

TERRA



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Terra Cat - Teams PowerPoint Instructions

How to minimise audio/video lag

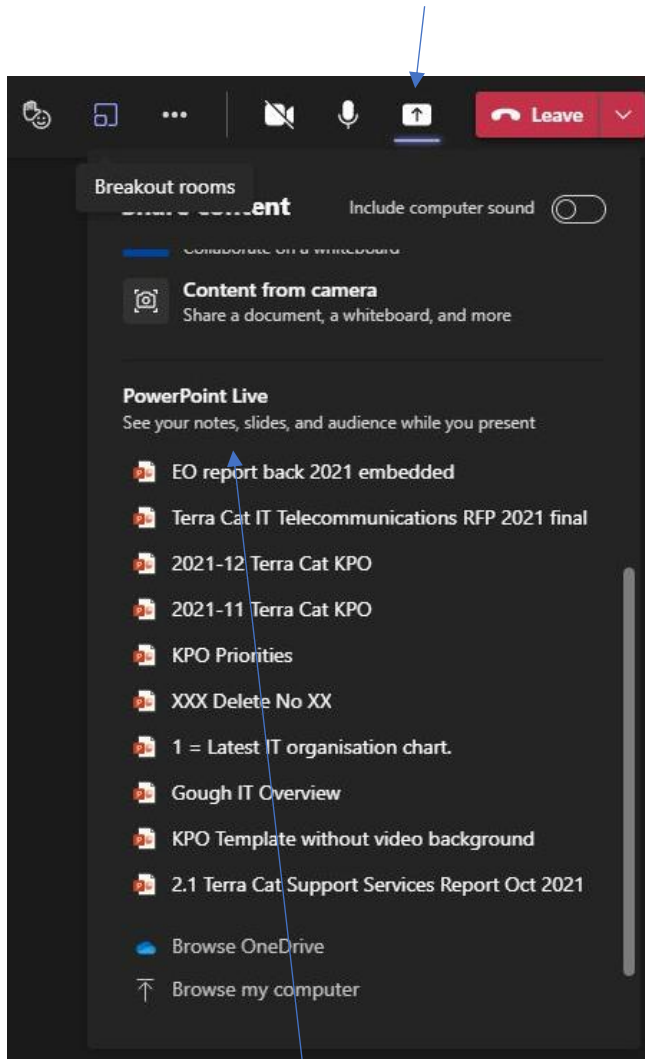
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The best way to present a PowerPoint presentation that has videos within the PowerPoint presentation is to load the presentation into Teams, as this way will minimise audio/video lag.

You do this by

- Joining the meeting
- Clicking on the screen share icon



- Scroll down to PowerPoint Live and select or browse for your PowerPoint presentation.

Note if you have opened a PowerPoint presentation recently it should be in your list.

It will take a while for the PowerPoint presentation to upload into Teams, so it would pay to join the meeting early, to ensure you are already to present.

For further details refer to this link

<https://support.microsoft.com/en-us/office/share-powerpoint-slides-in-a-teams-meeting-fc5a5394-2159-419c-bc59-1f64c1f4e470>