



Teams Meeting - Participant

(June 2022)

Step 1: Check your equipment and set yourself up for a successful experience

- Most Laptops have on-board cameras and microphones...this is not necessarily true for PCs and their monitors. If you need a webcam, get one...and then report back here.
- If you have a document you want to share with the meeting members, go ahead and open it before joining.
- It is also a good idea to close any unneeded apps, programming or web pages before joining the meeting to optimize your experience.

NOTE: As you learn more about Teams, you will find that how meeting environments (and their associated controls) look will depend greatly on how you join the meeting and where you join the meeting from.

Step 2: Dive in

- For the purposes of this training, we will assume that you have been sent a link, either via an email, or calendar notification (or both).
- When you are ready to join the meeting, find the invitation URL link, and give it a “click”
- If the meeting catches you away from your computer, you can also join (audio only) via phone number & conference ID (if provided).

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

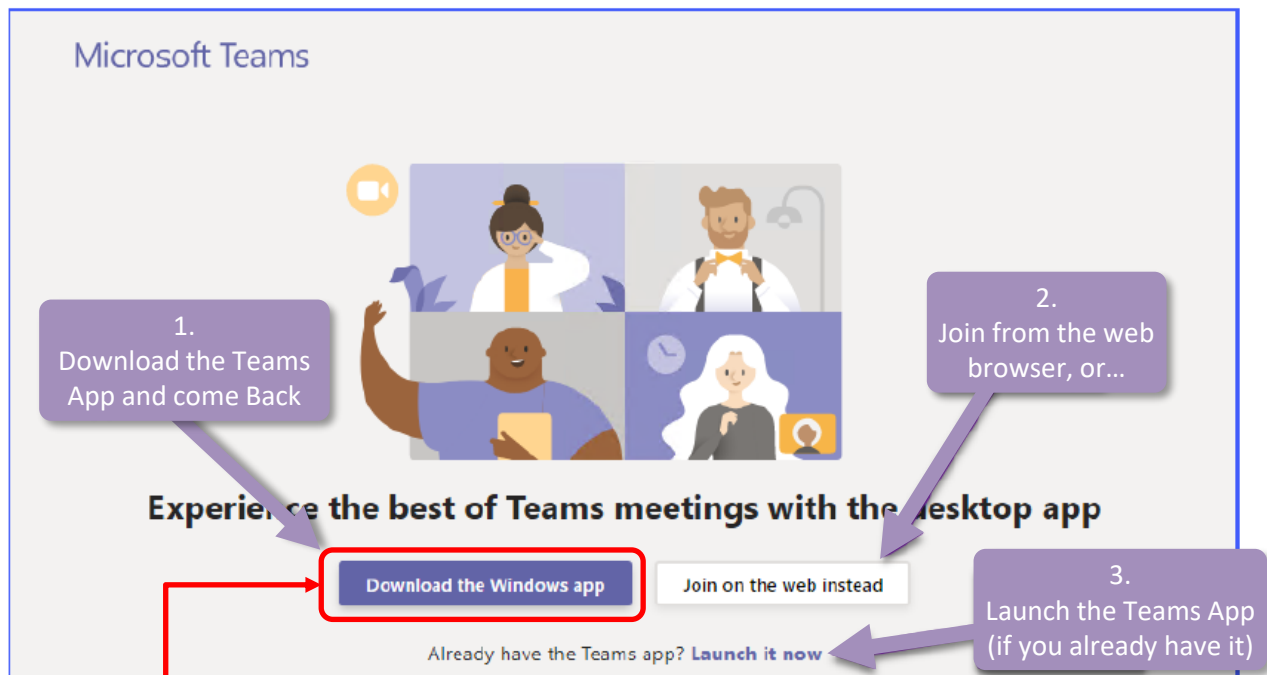
Or call in (audio only)

