1. **Purpose**
	1. The purpose of this procedure is to provide guidance on how to adjust the settings on the conference room computers for presentations.
2. **References**
	1. **NA**
3. **Precautions**
	1. **NA**
4. **Frequency**
	1. This is to be completed before town halls, EOS meetings, Lunch and Learns, etc.…
5. **Responsibility**
	1. The meeting organizer is responsible for making sure everything is ready at the meeting start time.
6. **Adjusting Settings (Extended Display)**
	1. Log-in to the computer
	2. Go to settings
	3. Click on system settings



* 1. Scroll down until you see “Multiple Displays”
	2. Click the drop-down box and select “Extend Desktop to this Display”
1. Microsoft Teams
	1. Login to Microsoft teams
	2. Go to calendar
	3. Click “Join” on for the desired meeting
2. PowerPoint
	1. Open the presenters PowerPoint
	2. Click “Share your screen” on the Microsoft Teams Meeting
	3. Click on the PowerPoint
	4. Click “Present on the PowerPoint”
3. **Revision Changes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVISION #** | **DCO #** | **EFF. DATE** | **Location of Changes** | **SUMMARY OF CHANGES** |
| **0** |  | 11/8/2022 |  | New Instruction |
| 1 |  |  |  |   |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |