GSD. MS Teams – How to Share PowerPoint Slides in a Microsoft Teams Meeting

Article ID: KB0039194
Created: 2024-12-19 13:59:26
Updated: 2025-01-23 17:00:59
Author: {'link': 'https://fmcnadev.service-now.com/api/now/table/sys_user/acaf843397d74958f7e3bb8fe153afe3', 'value': 'acaf843397d74958f7e3bb8fe153afe3'}
Category: {'link': 'https://fmcnadev.service-now.com/api/now/table/kb_category/67c11840c38a1a100acd33001501312a', 'value': '67c11840c38a1a100acd33001501312a'}

General Information:

Possible symptoms/errors:

How to Share PowerPoint Slides in a Microsoft Teams Meeting

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Details:

A. If user is a presenter, advise them to:

Select Share content.Select a presentation under the PowerPoint category.Navigate the presenter's view:

Current slide: Shows the current slide the user is on. Slide notes: Shows notes the user has prepared in their presentation.Thumbnail strip: To choose a thumbnail to move to that slide.

Note: Advise the user to select Go to slide or to press G on their keyboard to view all slides and navigate anywhere in the presentation.

B. If user is a meeting participant, advise them to:

Select an arrow key to Navigate forward or to Navigate back without interrupting the presenter.

Note: The presenter must share the file from the PowerPoint category in order for participants to skip around during a presentation.

Select To presenter to sync user's view back to the presenter's when they want.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

Microsoft 365 Learning page: https://fresenius.sharepoint.com/sites/MS365Learning/SitePages/CustomLearningViewer.aspx?cdn=Default&playlist;=fae33957-cb84-4185-ab78-2bd3818b31ee&asset;=b33ae7a4-e14b-4e46-9440-94bfed214415