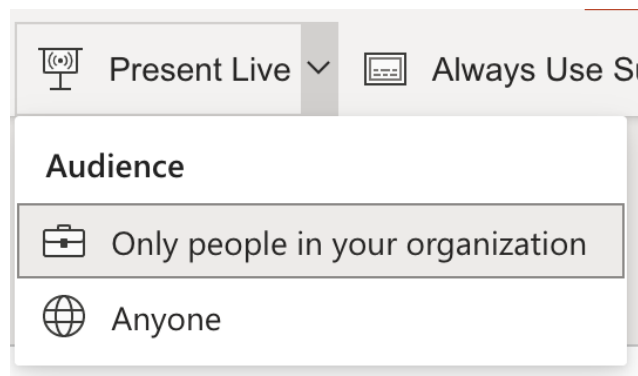# Microsoft PowerPoint - Engage Your Attendees with Live Presentations

With Live Presentations in PowerPoint for the web, attendees (students, parents, guests...) can see a presentation on their devices and read live subtitles in their preferred language while the teacher is speaking. They can use "pinch to zoom" to see the slides more clearly on mobile devices, give feedback, send live reactions to the teacher, and navigate back to review previous slides.

Important: To use Live Presentations, teachers must have a BHS Microsoft 365 account. Attendees don't need a subscription to participate in Live Presentations.

To get started with Live Presentations open your slide deck in PowerPoint for the web on BHS office365 and go to the **Slide Show** tab. First, check your audience setting. Click the drop arrow next to **Present Live** to select who should be able to connect to this presentation.
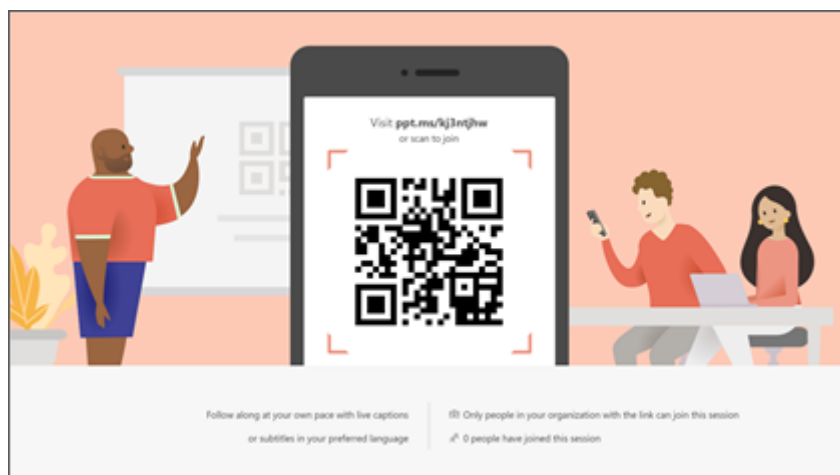

- **Only people in your organization** - This is the default option for teachers signed in with their BHS school account. It limits access to users signed in with accounts in the same BHS Office 365.
- **Anyone** - this includes attendees who are not in our BHS organization. (**Anyone** Needs to be selected)

Next, select **Present Live** and your presentation will begin with a screen that shows a customized QR code. You can also start your Live presentation from the slideshow toolbar:

Your members can point their device cameras at the QR code, tap the link that appears over the QR code, and PowerPoint Live will load your presentation in their web browser or they can also just go to their browser and enter the short URL shown at the top of the presentation screen. There's nothing for them to install.

Subtitles in 60+ languages: Once your attendees have loaded the presentation they will see your spoken words transcribed on the screen in near real-time. This is great for attendees when the acoustics of the venue aren't good, or if you have attendees who have difficulty hearing.

If a member would like to have your words translated for them into a different language, they can tap the language indicator and select from one of more than 60 other languages. Once they've selected their language your spoken words will be machine translated into that language, and shown to them on their device as subtitles. Each member can select the language of their choice.

Reviewing previous slides: If a member wants to look back at one of your earlier slides that can do that using the slide control that appears on their screen just below the current slide. They can go all the way back to your first slide, but they can only go as far forward as the slide you're currently displaying, so you don't have to worry about them reading ahead in your deck.

Live feedback: If a member using PowerPoint Live wants to give you feedback as you go, they can tap the feedback button (which looks like a smiley face) towards the bottom right of their device screen. There they can select from a handful of different feedback types, from "like" to "puzzled" and more. Their selection will briefly appear on the presentation screen.

Presentation evaluation: When you end the presentation audience members using PowerPoint Live will each get a short survey where they get to rate your slide design, speaker's skill, content, and interaction with audience on a scale of 1 to 5. They can add any other comments or feedback they might have and submit. This feedback is collected by Microsoft Forms where you can view the aggregated, anonymous, responses.

Important: You can save the aggregated feedback email in your inbox, but the detailed members feedback in Microsoft Forms isn't kept indefinitely. If you want to keep the detailed feedback, go to the feedback form, select **Open in Excel**, and save the resulting Excel file.

Email summary: After the presentation you will get an email containing a summary of audience feedback responses, live reactions from the audience, and some recommendations on what to improve for the next time.