



WHAT ARE TEAMS MEETING BEST PRACTICES?



Teams is an ideal app for collaborating and communicating with colleagues. Make the most out of Teams by following these tips at the start of your meeting to maximize efficiency.



✓ MEETING ETIQUETTE

● SETTINGS CHECK

Join early and select “...” for more actions, then select “Device Settings.” Select your mic, camera and audio preferences.

● BACKGROUND

Select “...” for more options then scroll to “Apply background effects.” Choose to pick blur or preferred photo, then “apply.”

● SET ATTENDEE PERMISSION

In the meeting, select “...” then “Meeting options” to select who can present, be notified when someone joins or prevent attendees from unmuting.

● RECORD MEETING

Select “Start Recording” under “...” to record meeting that automatically starts captions and uploads to OneDrive.

✓ GROUP MEETINGS

● DESIGNATE MODERATOR

Set expectations by sharing guidelines to participants. Moderator manages chat & shares links or resources and queues next speakers in the chat.

● MUTE

Keep yourself and other attendees muted unless speaking.

● ENABLE VIDEO?

Only turn on video when speaking to avoid distraction.

● RAISE HAND

Use the Raise Hand button to ask to speak. Wait to be called on.

● LIVE CAPTIONS

Teams transcribes what each speaker says by selecting “Turn on Live Captions” under the “...”

● CHAT

Use to ask question, share resources or update your status.

Have questions? Contact us. We are here to help.