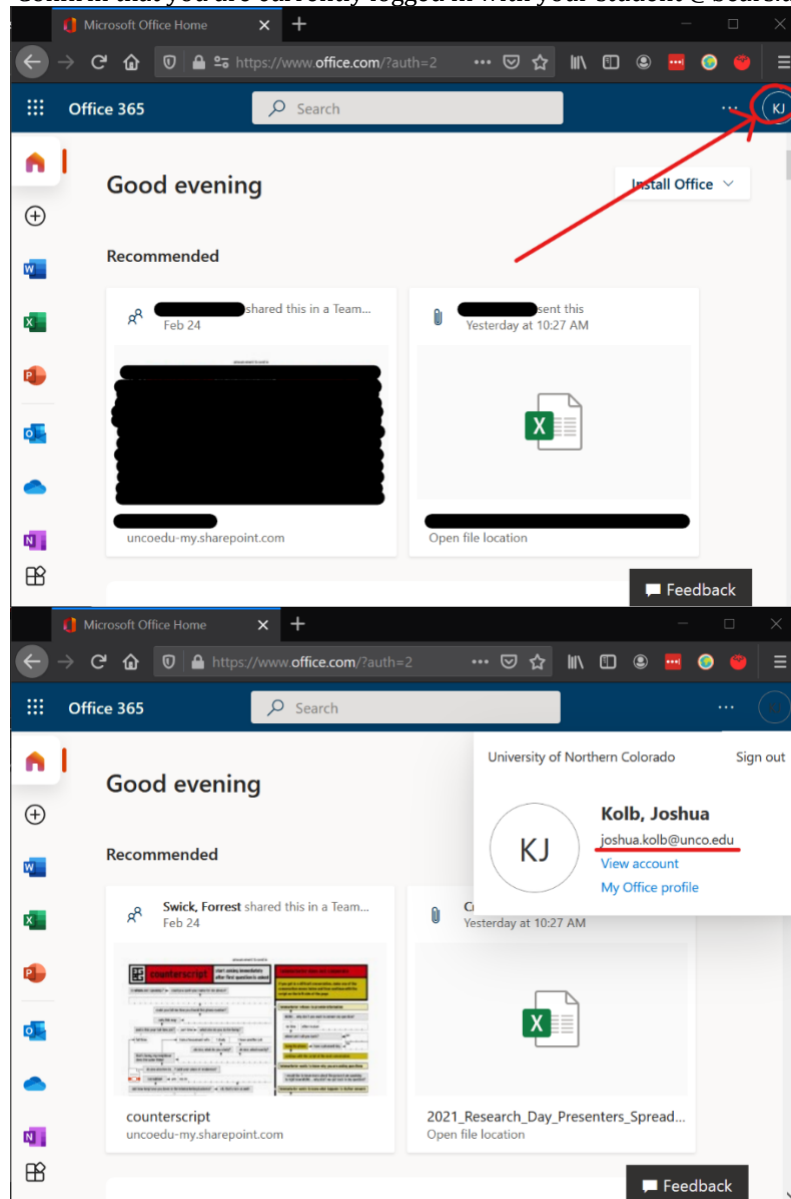


## Research Day 2021 – Presenter Instructions

If you experience any issues presenting using Teams, please contact the Center for Honors, Scholars and Leaders at [hsl@unco.edu](mailto:hsl@unco.edu) or (970) 351-2940 or zoom with us at <https://unco.zoom.us/j/91896997235>

### Preparation – Log in to Office 365

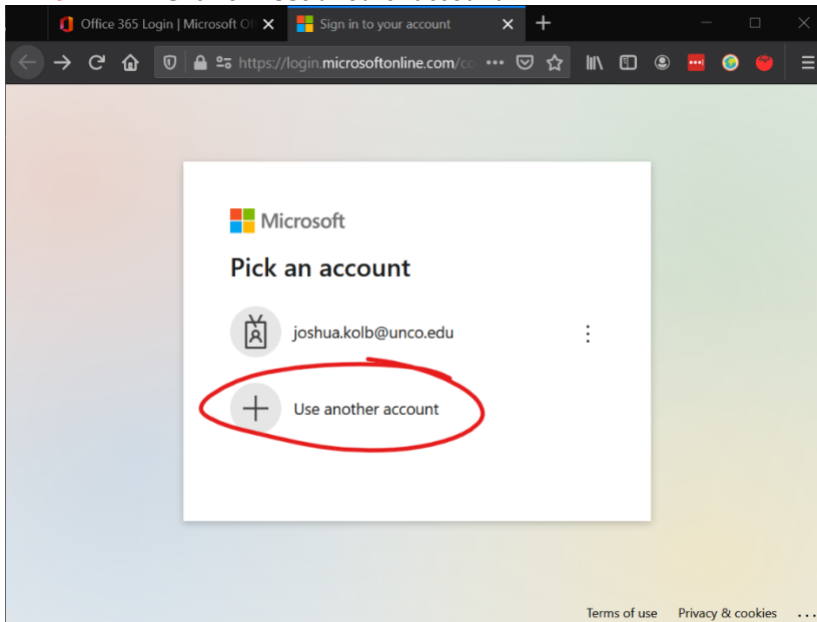
1. Open an internet browser (Edge preferred, if not then Firefox or Chrome) and visit <http://office.com/signin>
  - a. LOG IN with your Student BEARS email, if you are a student. Do not log in with [first.last@unco.edu](mailto:first.last@unco.edu) even if you have that type of account, if you are a student presenter.
  - b. If you are already logged in, you will see your office dashboard. If so, click on your user icon in the top right corner of the screen.
  - c. Confirm that you are currently logged in with your student [@bears.unco.edu](mailto:@bears.unco.edu) account!!



