

# Digital Delivery

# IKON Live

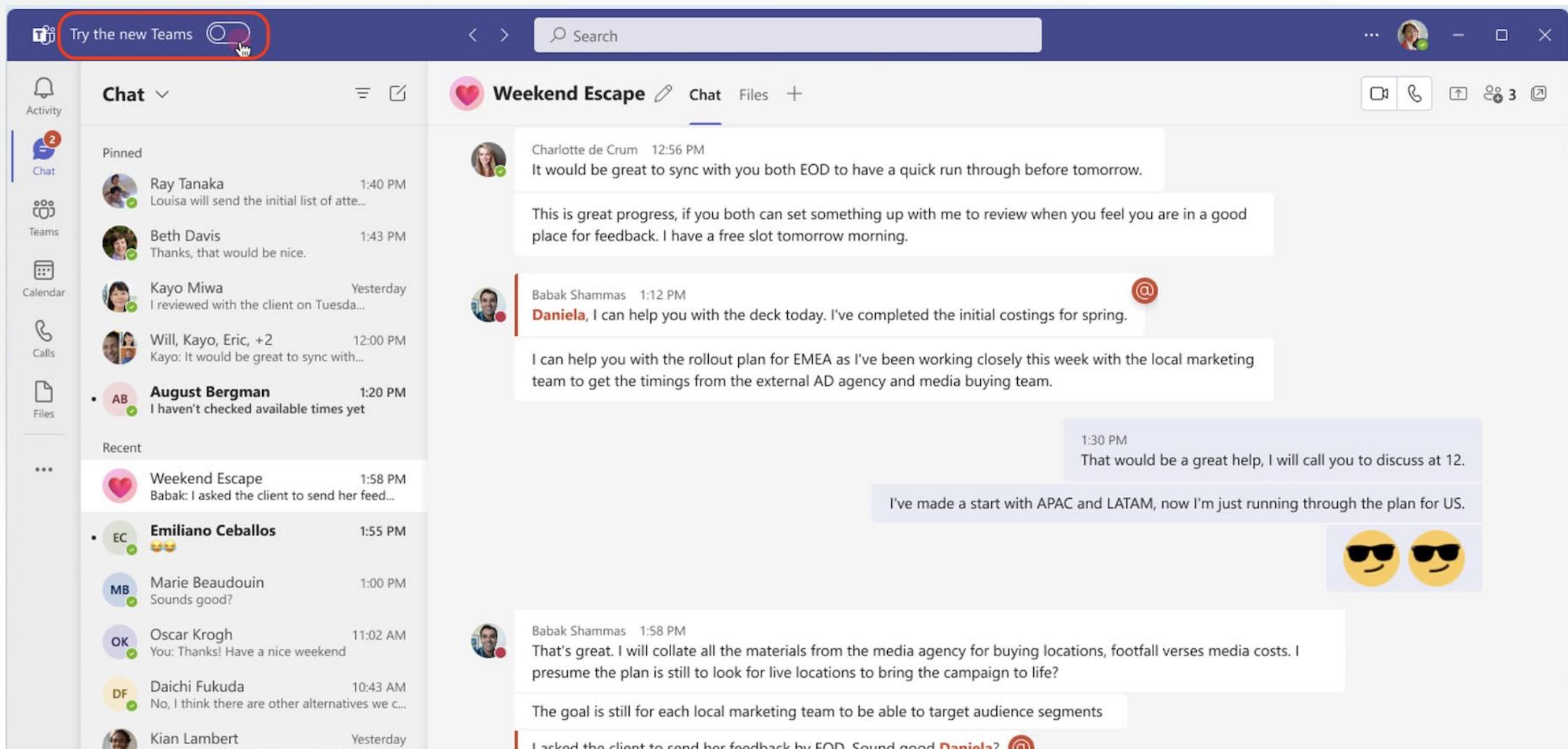
Tips on using MS Teams for  
Presenting Effectively

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04/01/2024

# New MS Teams

Released October 2023



The screenshot displays the Microsoft Teams interface with a dark blue header. In the top left, there's a 'Try the new Teams' button with a switch icon, which is highlighted with a red oval. The header also includes a search bar and a user profile icon. The sidebar on the left contains icons for Activity, Chat (with 2 notifications), Teams, Calendar, Calls, and Files. The main area shows a 'Chat' tab with a 'Weekend Escape' channel. The channel has a pink heart icon and a list of messages. The messages are as follows:

- 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 Shammas 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.
- Two yellow emoji faces with sunglasses.
- Babak Shammas 1:58 PM: That's great. I will collate all the materials from the media agency for buying locations, footfall versus 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.
- Daichi Fukuda 10:43 AM: No, I think there are other alternatives we...
- Kian Lambert Yesterday: ...

