
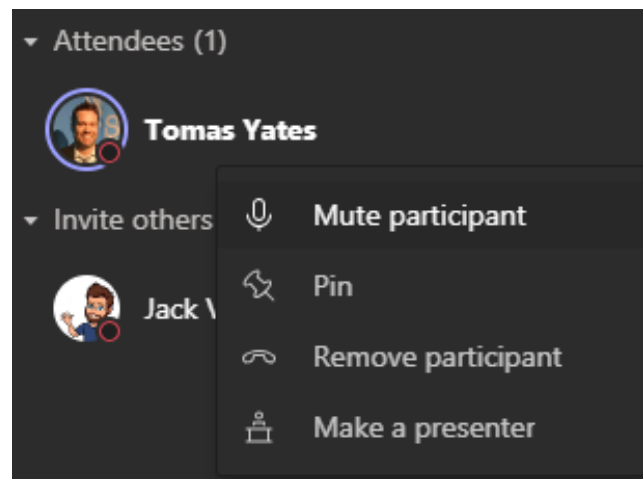


# MSTeams - FAQs



Can I mute people in the meeting?

Yes, click the participant button,  click the person you need to mute and click "Mute participant"



What if they keep unmuting and disrupting?

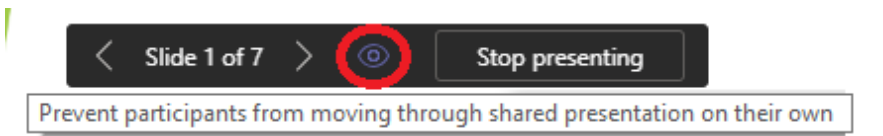
You can remove them from the meeting using the same method. Just click remove rather than mute.

# MSTeams - FAQs

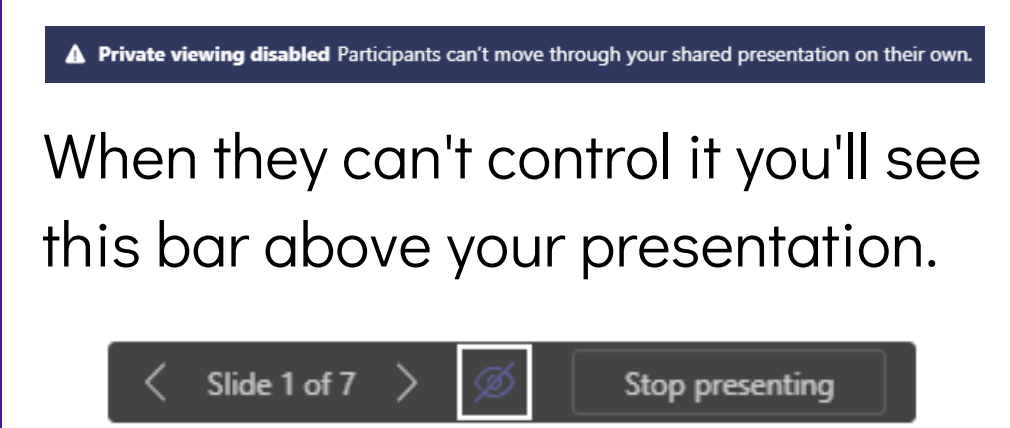


Can I stop students moving through the PowerPoint presentation on their own?

Yes, when you hover over your PowerPoint you will see an information bar...



Click on the 'eye' symbol to prevent them moving on by themselves.

The screenshot shows a dark grey control bar at the top of a presentation. It contains a left arrow, the text 'Slide 1 of 7', a right arrow, a red circular icon with a white eye in the center, and a button labeled 'Stop presenting'. Below the bar is a white information bar with the text 'Prevent participants from moving through shared presentation on their own'.

When they can't control it you'll see this bar above your presentation.

The eye symbol will also be crossed out on your presentation controls.

The screenshot shows a dark grey control bar at the top of a presentation. It contains a left arrow, the text 'Slide 1 of 7', a white square icon with a blue eye and a diagonal slash through it, and a button labeled 'Stop presenting'. Above the bar is a dark grey warning bar with a white triangle icon and the text 'Private viewing disabled Participants can't move through your shared presentation on their own.'

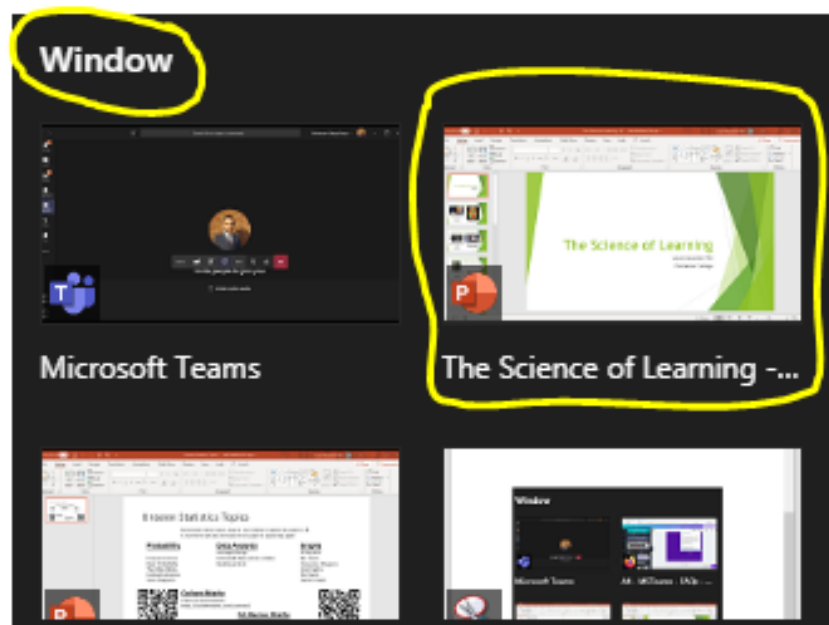
# MSTeams - FAQs



Can I write on my Presentations while displaying them to students?

Yes, the best way to do that is to open the Presentation first (in PowerPoint).

When you are going to "Share your screen" choose to share the **PowerPoint window** with your presentation.



Then run your presentation from Powerpoint. It will have all the functionality you need