

# ONLINE you are really CLOSE



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# Instructions for presenting SUPPORT material online:



**DOWNLOAD** the presentation to your computer. Join the meeting **ON TIME** to allow for preparation.

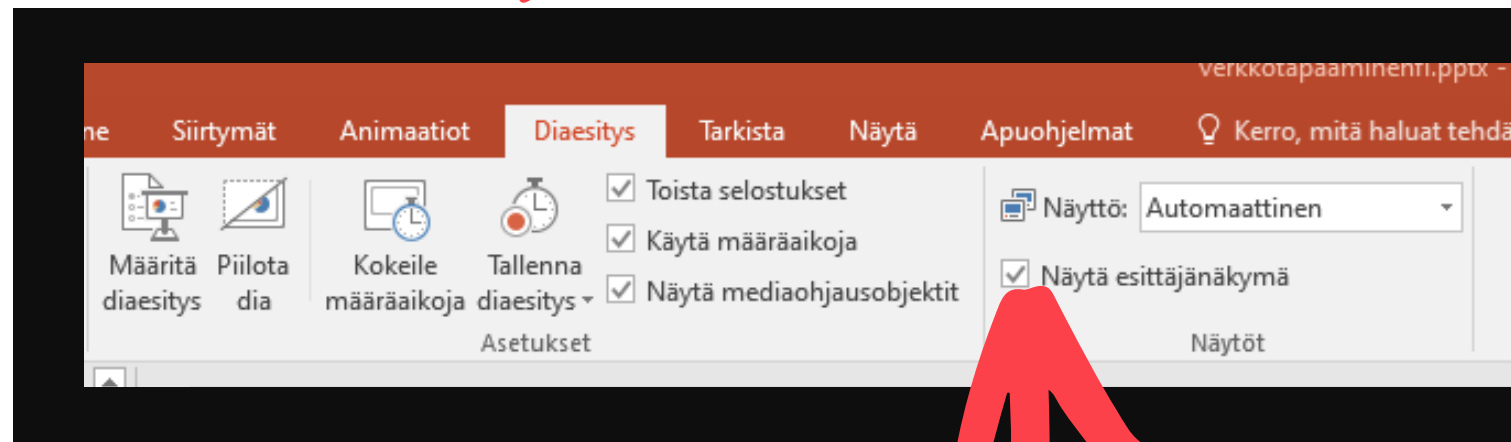
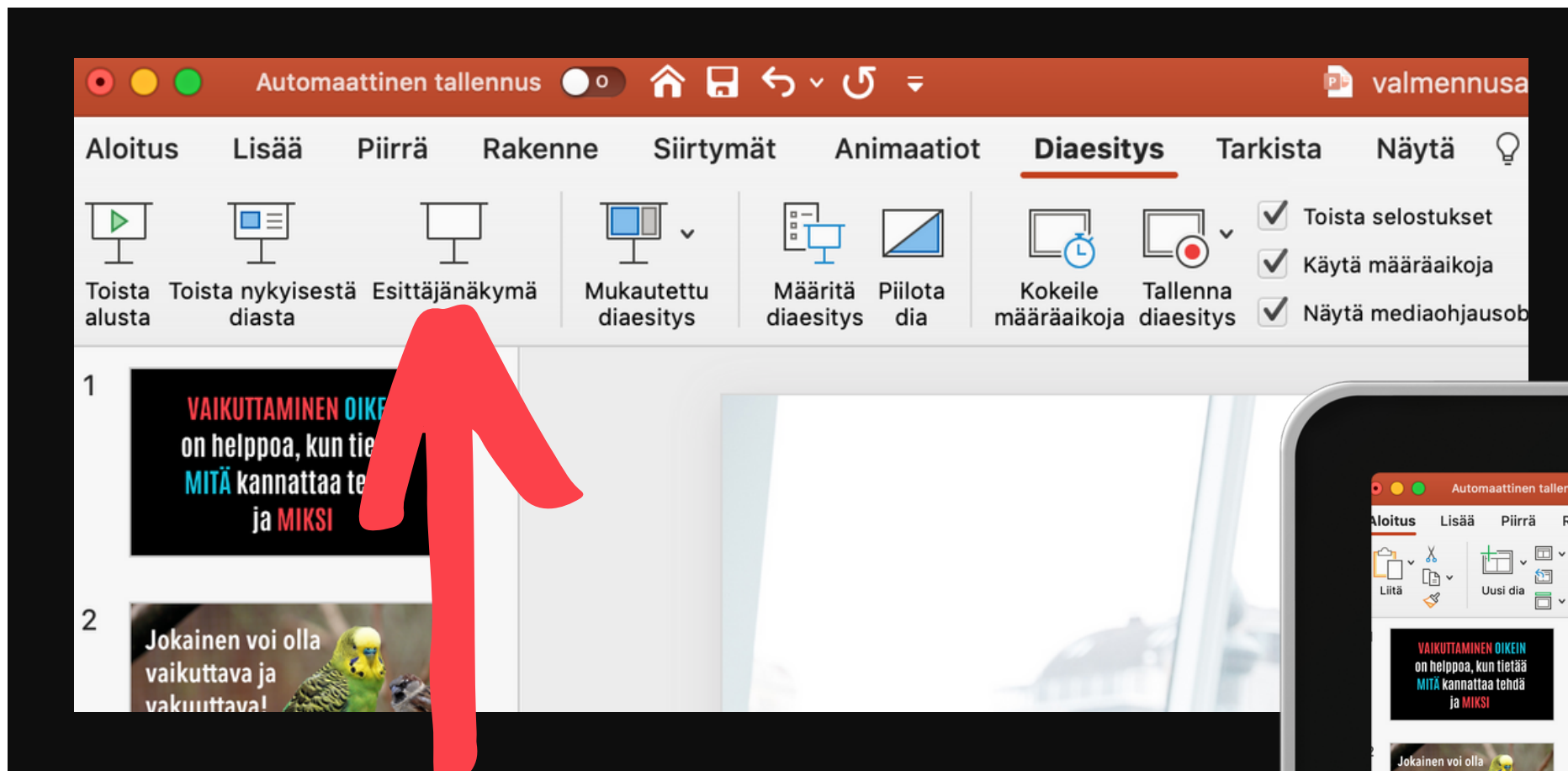