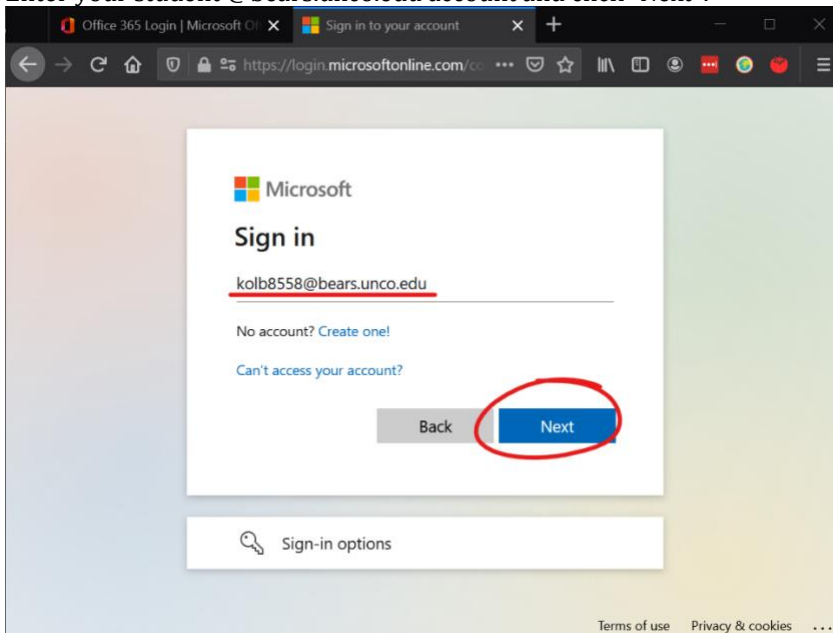
- d. If you are logged in with a different account, then click “Sign out”, close your browser, and repeat step 1.

e. If you are logged with your student account, skip to step 6.

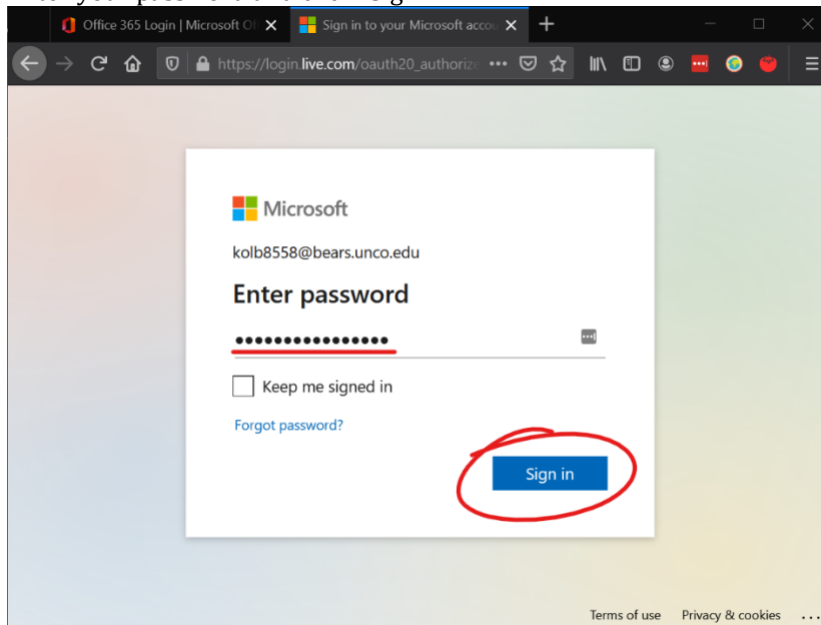
2. **IMPORTANT:** Click on “Use another account”.



3. Enter your student @bears.unco.edu account and click “Next”.



4. Enter your password and click “Sign in”.



Office 365 Login | Microsoft Office | Sign in to your Microsoft account

https://login.live.com/oauth20\_authoriz...

Microsoft

kolb8558@bears.unco.edu

Enter password

.....

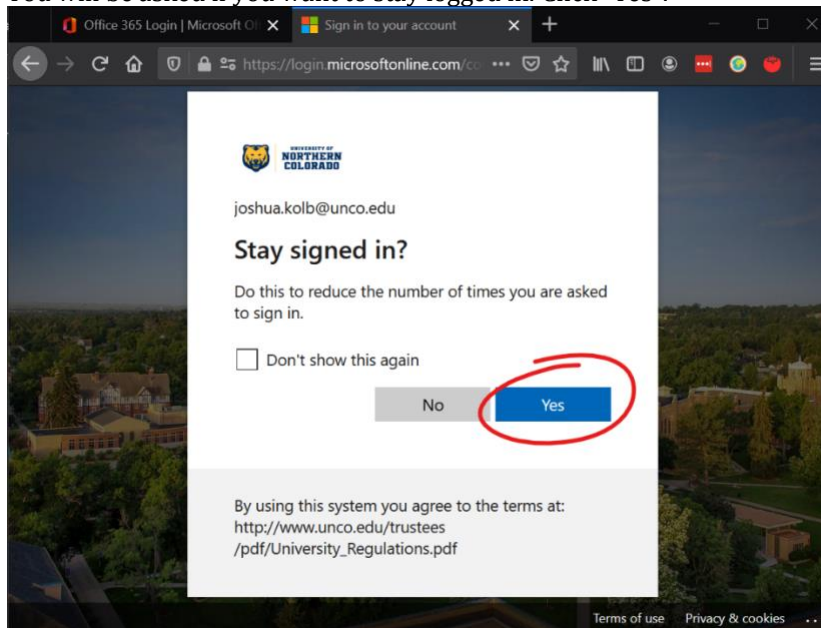
☐ Keep me signed in

[Forgot password?](#)

**Sign in**

[Terms of use](#) [Privacy & cookies](#) ...

5. You will be asked if you want to stay logged in. Click “Yes”.



Office 365 Login | Microsoft Office | Sign in to your Microsoft account

https://login.microsoftonline.com/co...

UNIVERSITY OF NORTHERN COLORADO

joshua.kolb@unco.edu

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No **Yes**

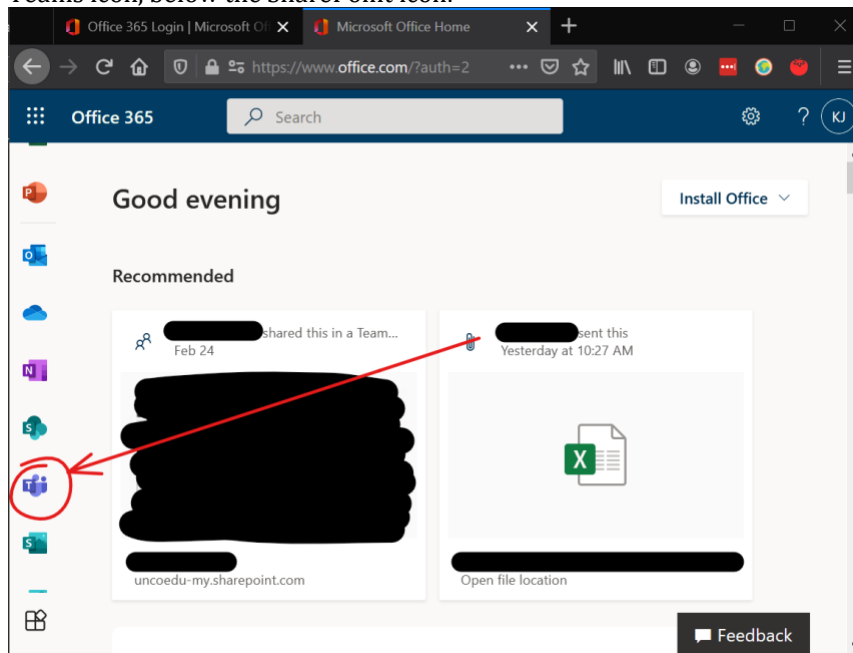
By using this system you agree to the terms at:  
[http://www.unco.edu/trustees/pdf/University\\_Regulations.pdf](http://www.unco.edu/trustees/pdf/University_Regulations.pdf)

[Terms of use](#) [Privacy & cookies](#) ...

