

# Best Practices For Microsoft Teams Meetings



Click  &  to access detailed How-To documents and videos.

## Plan the Meeting

Consider the following when planning a Teams meeting.



- Create a checklist of tasks
- Develop content
- Close unnecessary programs & tabs
- Practice the presentation
  - Sharing & switching content
  - Including system audio
  - Use recording function

## Set Meeting Norms

Consider the following when setting the meeting norms.

- Mute yourself unless you are asked to speak
- Have your video on at all times
- Raise your hand on Teams if you have a question
- Eliminate distractions
- Work in a quiet place

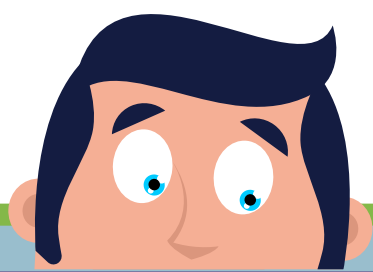


## Create the Meeting



Consider the following when creating the Teams meeting.

- Create meeting on the Teams, Outlook or HUB calendars
- Save meeting as recurring
- Copy Microsoft Teams meeting link & post where necessary



## Meeting Options



Consider controlling who can mute & remove others from the meeting.

- Set students as attendees
  - Open calendar meeting link & click meeting options
  - Set who can present to Only me
- Set who can bypass the lobby to Only me so students can't join without the teacher.



## Quick Tips for Managing Live Classes

\*\*Applies to meetings from Teams Classes\*\*



Consider the following for virtual class management.

- **Turn off the chat for particular students or the whole class**
  - Click on the three dots next to the team name
  - Click on Manage Team
  - Click on Members and Guests
  - Click the checkbox of the student you want to mute.
- **Turn on/off GIFs and Emojis for everyone in the team**
  - Click on the three dots next to the team name
  - Click on Manage Team
  - Click on Settings
  - Click on Fun Stuff - turn off GIFs, memes, emojis

