

# 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.

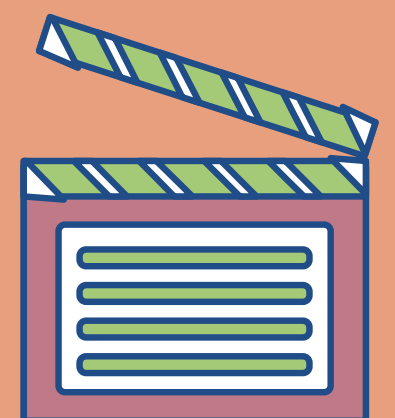
- Use the chat for asking questions
- Muting microphones unless speaking
- Where to deliver the norms
  - Email & calendar invites
  - Slide presentations
  - Read aloud at beginning of meeting



## 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](https://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

