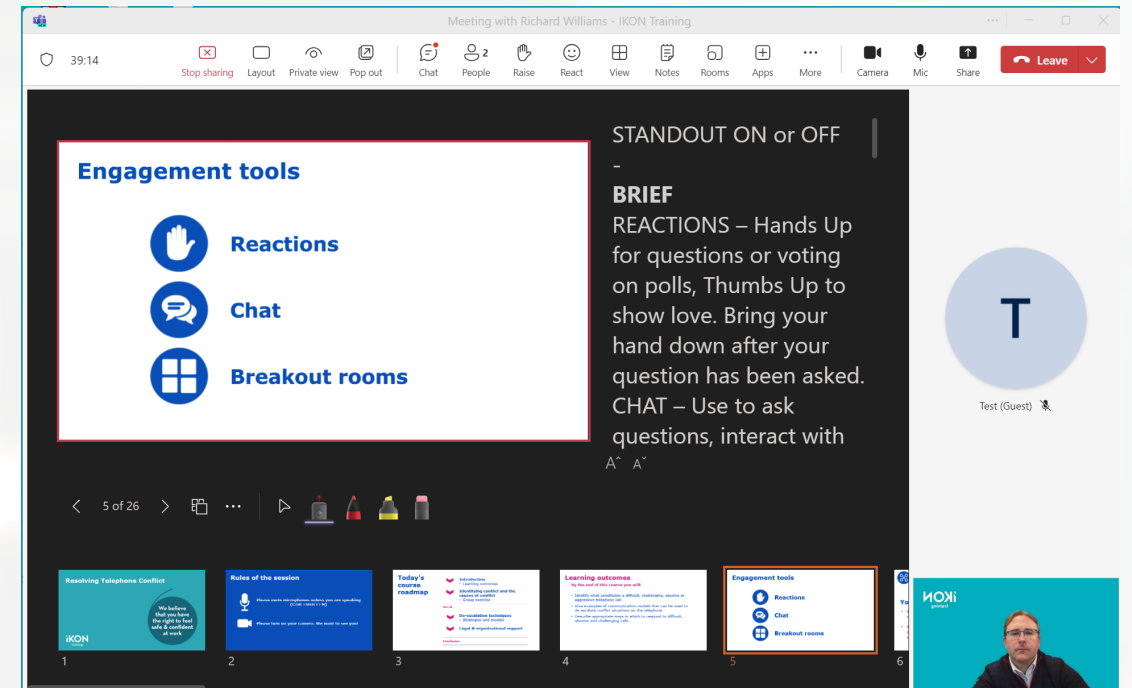


# Managing Multiple Screens

## PowerPoint Live

*Ideal Presentation Tool, but compatibility issues and some animations clipped.*

*More consistent in New Teams, but cannot presume Learners have this installed.*



# Managing Multiple Screens

## Screen

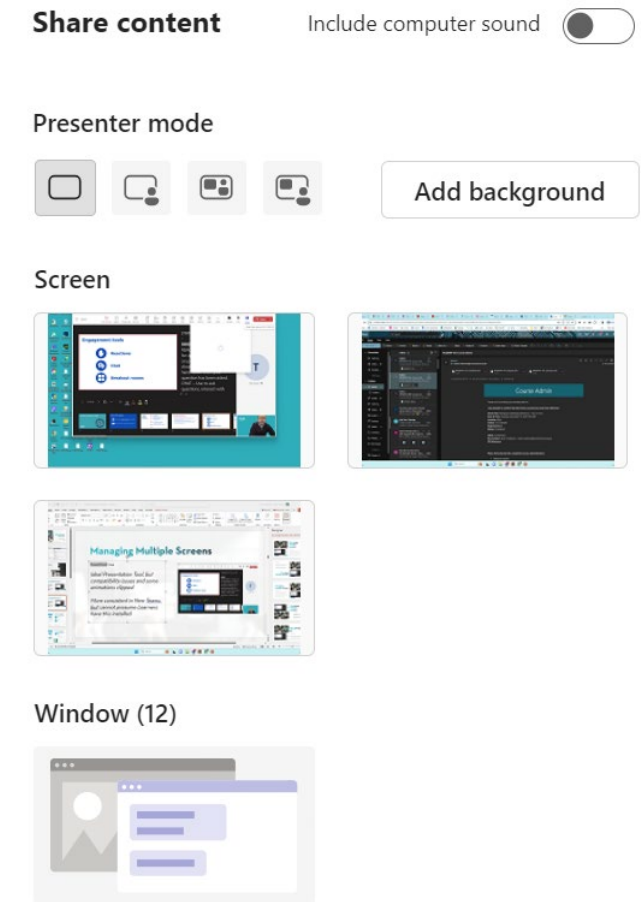
*Easiest Option*

*Most reliable*

*Requires an extra screen.*

## Window

*Does not always capture cursor.*





1: Team (on Camera)

# Ideal Set Up



2  
Resolving Telephone Conflict  
Presentation

We believe  
that you have  
the right to feel  
safe & confident  
at work

3: Notes



# Two Screen Set Up



**2: Presentation**  
(share screen or share window)





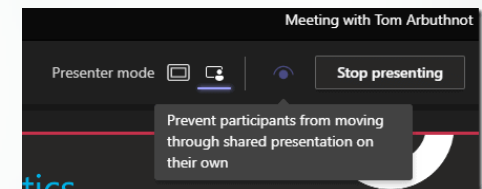
# Two Screen Set Up

1: Front Live

2: Spare

If using PowerPoint Live -

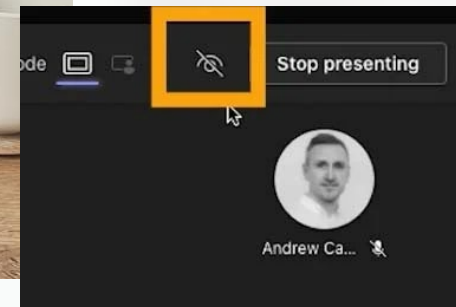
- Check that participants can see your slides.  
*Is there anyone who cannot see my slides?*
- Ensure they cannot move slides on independently.





# One Screen Set Up

## 1: Ppoint Live or use Share Window



# Breakout Rooms