# New MS Teams

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## 3. Additional Meeting and Calling Features:

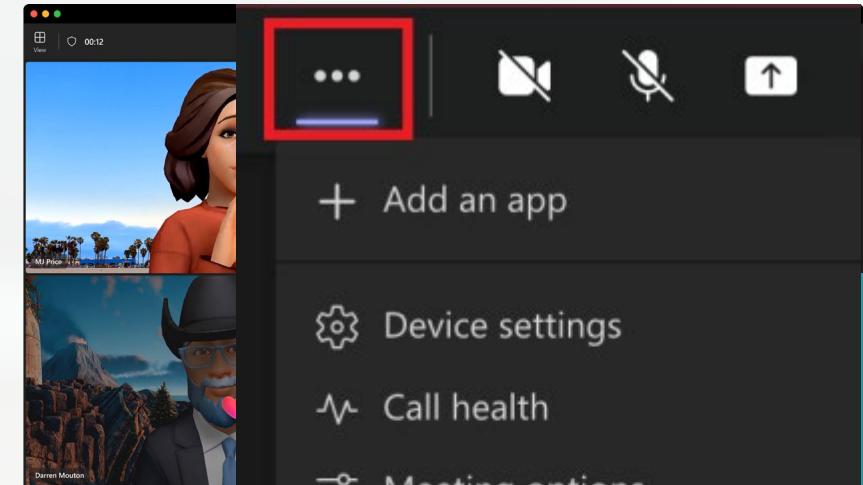
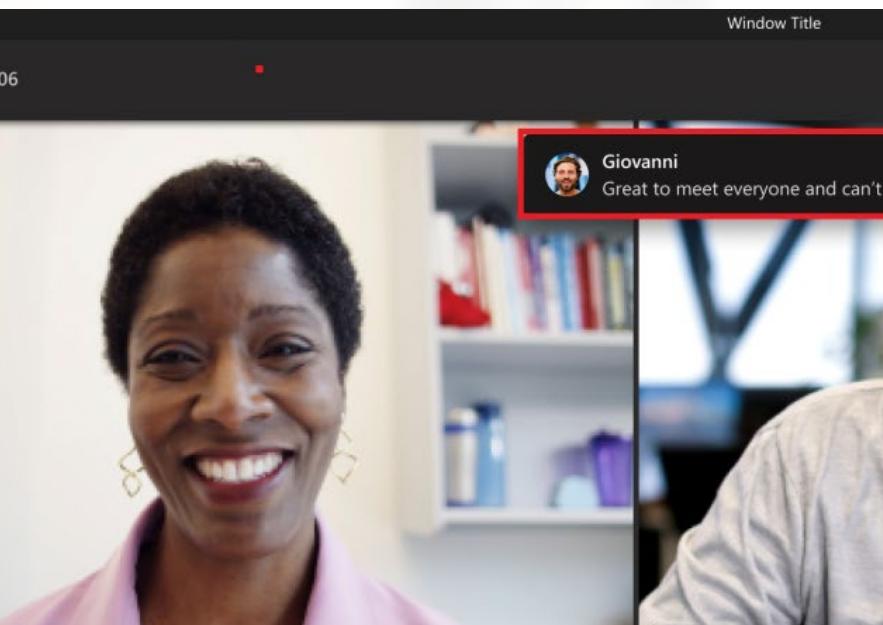
- Animated Backgrounds and Avatars (fun - not useful)

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

- Compact Chat view (and Chat Bubbles)

The new compact mode in chat allows users to quickly switch between the compact view and the full chat view. Chat previews are hidden from the chat list, making it easier to follow conversations.