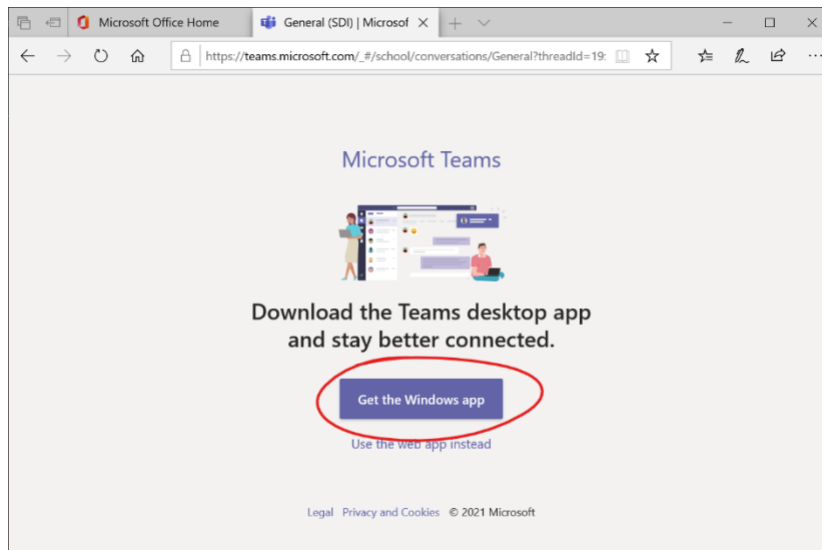
### Preparation – Install the Teams App

It is recommended that you install Microsoft Teams on your device. While you will be able to present a PowerPoint with voice and camera through your web browser, installing the Teams app will give you the ability to share your screen. If you already have teams installed, then you can skip this section.

1. Follow the steps outlined in the “Preparation – Log in to Office 365”.
2. On the left edge of the screen, there are icons for office apps. Scroll through the list and click on the Teams icon, below the SharePoint icon.



3. Click “Get the Windows app” (if you are on Windows) or “Get the Mac app” (if you are on a Mac).

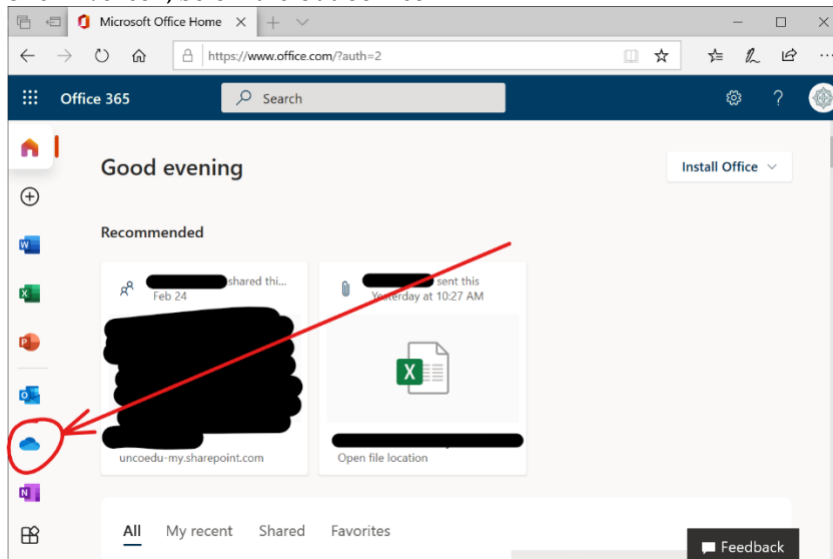


4. Save the installer, run it, and complete installation by running through the dialog.

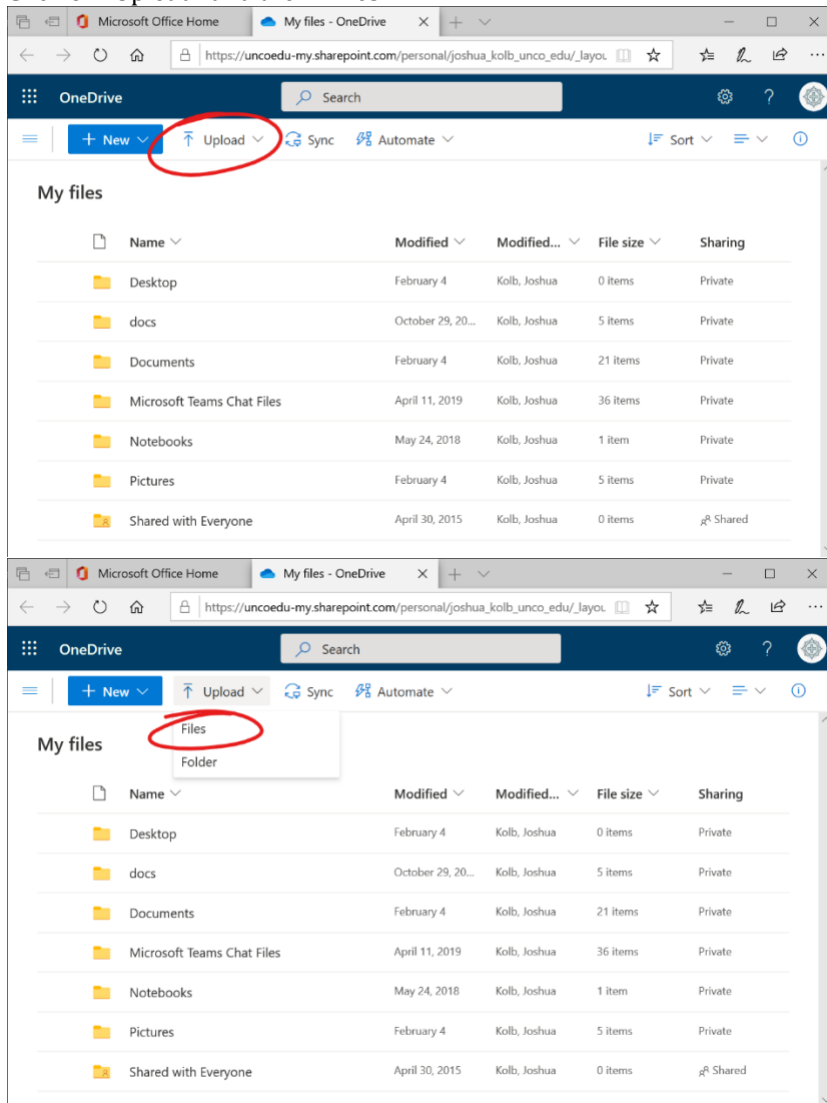
### Preparation – Save your PowerPoint to OneDrive

If you have already saved your PowerPoint presentation to your student OneDrive, then you can skip this section.

