

How to Use PowerPoint Live in Microsoft Teams

Step 1: Open Your Meeting

- Join your scheduled Teams meeting for the class.

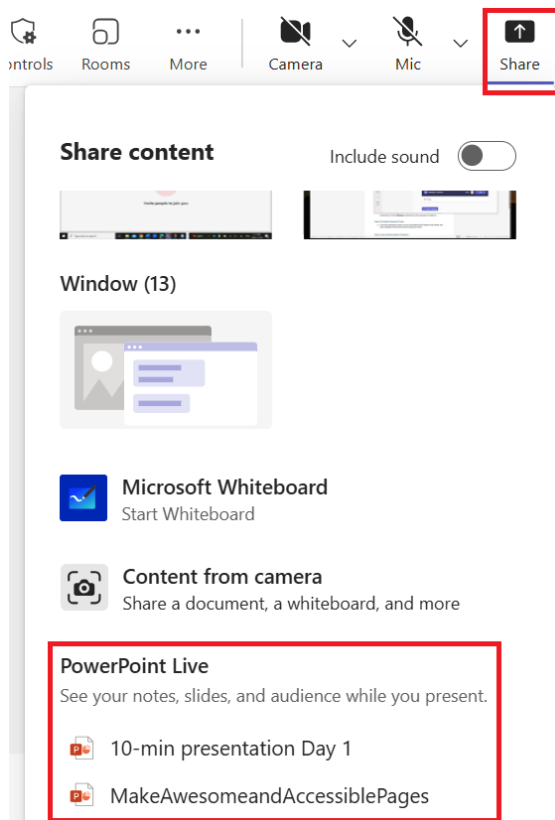
Step 2: Access Sharing Options

- On the meeting toolbar, locate the Share button (upward arrow icon).



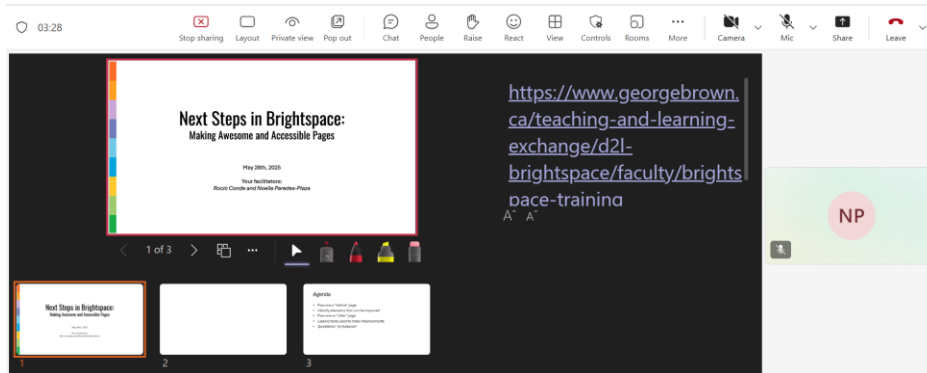
Step 3: Choose PowerPoint Live

- A panel titled **Share content** will appear on the right side.
- Under **PowerPoint Live**, select the presentation you want to share from the list of recent files, or choose **Browse** to upload from your computer or OneDrive.



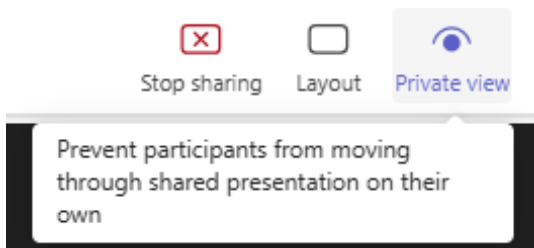
Step 4: Enable Presenter Tools

- Once the presentation opens, you can use features like Presenter view, Notes, and Slide navigation without participants seeing your notes.

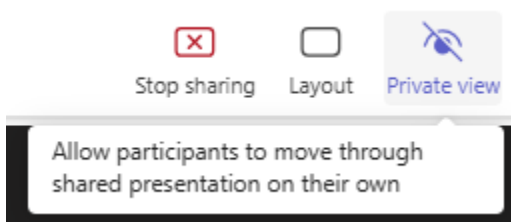


Step 5: Enable or Disable Private View

- Once the presentation loads, look for the eye icon in the presentation controls.
- Private View ON (no slash over eye icon): This prevents participants from moving through the slides independently.
 - Attendees cannot skip ahead or go back in the presentation.
 - They are locked to the presenter's current slide.
 - This ensures a synchronized experience.



- Private View OFF (slash over eye icon): Allows each participant to move through the slides on their own.
 - Attendees can scroll through the deck at their own pace.
 - They can review earlier slides or jump ahead.
 - They can choose to sync back with the presenter at any time.



Step 6: Stop Sharing When Finished

- When you're done presenting, go back to the meeting toolbar and select Stop sharing (icon with a rectangle and an X).

