

# Using LecturePRO with Teams

## 1. Switch on Computer & Projector

Turn on the computer in the room.

If using a projector or additional screens please switch these on.

Check the computer display can be seen on projector / additional screens

## 2. Check Webcam Connected

If you need plug a webcam in please do this before starting any other software.

Give Windows a minute to recognise the camera once plugged in.



## 3. Start LecturePRO

Click the LecturePRO icon on desktop



Move the mouse over the top left corner of the webcam window and a popup buttons will appear.



Click the top right white square to move the LecturePRO window to the bottom right corner of the screen.

The webcam window will stay visible.

If other webcams are on the screen and not required these can be removed by hovering the mouse over their in the top left corner and clicking the hide webcam button.



## 4. Start PowerPoint

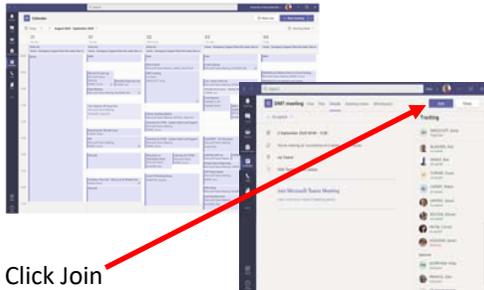
Load content from web browser or folder on your computer.

Start your PowerPoint and go into Present mode.



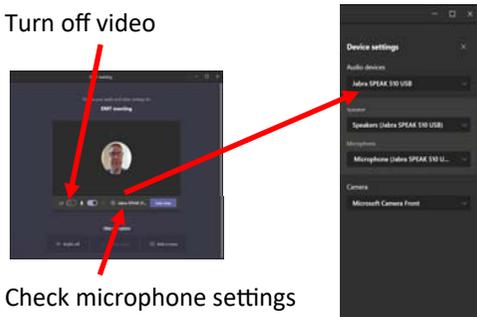
## 5. Start Teams & Join Your Meeting

Find Teams from Start Menu, go to the Calendar and click your meeting



Click Join

Turn off video



Check microphone settings are correct for the room

Click Join Now button

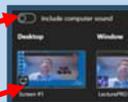
Join now

## 6. Start Screen Sharing

When ready to the share button on the Teams menu bar



Click Include Computer Sound if you will be playing videos



Then the Desktop Screen with your Powerpoint on (not window)

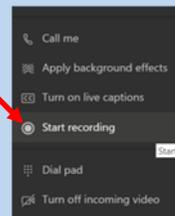
## 7. Start Teams Recording

When ready to start recording click on the



three dots ... on the Teams menu bar

Then select start recording from the pop up menu

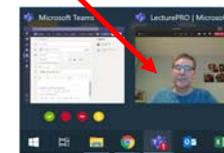


## 8. Checking the Chat Window

Click on the Windows key on the keyboard



Click the Teams taskbar icon and then the window with your meeting.

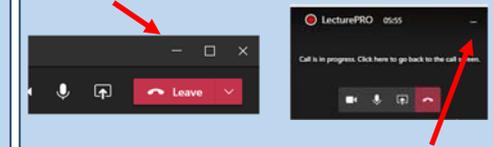


Click the chat icon to display your chat.



## 9. Minimise Teams

Minimise all Teams windows by clicking on the minimise button the title bar.



Teams will pop up a mini video window in the bottom right of the screen—minimise this too to remove it from the screen.

## Useful Tips

Use microphones if available to help those online hear—pass to students too.

Repeat questions that are asked by in the room for the benefit of those one.

Check Teams Chat for messages and consider asking a colleague or student to monitor and notify of messages.

Try and stay on camera if you can.