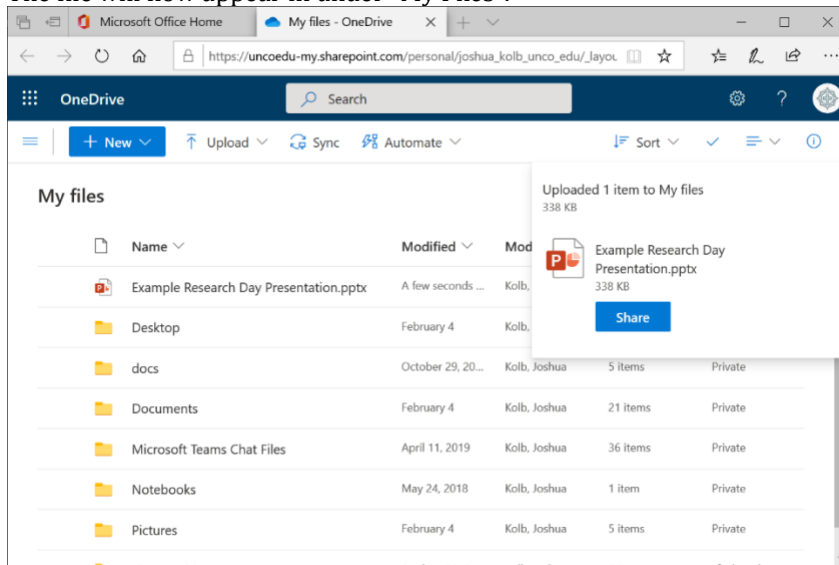
1. Follow the steps outlined in the “Preparation – Log in to Office 365”.
2. On the left edge of the screen, there are icons for office apps. Scroll through the list and click on the OneDrive icon, below the Outlook icon.



3. Click on "Upload" and then "Files".

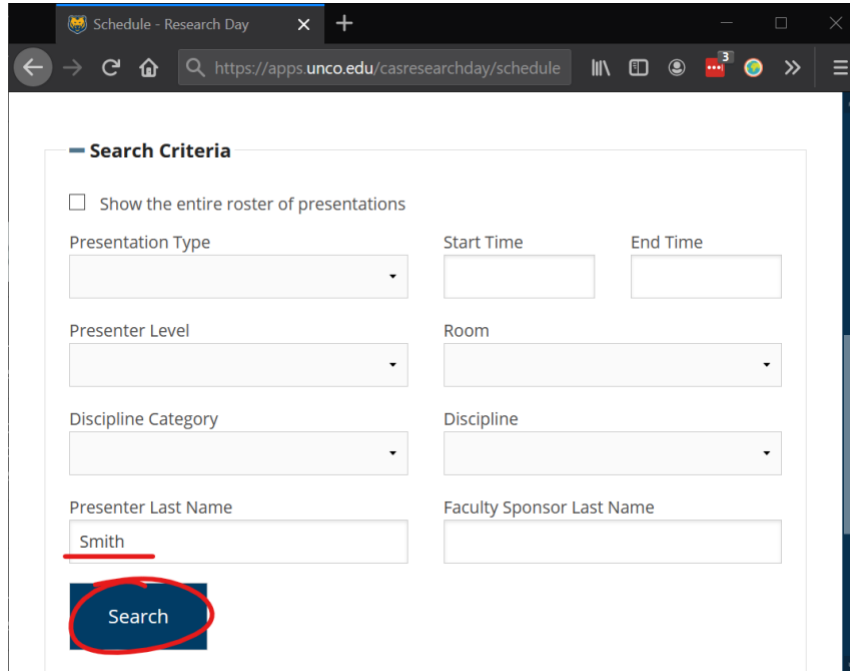


4. Browse to the containing folder, choose the PowerPoint file, and click “Open”.
5. The file will now appear in under “My Files”.



### Joining the Teams Meeting

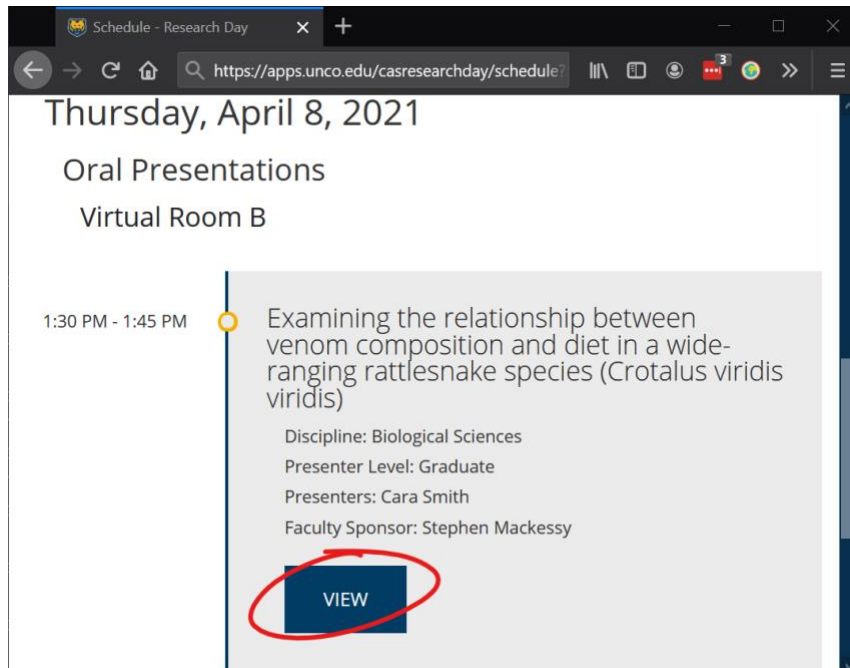
1. Follow the steps in the section “Log in to Office 365” if you are not already logged in with your student account.
2. Using a web browser (Edge preferred, if not then Firefox or Chrome), visit <https://apps.unco.edu/casResearchDay/schedule>
3. Find your presentation using the search. It is recommended that you search using the Presenter Last Name.