Set up your presentation materials in the **PRESENTER VIEW** well **BEFORE** the meeting starts.

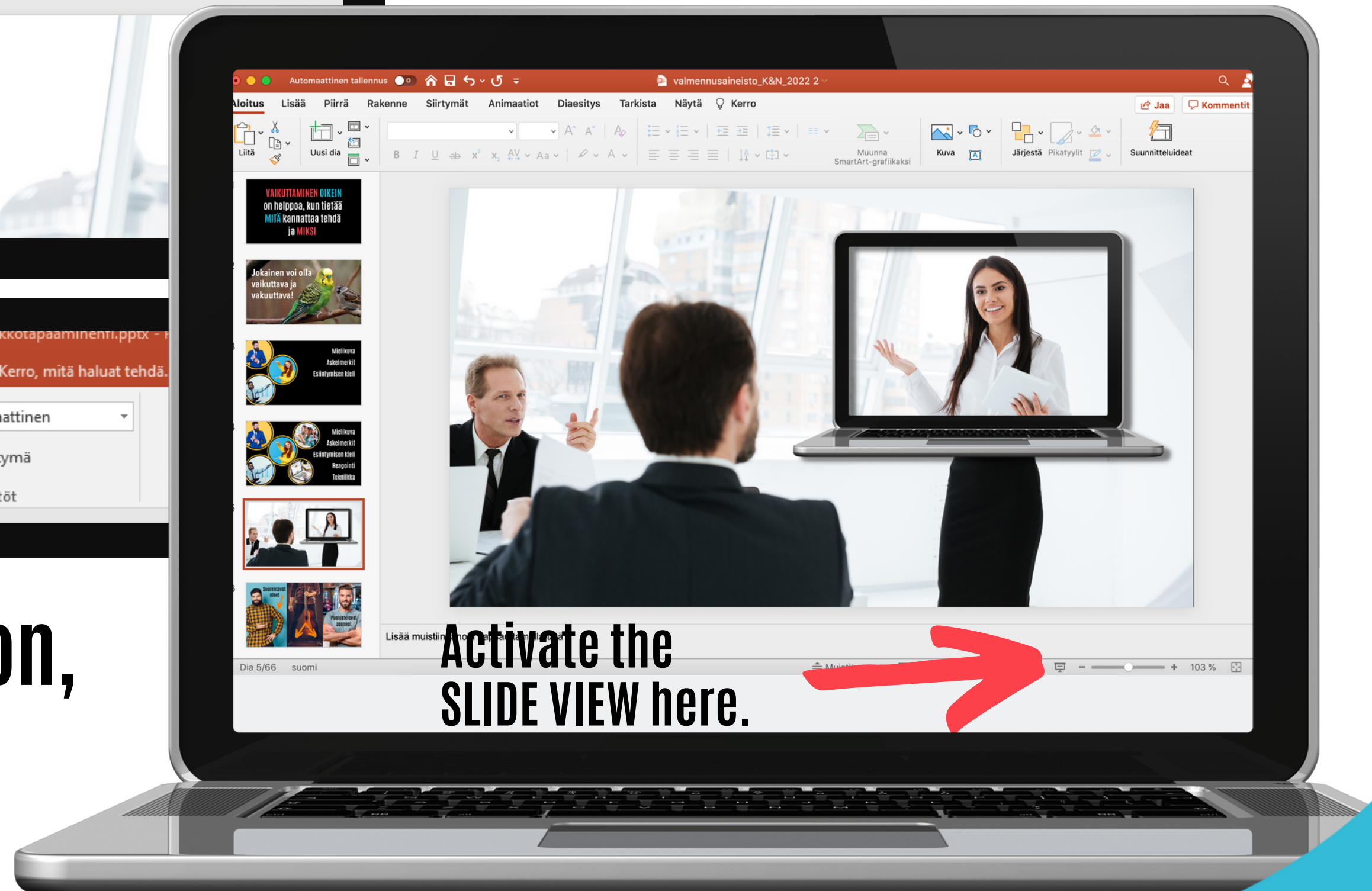




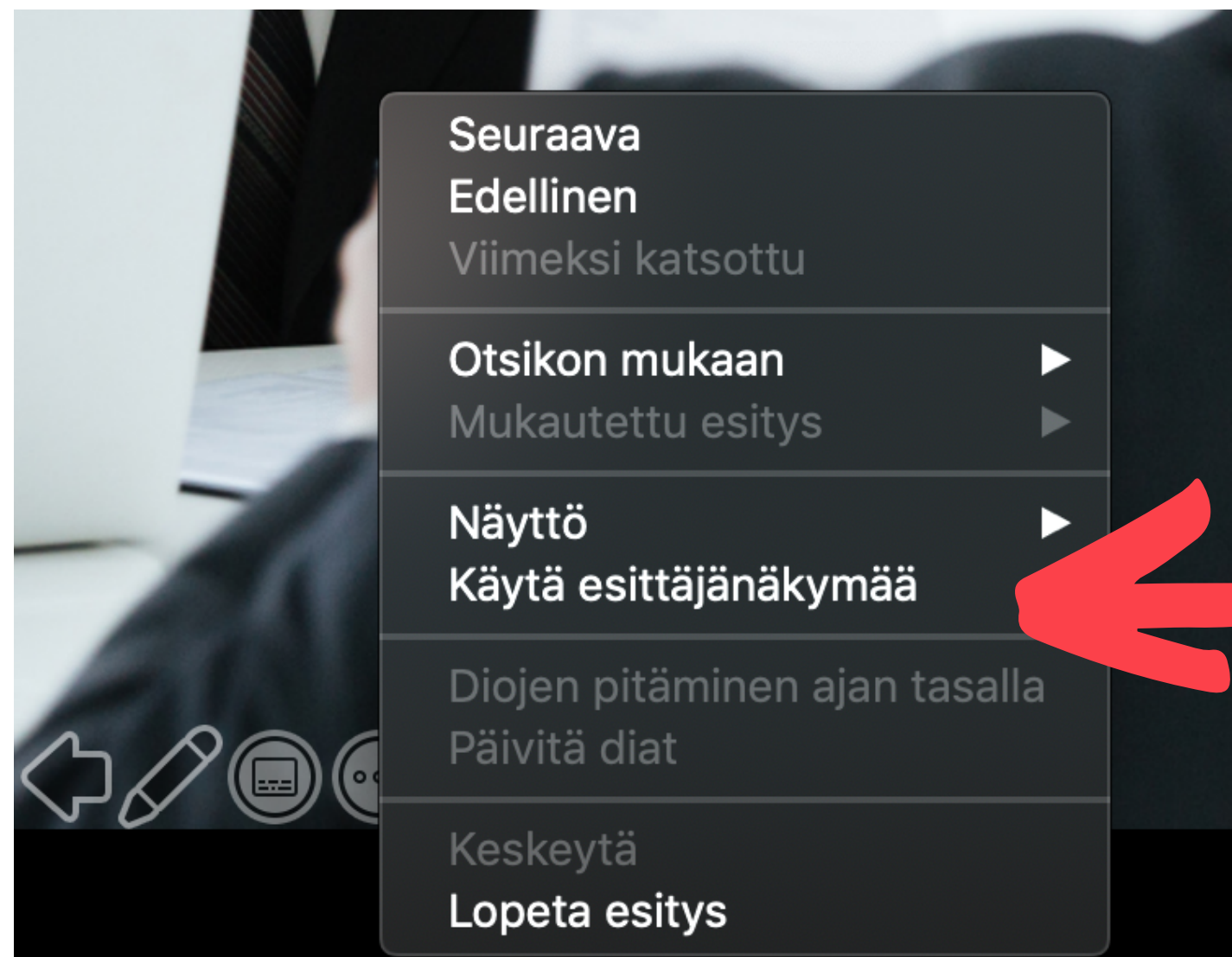
# Access views from the PowerPoint top menu.



## Turn on the presentation, aiming to find the **PRESENTER VIEW**.



Bring up the **PRESENTER VIEW** in the **SLIDE VIEW** by moving the mouse to the top left corner of the slide.



**Clicking on the three dots will open a menu.**





Use the "Share content" button.

Add a background button.

Switch to the Teams program, leaving the PowerPoint presentation in PRESENTER VIEW.