+1 757-916-4771, 811180786# United States, Virginia Beach

Phone Conference ID: 811 180 786#

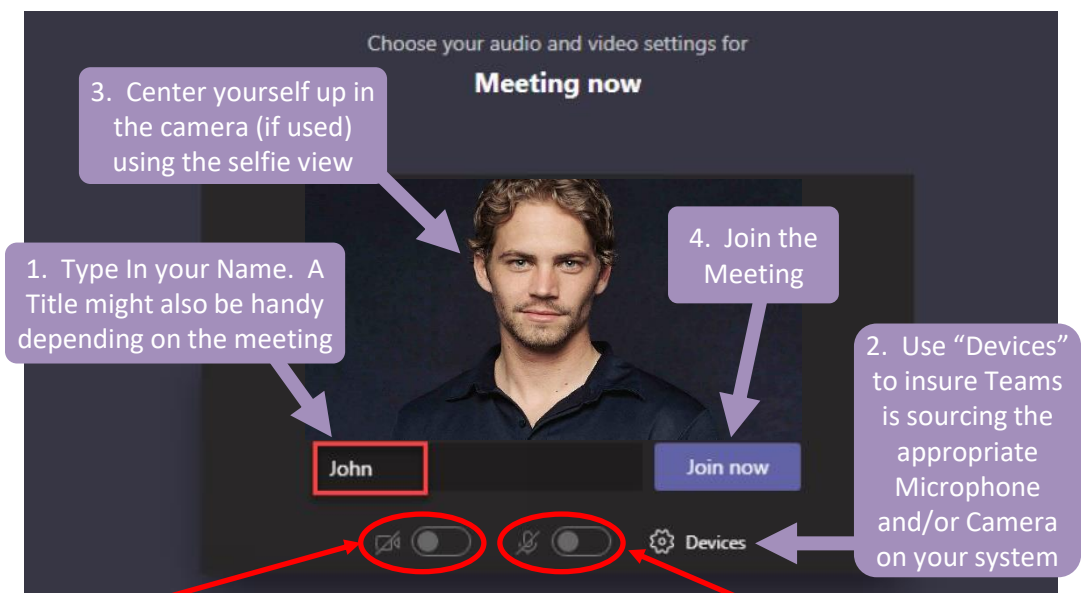
[Find a local number](#) | [Reset PIN](#)

If you don't have the Teams App on your computer, the page that pops up will look something like this. It will give you three options:



The **Teams App** gives you some additional options, but you can participate and share in the meeting just fine without it by joining via your browser.

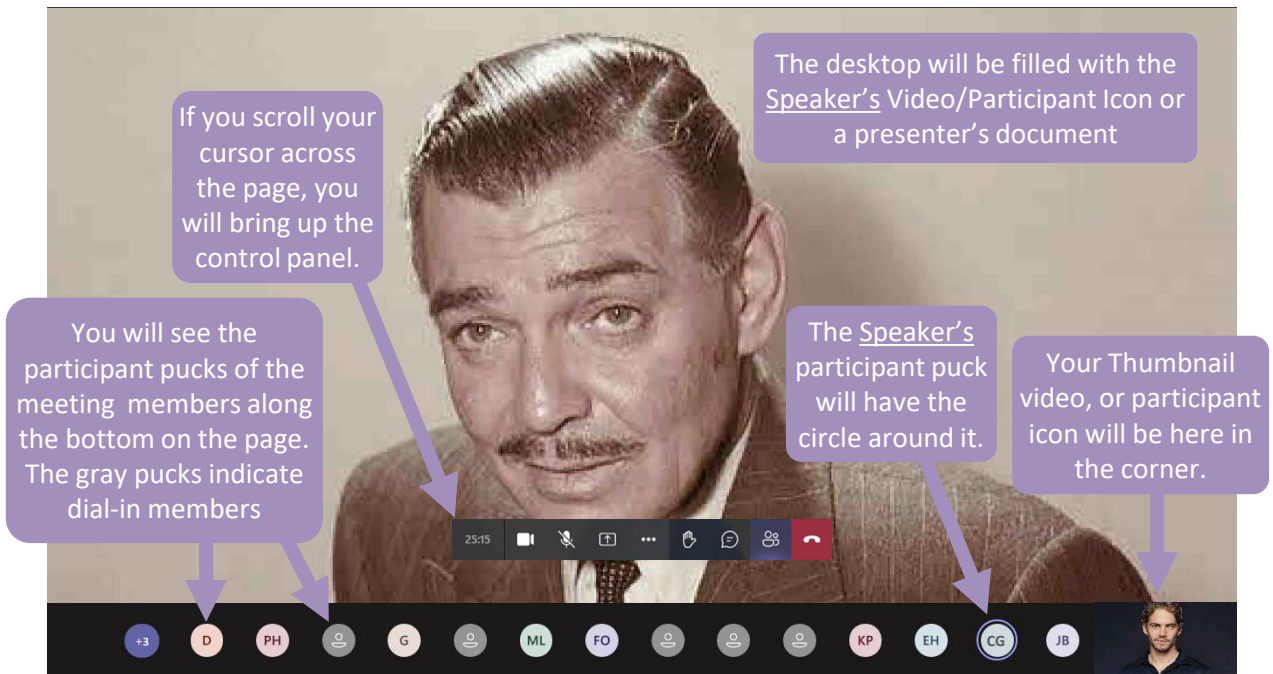
As you progress towards the meeting a screen that looks something like this will pop up.