The screenshot shows a web browser window with the URL <https://apps.unco.edu/casresearchday/schedule>. The page displays a "Search Criteria" form with the following fields:

- ☐ Show the entire roster of presentations
- Presentation Type (dropdown menu)
- Start Time (text input)
- End Time (text input)
- Presenter Level (dropdown menu)
- Room (dropdown menu)
- Discipline Category (dropdown menu)
- Discipline (dropdown menu)
- Presenter Last Name (text input, containing "Smith")
- Faculty Sponsor Last Name (text input)
- Search** button (circled in red)

4. Scroll through the search results until you find your presentation. Click the “View” button.



The screenshot shows the search results page for Thursday, April 8, 2021, under the heading "Oral Presentations" and "Virtual Room B". The results are listed by time slot:

- 1:30 PM - 1:45 PM: Examining the relationship between venom composition and diet in a wide-ranging rattlesnake species (*Crotalus viridis viridis*)
  - Discipline: Biological Sciences
  - Presenter Level: Graduate
  - Presenters: Cara Smith
  - Faculty Sponsor: Stephen Mackessy
  - VIEW** button (circled in red)



5. Scroll down past the abstract to the Online Meeting Details table. Click the link in the second row and column.

variation in the abundance of major toxins correlates with latitudinal shifts in dietary preference through the range of *C. v. viridis*. These conclusions have significant implications for understanding the evolution and ecology of snake venoms and address in a novel way one of the overarching questions in venom research: how and why do venoms vary?

**Online Meeting Details**

| Property | Value                                   |
|----------|---|
| Time     | 1:00 PM - 2:00 PM                       |
| Link     | Research Day: Virtual Room B, Session 4 |
| Phone    | +1 (123) 123-1234                       |

**Presentation Details**

| Property | Value             |
|----------|-------------------|
| ID       | 859               |
| Type     | Oral Presentation |
| Location | Virtual Room B    |

6. If you have already installed Teams, you will be asked to open the link with Teams. Click “Open Link”.


Join conversation


Choose an application to open the msteams link.