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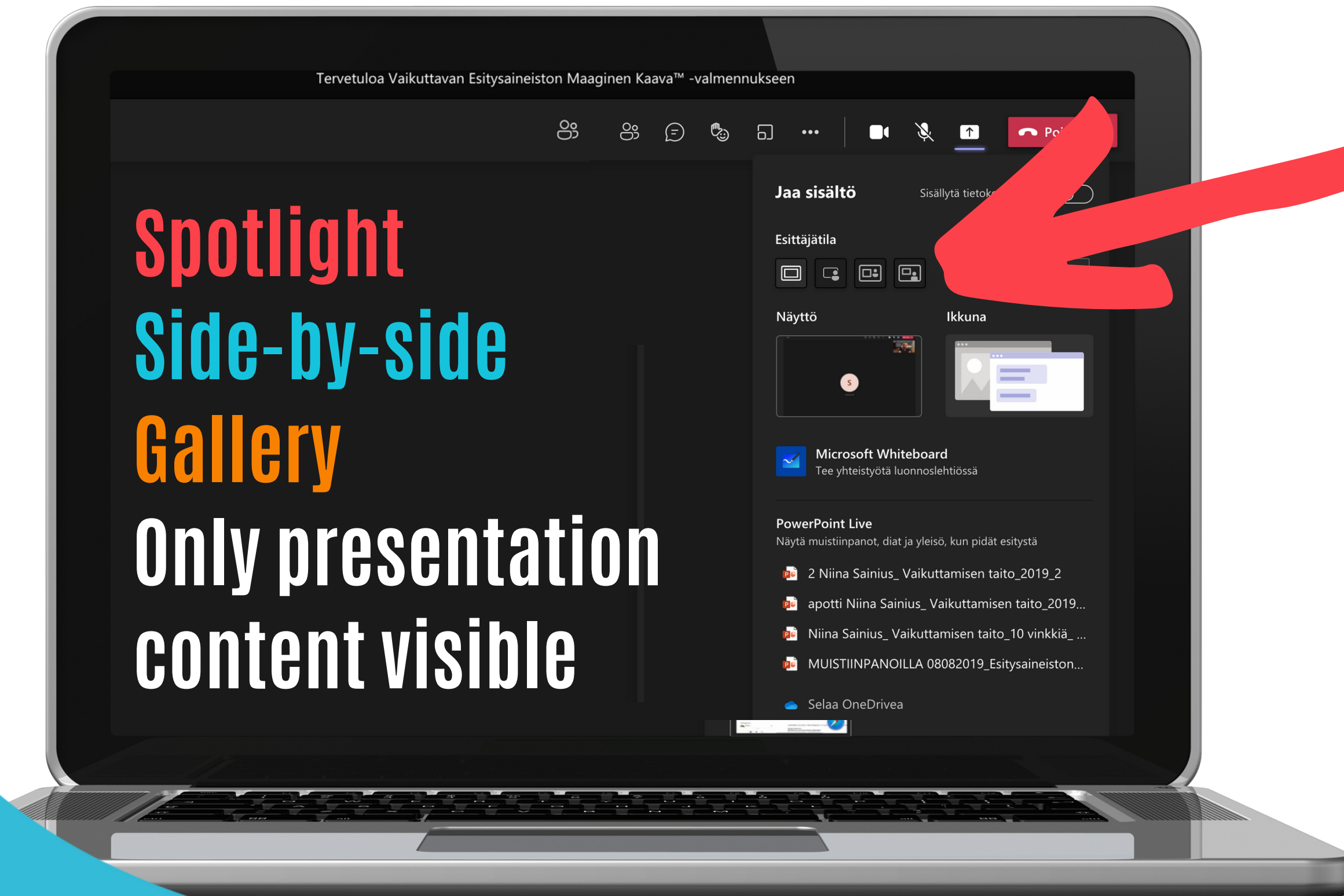


