



**NH OFFICE OF PLANNING AND DEVELOPMENT (OPD)  
SPRING 2026 PLANNING & ZONING CONFERENCE  
SATURDAY, MAY 9, 2026 FROM 8:45 AM TO 3:30 PM**

**TEAMS WEBINAR PRESENTER GUIDE**

Thank you for being the speaker for the NH OPD Spring Planning and Zoning Conference. The conference will be held virtually with the help of the Microsoft Teams Webinar platform. This guide should be helpful in providing some assistance with presenting via Teams.

You all have received your respective Teams invites for the Conference tracks. These links are for the whole day so you can join and leave as many times as you'd like while the meetings remain open.

We will start each session 20 minutes earlier (around 8:25 AM) so that the first session speakers can join before the attendees start coming in as the "lobby" will not be restricted for anyone to enter to avoid the constant beeping that occurs with us admitting people from the restricted lobby.

We would ask every presenter to join 10-15 minutes earlier than their respective session begins, and upon entering the session to raise their hand so that we know that you are a speaker and we need to make you a presenter before the session begins.

**Meeting Invite and Login Information**

Each presenter would get an email with the Meeting invite which can be saved to the outlook calendar. The Teams App could be downloaded from the link below (Please check with your respective organizations for all needed permissions to download any software onto your computer:

<https://www.microsoft.com/en-us/microsoft-teams/download-app>

Presenters are not required to be registered and the meeting invite will have all the relevant information needed to sign into the meeting. Below is an example of what that information will look like. Simply click on the "Click here to join the meeting" link.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 603-931-4944,XXXXXXXXX# United States, Concord

Phone Conference ID: XXX XXX XXX#

[Find a local number](#) | [Reset PIN](#)

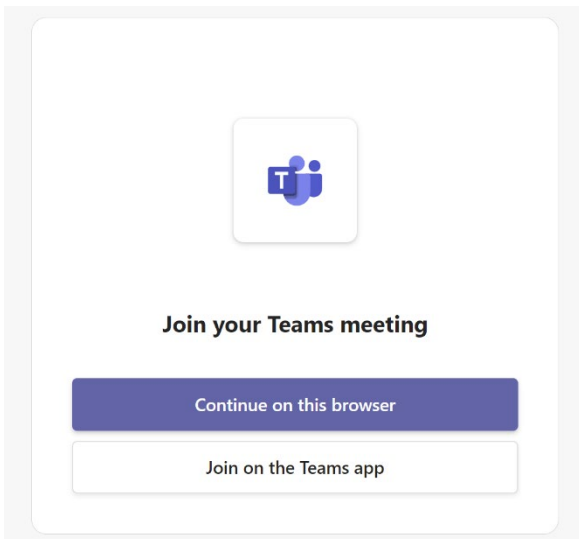
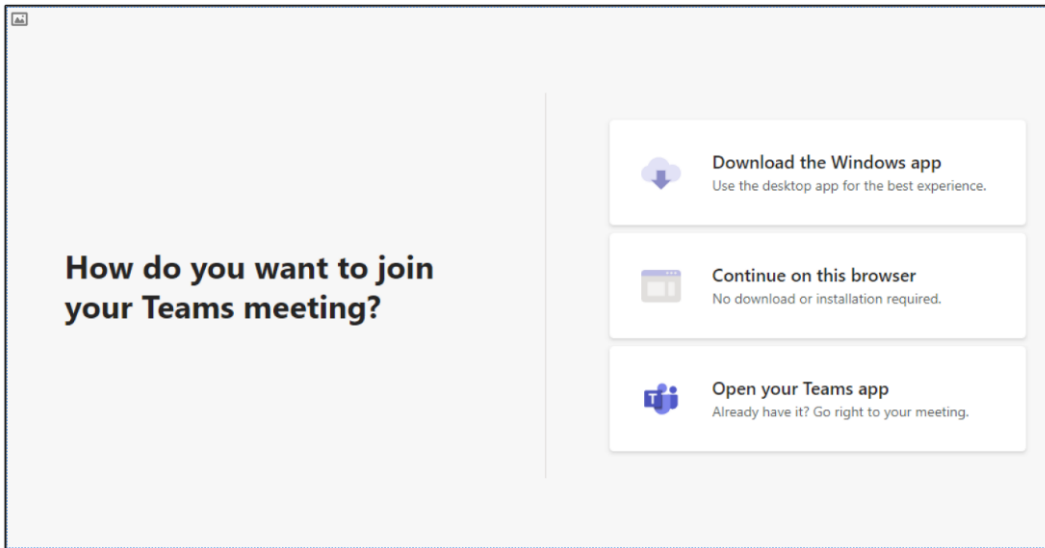
[Learn More](#) | [Meeting options](#)



**Accessing Teams**

After clicking on the link to join the webinar, a box will appear depending on whether you already have the Teams app downloaded or not. The top box will appear for those who do not have the app downloaded and will have three options: Download the Windows app, continue on this browser, Open your Teams app. Presenters can continue with the browser only experience. Make sure your pop up blocker is turned off for the teams to be able to open in the browser.

