

Best Practices for Microsoft Teams Meetings



Set the Environment

Setting up your workspace is an essential component to running a successful meeting. Consider the following when preparing your presentation.

- Well-lit work area
- Camera/laptop position
- Limit distractions
- Mute outside communication & computer notifications
- Internet connectivity



Plan & Prepare

Hosting a meeting requires well thought preparation for the best participant experience.

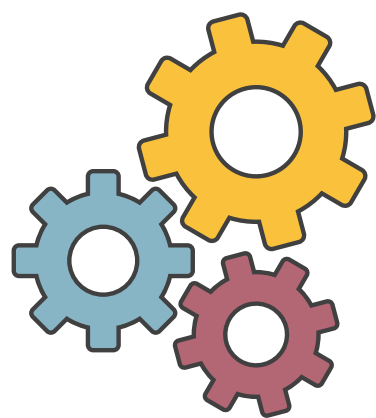
- Create a checklist of tasks
- Design & develop content
- Practice the presentation
 - Sharing & switching content
 - Including system audio
 - Use recording function
- Assign meeting chat facilitator



Meeting Norms

It is important to setup guidelines to establish a positive & productive meeting environment.

- Use the chat for asking questions
- Muting microphones unless speaking
- Where to deliver the norms
 - Email & calendar invites
 - Slide presentations
 - Read aloud at beginning of meeting



Create the Meeting

Create the event far enough in advance to allow time to notify your audience.

- Create from Teams or Outlook
- Include the agenda
- Invite attendees
- Set meeting options
 - Who can bypass the lobby
 - Who can present or share
 - Visit bit.ly/meetingop



Running the Meeting

Consider the following when running the meeting.

- Close unnecessary programs
- Record the meeting
 - Remind participants
 - Remember to end recording
 - Share recording location
- Leverage meeting notes
- Be mindful of pacing
- Be aware of what is on screen
- Make time to answer questions



Debrief the Meeting

After the event, debrief and reflect so you continue to grow and develop when running online meetings.

- Follow up with participant requests
- Reflect on what went well/or not well
 - Desired results
 - Timing
 - Facilitation of questions
 - Understanding of content