**ADD A BACKGROUND** for  
your presentation, photos,  
and brand support.





**VARY THE VIEWS** according to the situation during the remote meeting.



**Spotlight**

**Side-by-side**

**Gallery**

**Only presentation content visible**

**Presenter modes**

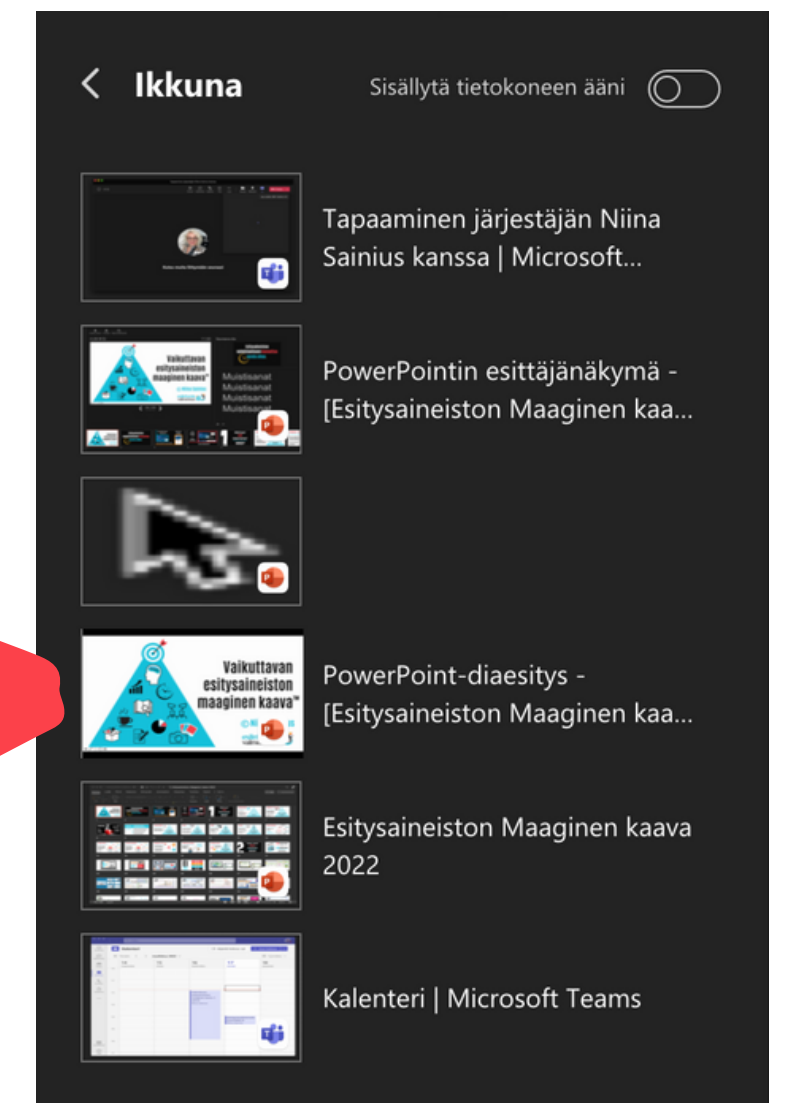
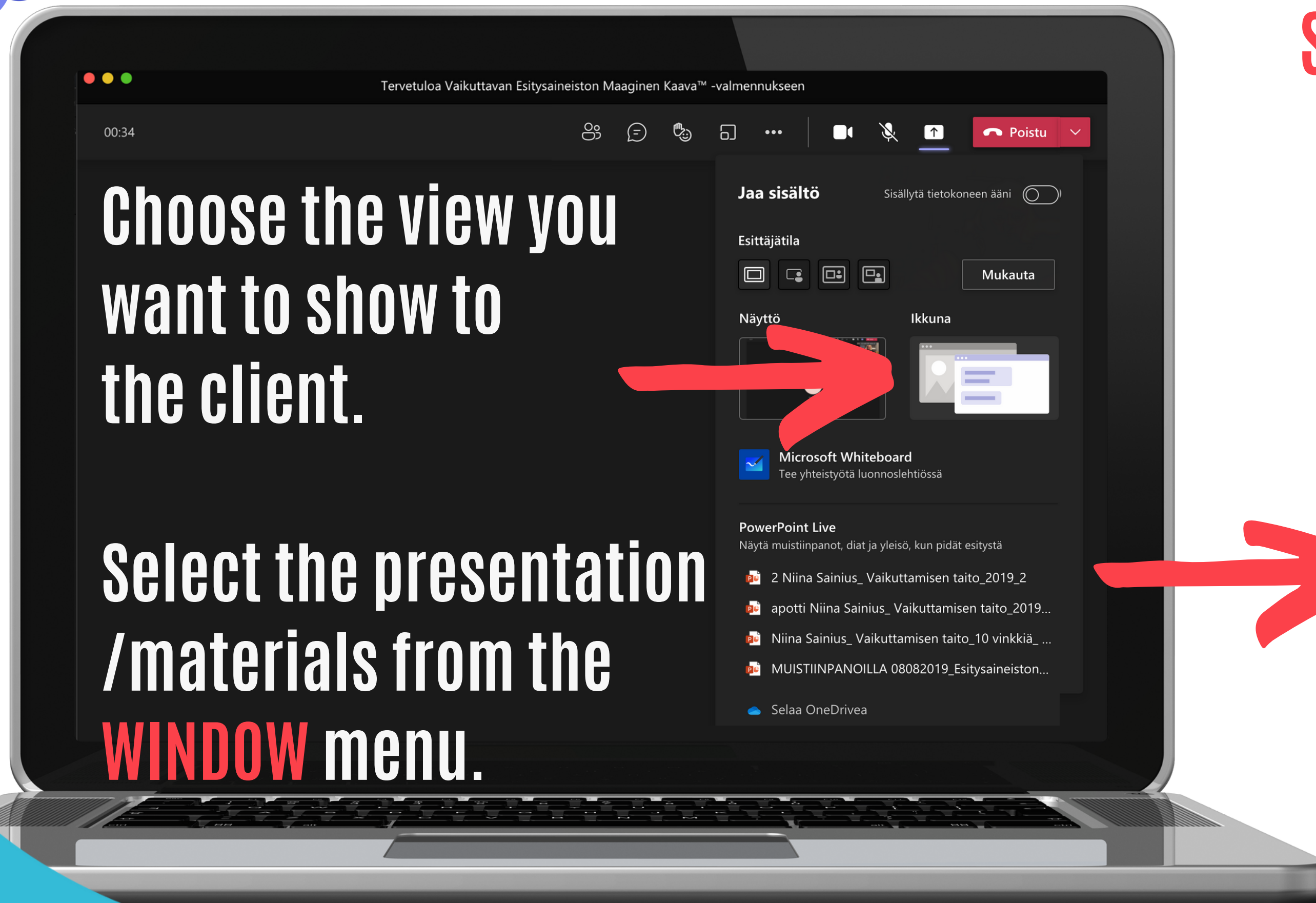
**I recommend the SIDE-BY-SIDE view.**