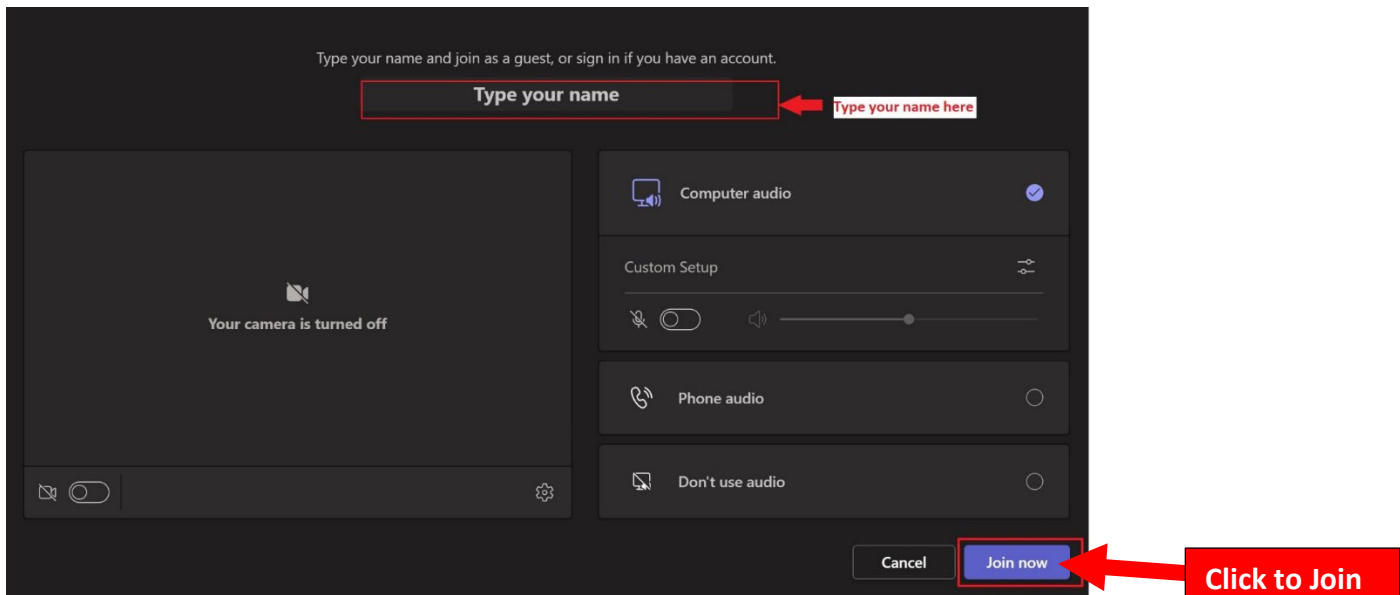
Please note: If the Download the Windows app is selected, please allow a minute or so for the app to download and to open Teams.



If you already have the Teams app, you may see the box on the left with only two options to proceed, either on the browser or via the Teams app.



After the option to open Teams is selected, another box will appear (as shown below). Please enter your name in the box "Type your name." You can choose to turn on your camera and mic (by switching the respective toggles on) at this point or do it later when you joined the webinar.





**During the Webinar**

NH OPD staff will be running the webinar for each of the sessions. They will share the presentations which presenters will be able to take control of during the presentation. Please remember that only OPD staff can stop sharing, thus only use the “Take Control” icon on your control bar. The chat box and the participant box are interchangeable and will open on the right side of the screen when a respective icon is clicked on.

Below is the control bar with all the available controls to the presenter. The take control button appears when the webinar organizer shares the presentation.

The image shows a webinar control bar with the following icons and callouts:

- Take control:** Allows to take control of the shared screen/presentation (Red callout)
- Chat:** Opens the chat box on the right side of the screen (Green callout)
- People:** Opens the participants list on the right side of the screen (Blue callout)
- View:** Allows to change the view of the webinar for the presenter (Yellow callout)
- More:** Opens a menu with options: Record and transcribe, Meeting info, Language and speech, Settings, Call me, and Help. A callout for 'Settings' states: Allows to change additional settings, like video/audio on the presenter's computer. (Purple callout)
- Camera/Mic:** Clicking on camera/mic icons starts/stops video and audio for the presenter (Dark blue callout)
- Share:** Allows to share content from the presenter's own computer (screen, files, applications) (Orange callout)
- Leave:** Click here to leave the webinar (Light blue callout)

To take control simply click on the “Take Control” icon in the top left corner. When the presentation is controlled by one presenter, the other presenters see the name of who is controlling it in the bottom left corner of their screen.



After taking control of the slides go to the ellipsis under the slides and expand it. Choose Show Presenter View to be able to see the notes and have other tools to interact with the slide deck.

Stay in the know. Turn on desktop notifications.

