

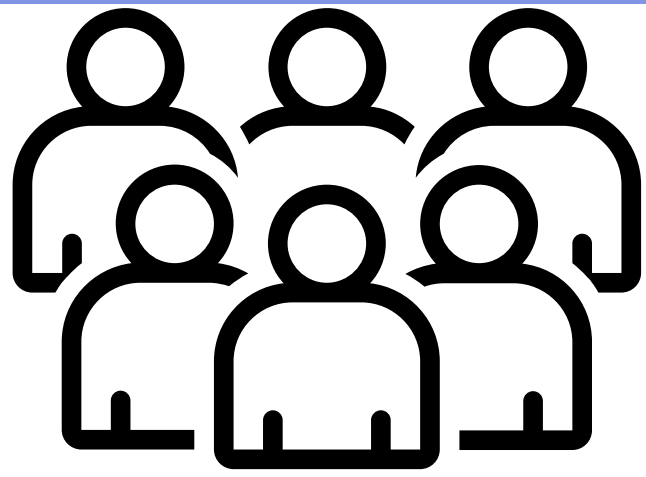


MS TEAMS

BEST PRACTICES FOR VIDEO CONFERENCING

CREATING A TEAM

Decide whether your team should be private or public. When creating a team you will automatically be the owner. It is a good idea to add another owner as backup. To add a member, simply search their name and add them as "Owner" or "Member."



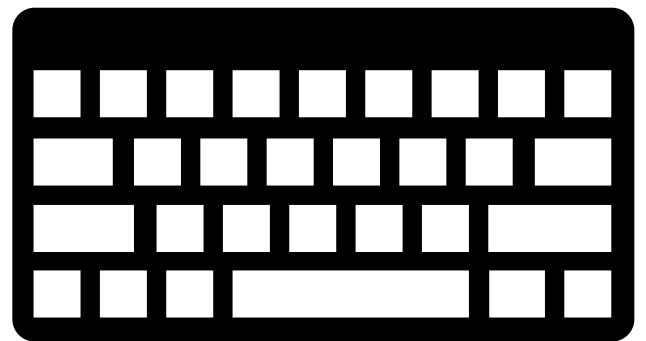
MEETING



Go to "Calendar" on the left side of the app. Select "New Meeting" in the top right corner. To invite members, click "Add Required Attendees" and type in their email addresses. Select "Invite."

CHANNELS

To create a channel within a Team, find the team then click "More Options" and "Add Channel." Set up communication channels to communicate with team members. Channels can be set up by topic, project, department, or other divisions. You can also send direct messages to specific users.

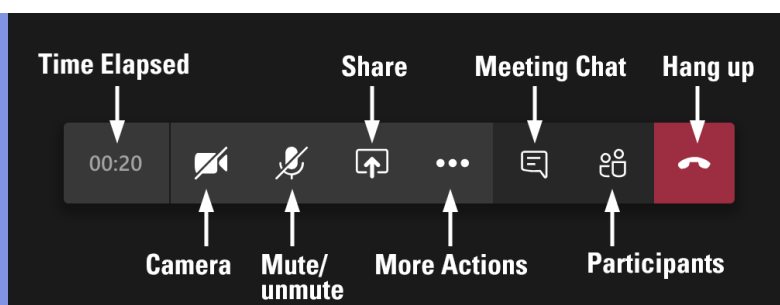


CONVERSATIONS



Conversations are the central aspect of Teams where work gets done. Use @mentions to tag certain teammates. In the conversation thread you can start video chats, share files and send messages.

Teams Toolbar

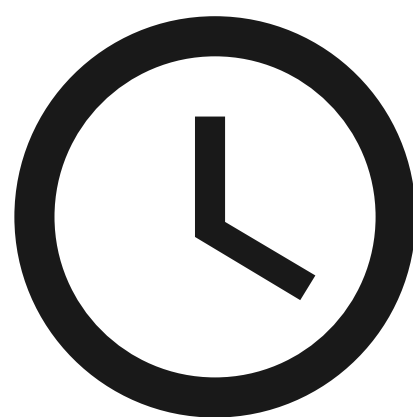




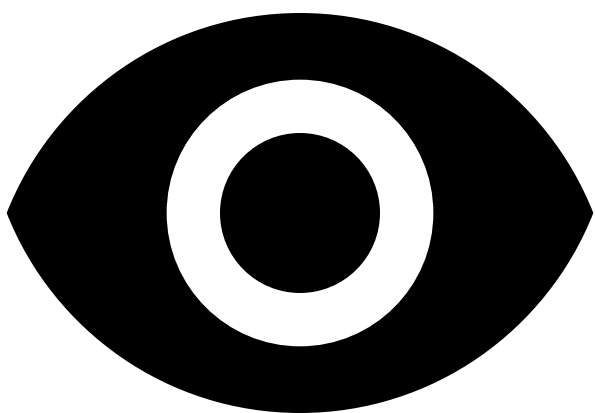
GENERAL PRACTICES FOR VIDEO CONFERENCING

BEFORE THE MEETING

Download software well before the meeting to ensure any updates are completed. View online guides on layout and features of software. Arrive early to test and ensure your video and audio. Check that lighting is adequate for you to be seen and your background is appropriate.



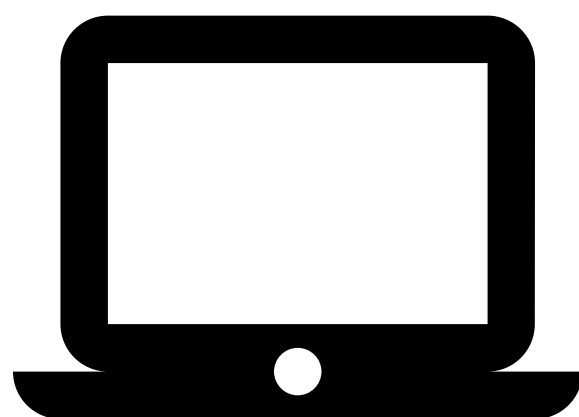
COMMUNICATE EFFECTIVELY



Speak directly into the microphone. Use headphones/earbuds if possible. Look directly into the camera as if you are looking directly at participants.

PROFESSIONALISM

Dress as if the event were in person. When speaking, start and continue as if everything is working. If something is wrong, someone will tell you quickly. Act natural but avoid excessive movement.



ETIQUETTE



Mute your mic when not speaking. In large groups, begin by stating your name. For example, "Hi, this is ___." Limit background noises. Check to see if there are dress code, speaking, or participation expectations or requirements from the host.

Additional Resources