**Microsoft Teams**

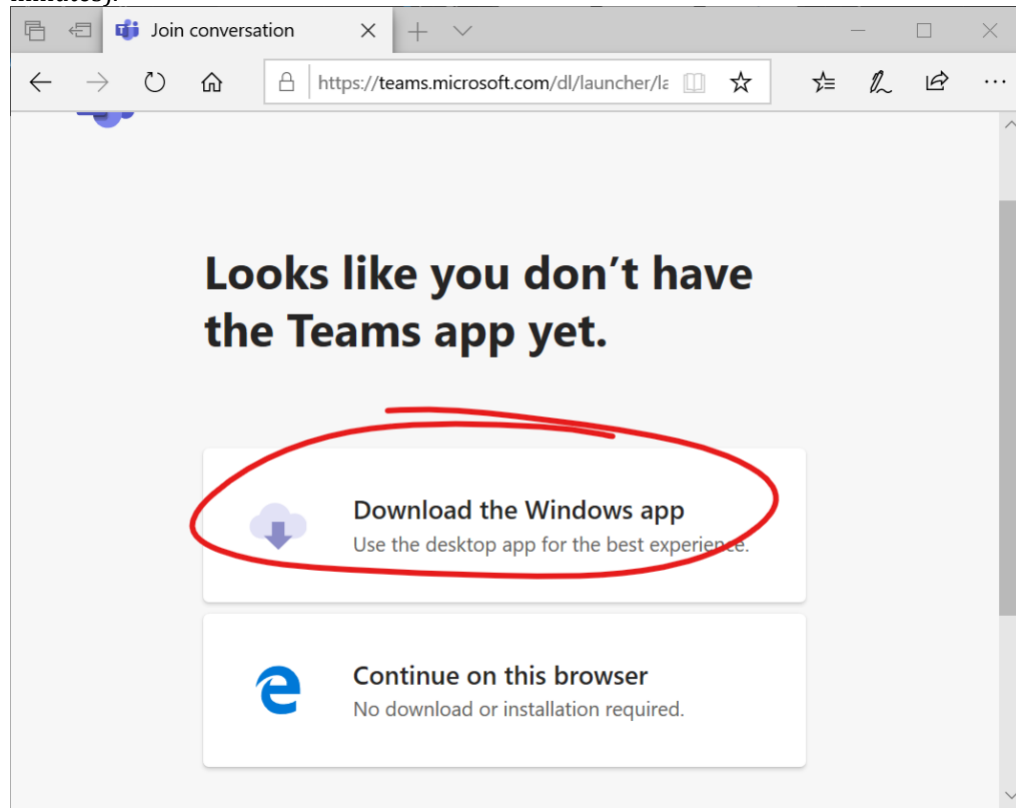
Choose other Application

☐ Always use this application to open msteams links

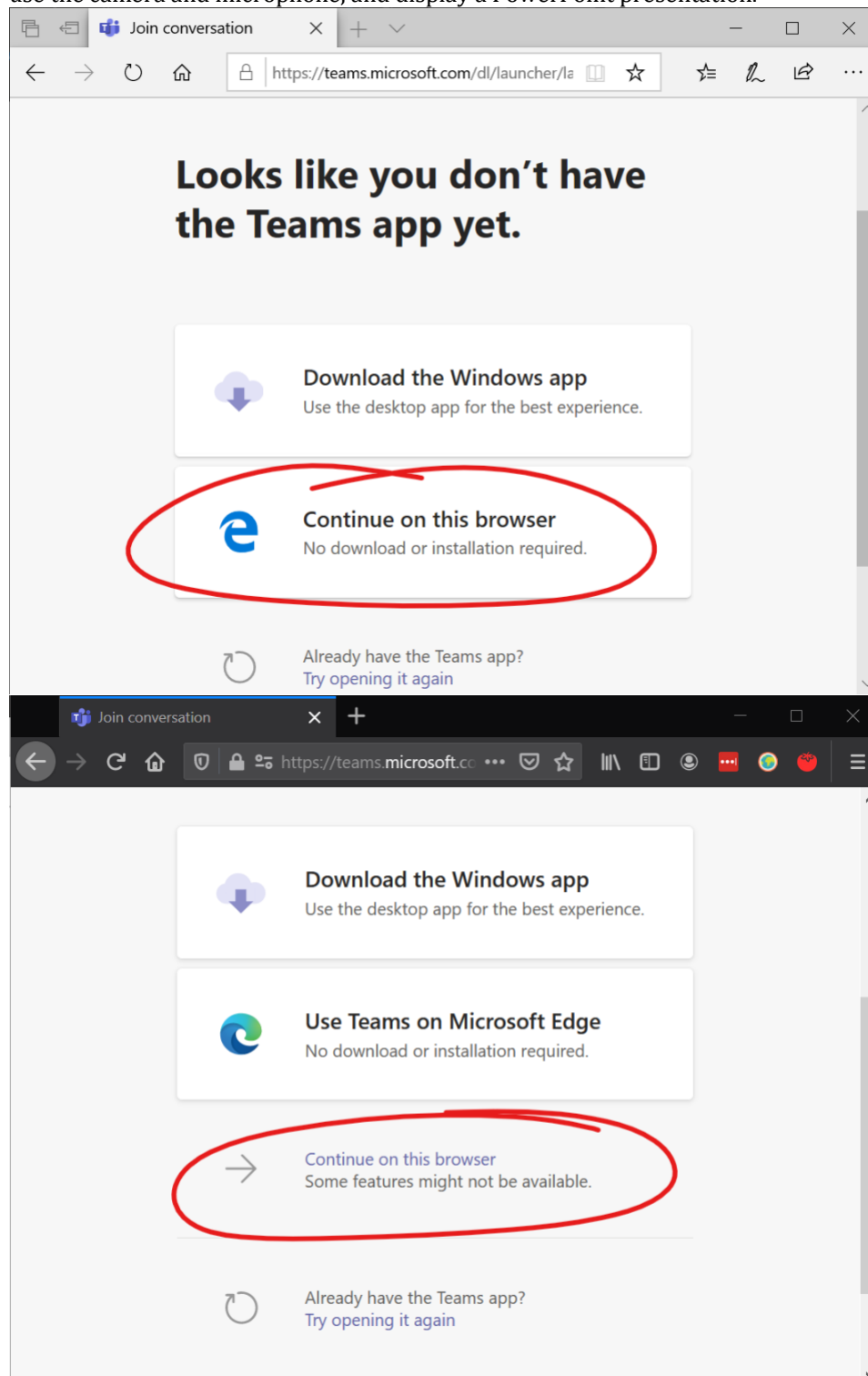
 **Download the Windows app**  
Use the desktop app for the best experience.

 **Use Teams on Microsoft Edge**

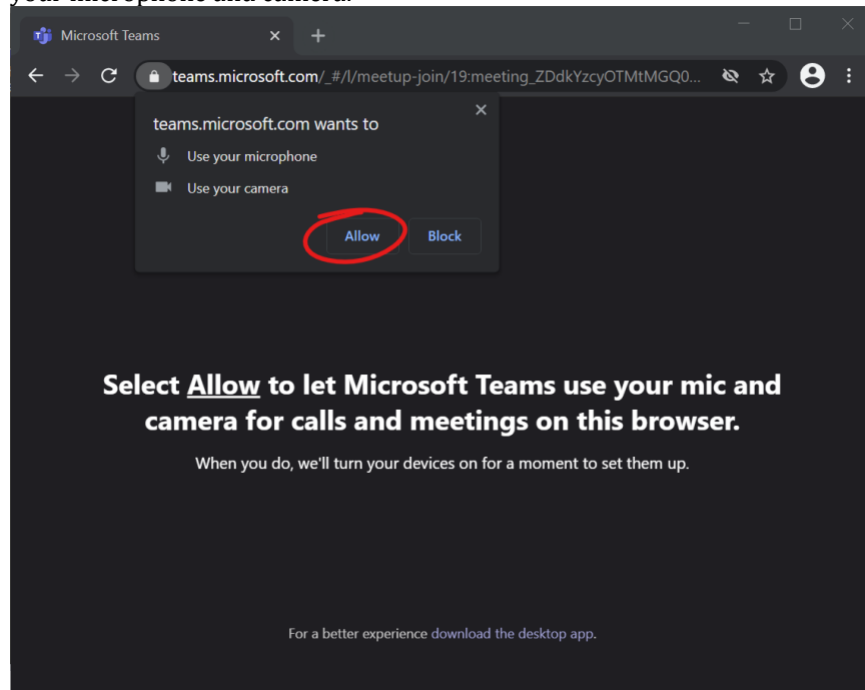
- a. If you have not yet installed Teams, you may do so now (the installation generally takes 1-2 minutes).



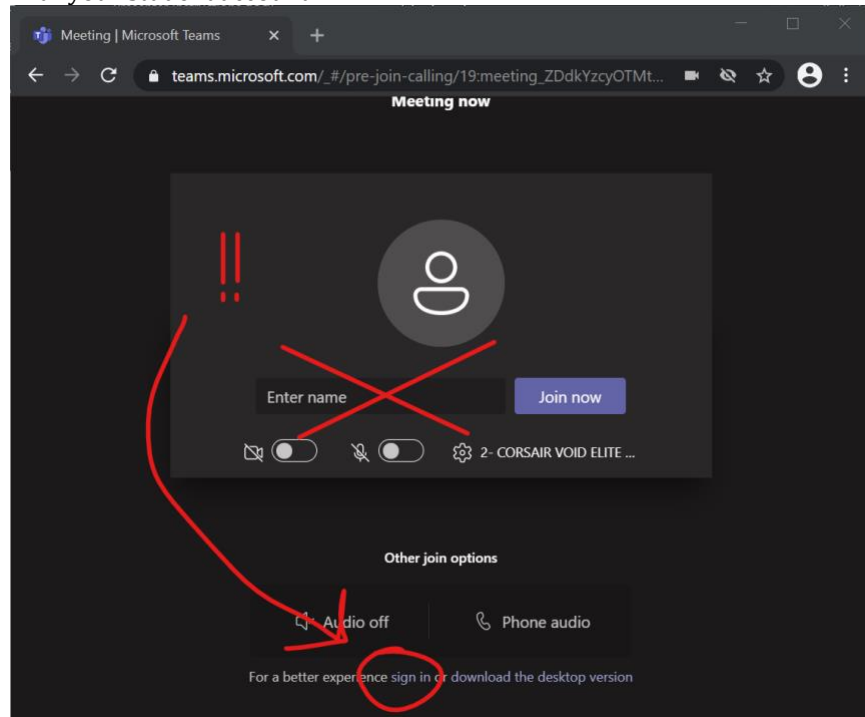
- b. If you are experiencing issues with installing Teams, you can proceed by clicking on the “Continue with this browser” link. This link will be displayed differently depending on if you are using Edge or a different browser. You may not be able to share your screen, but you can use the camera and microphone, and display a PowerPoint presentation.