LIVE 03:58

Stop sharing Private view Chat Q&A People Raise React View More Camera

**Building or Development on Class VI or Private Roads**

Jonathan Cowal  
Municipal Services Counsel  
New Hampshire Municipal Association

PLAN Monthly Webinar Series

BEA New Hampshire Department of BUSINESS AND ECONOMIC AFFAIRS

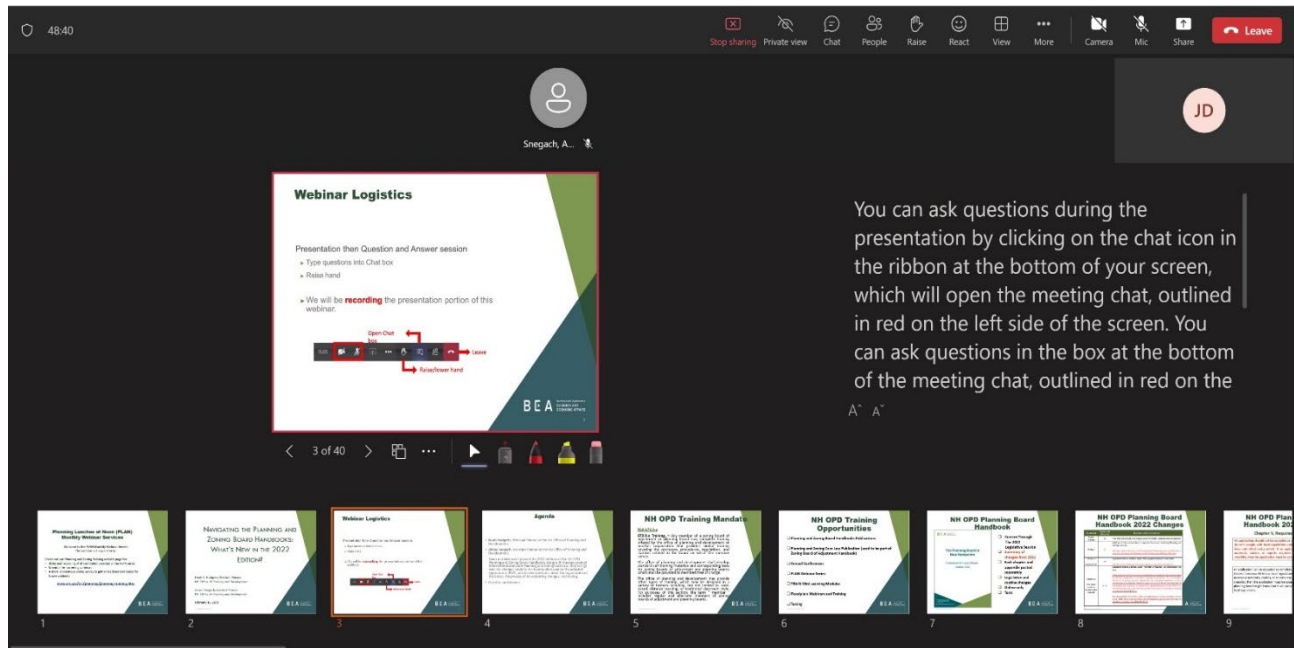
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Select Show Presenter View to be able to control slides

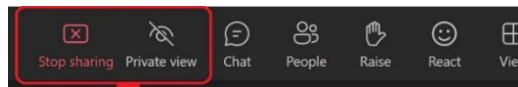
- Show Presenter View
- View slides in high contrast
- Translate slides



This is the view of the screen when presenter takes control over sharing the presentation. The slide in the center is the one that all the attendees are currently seeing on their screens. The ribbon at the bottom is the progression of all the slides in the presentation. Clicking on each slide will open it for the rest of the webinar participants. Your slide notes appear on the right and are only visible to you as the controller of the presentation.



**ATTENTION!!!**



When taking control please make sure "Private View" is turned off. DO NOT click "Stop Sharing" when you are done presenting. Presenters should only take turns taking control so that the presentation stays up.



Below are the controls available to you as the presenter.

The screenshot shows a webinar slide titled "Webinar Logistics" with a list of instructions: "Presentation then Question and Answer session", "Type questions into Chat box", "Raise hand", and "We will be recording the presentation portion of this webinar." Below the text is a control bar with icons for chat, microphone, screen share, and a "Leave" button. A callout points to the "Raise/lower hand" icon.

On the right side of the slide, there is a note: "You can... presentat... the ribbon... which wi... in red on... can ask o... of the m...". A callout points to the font size controls (A^ and A^v) next to the note.

At the bottom of the slide, there is a navigation bar with several icons. Callouts identify the following controls:

- Slides navigation**: Points to the "3 of 40" indicator.
- Other tools**: Points to the screen share and menu icons.
- Cursor**: Points to the play button icon.
- Laser pointer**: Points to the laser pointer icon.
- Pen, Highlighter and Eraser tools**: Points to the drawing tools icons.

A yellow callout box on the right states: "Your slide notes will appear to the right of the slides. These allow to enlarge/decrease the font size for notes."