Choose the **SLIDE VIEW** from the options.

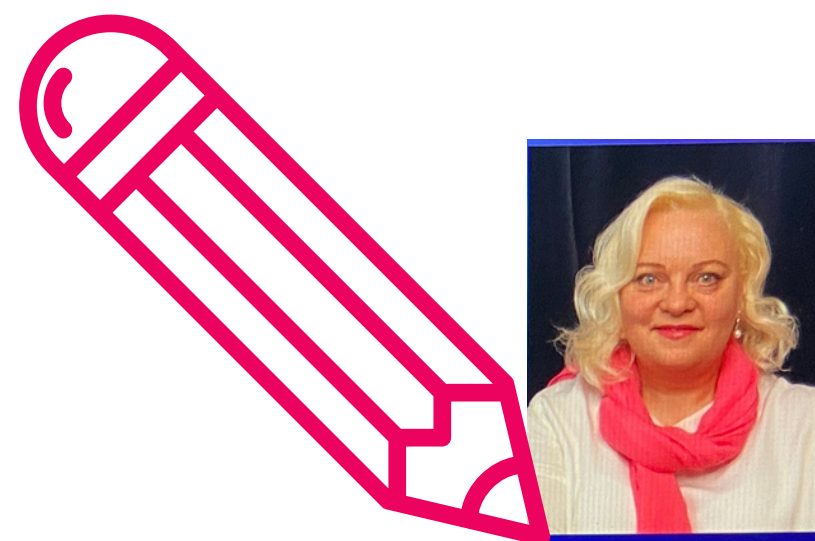
Choose the view you want to show to the client.

Select the presentation /materials from the **WINDOW** menu.



Move your image  
**NEXT TO THE CAMERA**

This way, you can observe  
your facial expressions and  
gestures



Click the pencil icon  
in the top left  
corner of your image.





Want to see the participants?

**CLICK the TEAMS icon** and position the participants' screen in a suitable location.

# A professional rhythms the performance smoothly

Shine in the spotlight  
at the start



Discuss in the gallery



Learn how to use  
the side-by-side view



Share material in a  
large view only when  
showing detailed slides