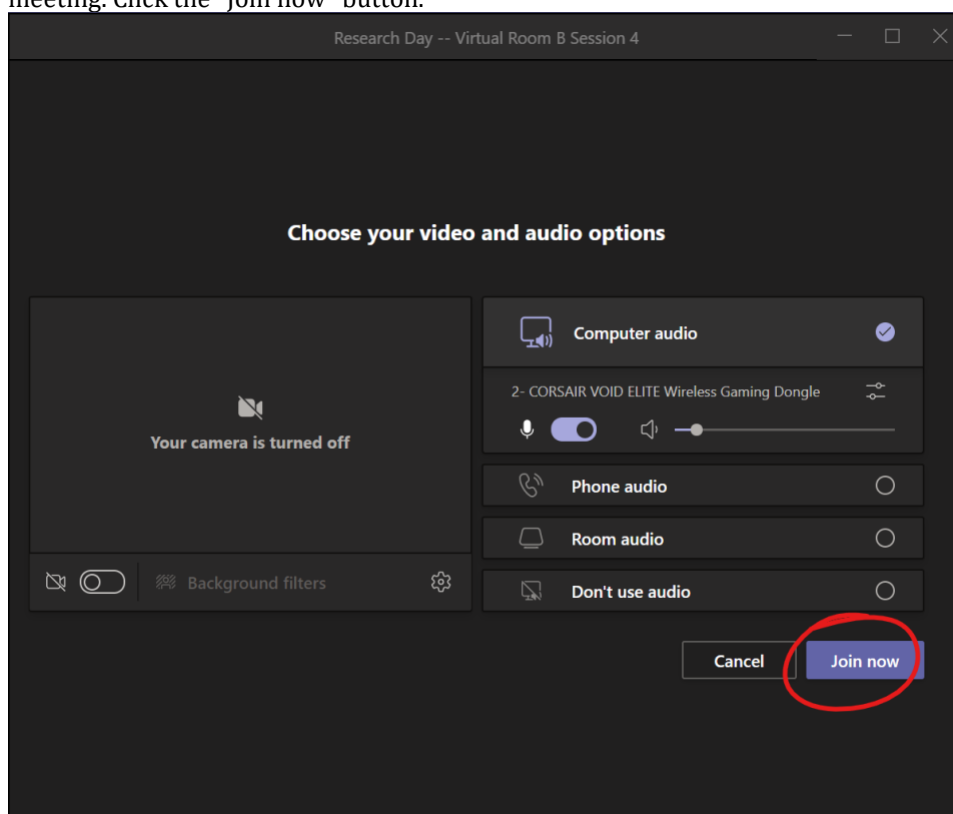
- c. When you go to join the meeting through your browser, you may have to allow access to your microphone and camera.



- d. **IMPORTANT:** If you see an editable text box titled "Enter Name" next to the join button, you are not logged in. You must click the "sign-in" link near the bottom of the page and sign in with your student account.

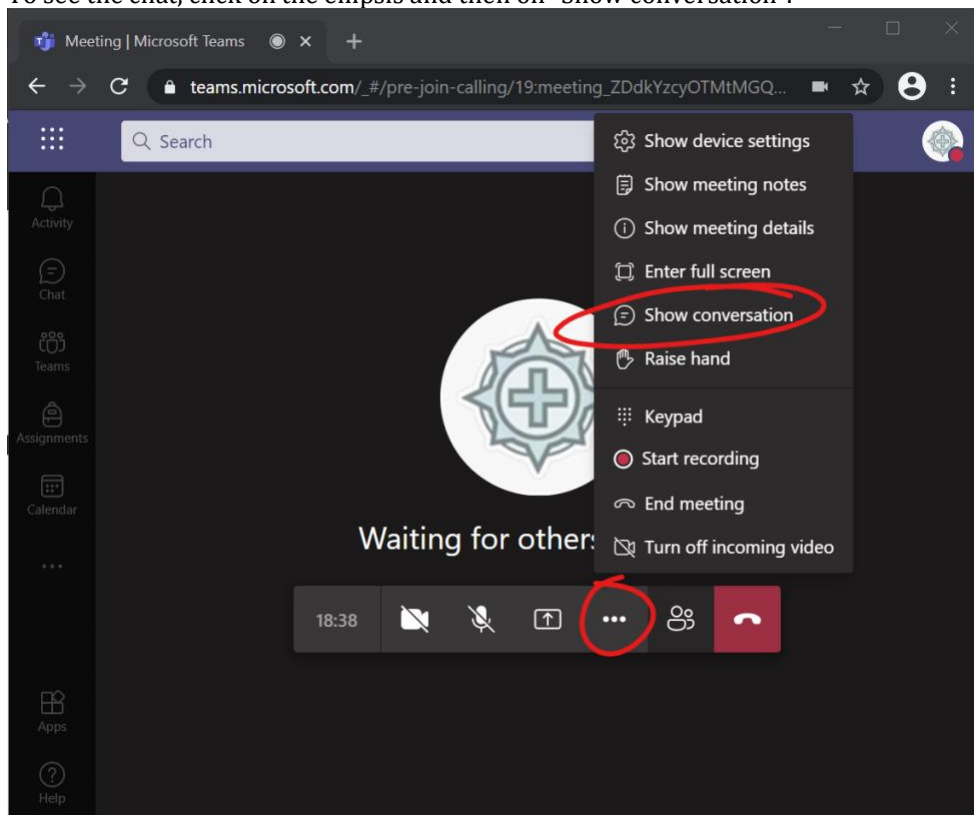


7. Set your microphone and camera on or off before joining. You will be able to change this during the meeting. Click the “Join now” button.