Chat Bubbles in Microsoft Teams meetings make it easier to identify who is speaking and who has responded, addressing common scenarios like a

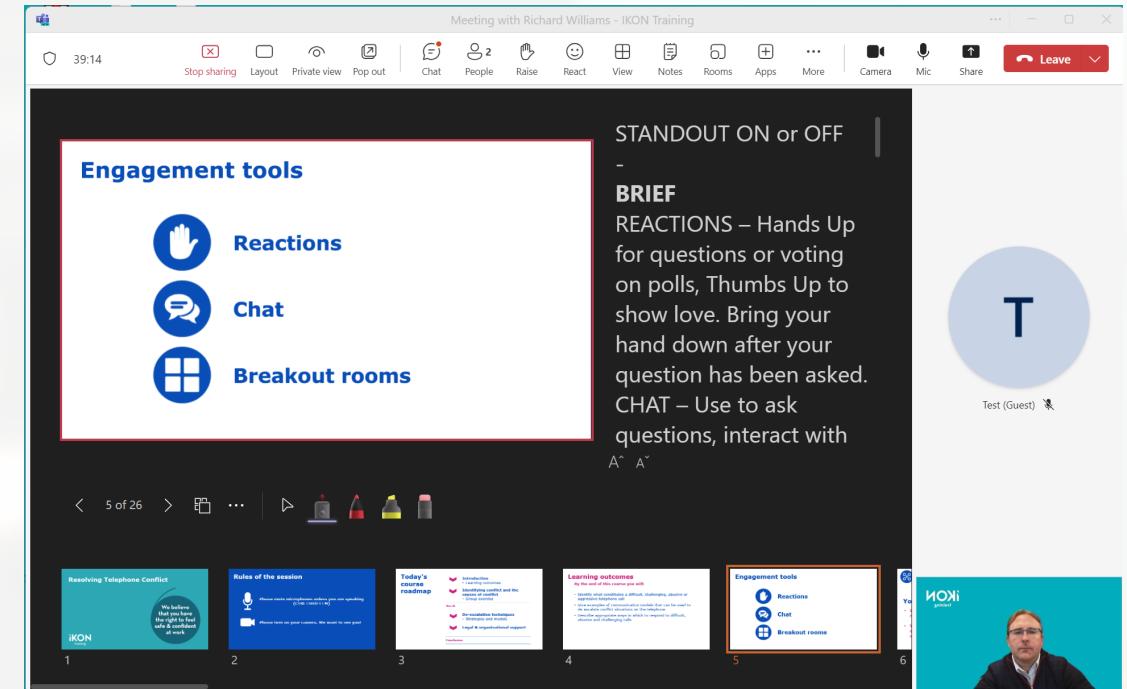


# Managing Multiple Screens

## 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

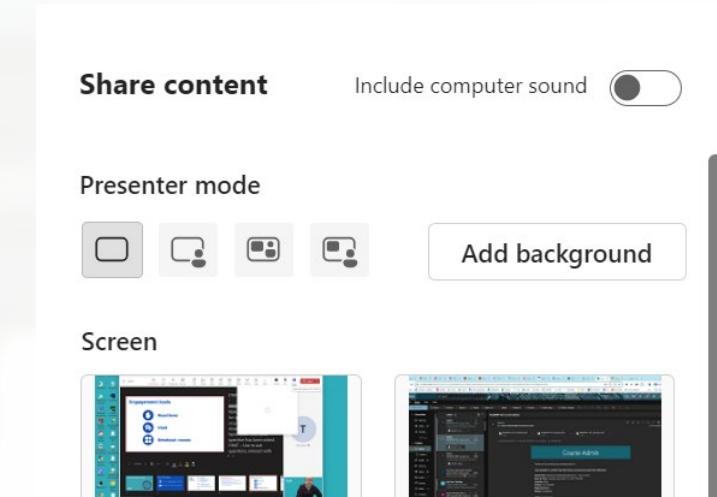
*Easiest Option*

*Most reliable*

*Requires an extra screen.*

## Window

*Does not always capture cursor.*



Share content  Include computer sound

Presenter mode      Add background

Screen 

Window (12) 

# Ideal Set Up

1: Team (With Camera)



Resolving Telephone Conflict 2

Presentation

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

iKON

3: Notes



# Two Screen Set Up

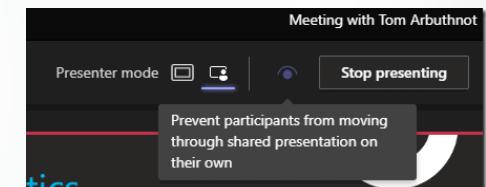


# Two Screen Set Up



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