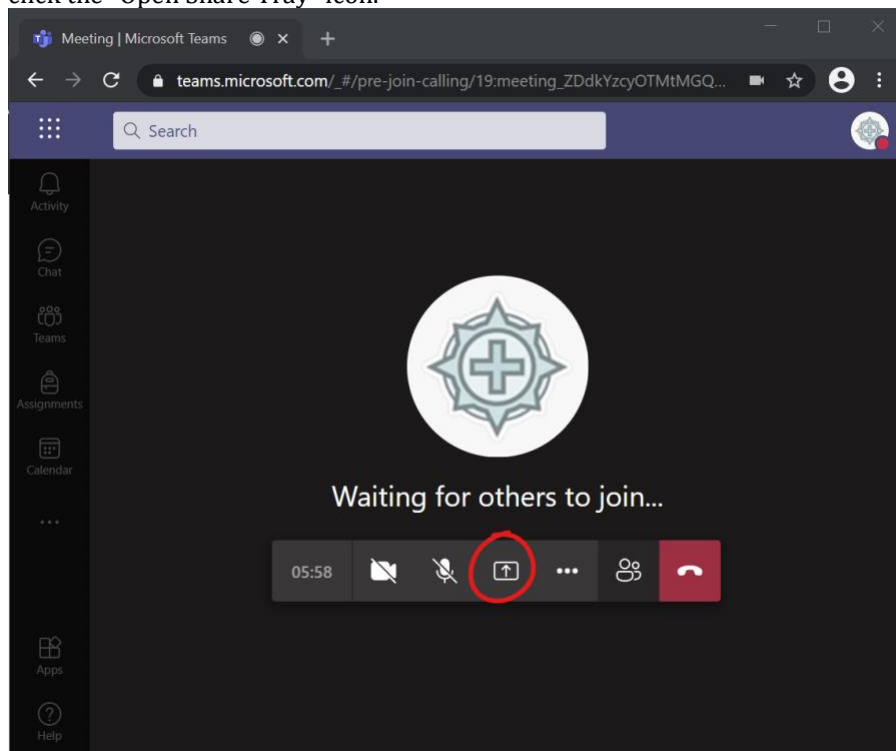


## Presenting

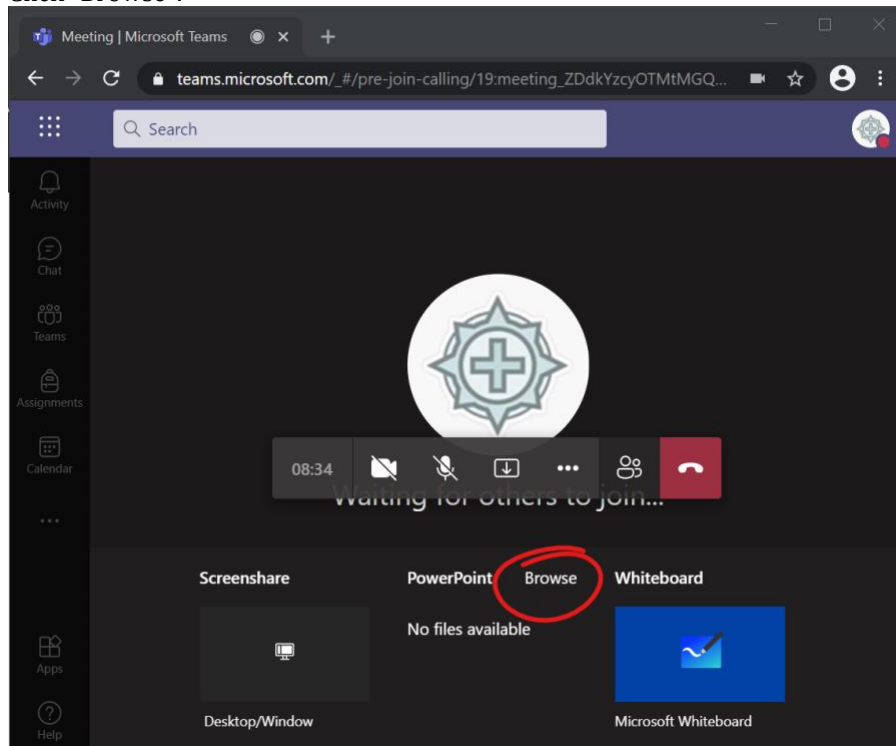
1. To see the chat, click on the ellipsis and then on “Show conversation”.



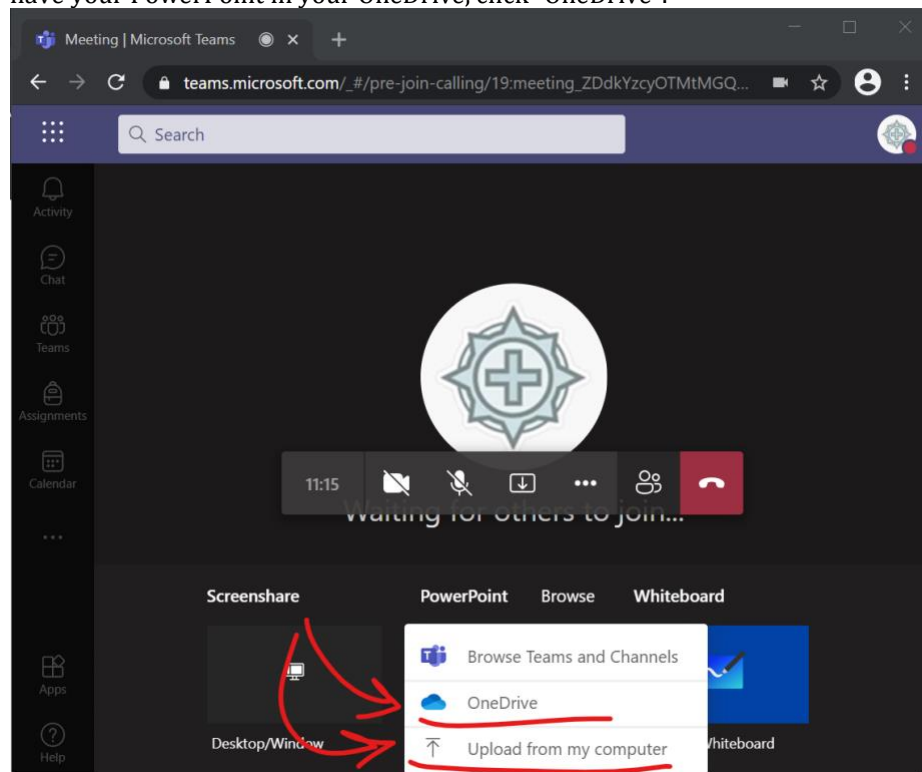
2. To share your PowerPoint presentation
  - a. click the “Open Share Tray” icon.



- b. Click “Browse”.



- c. If you have your PowerPoint on your computer, click “Upload from my computer”. If you have your PowerPoint in your OneDrive, click “OneDrive”.



- d. Browse through and upload your file.  
e. Everyone will now see your presentation. Use the navigation arrows to switch between slides. When you are finished, click the “Stop presenting” button.