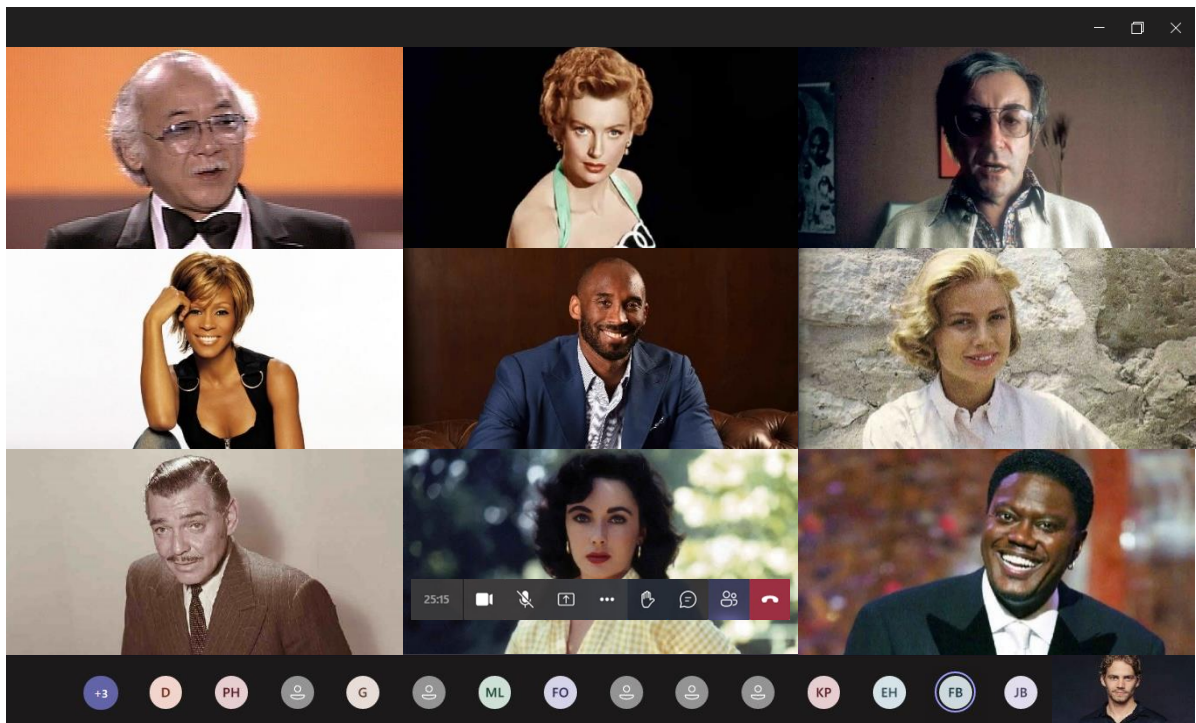
Turn your **video** on, but click or tap on the **mute switch** before joining.

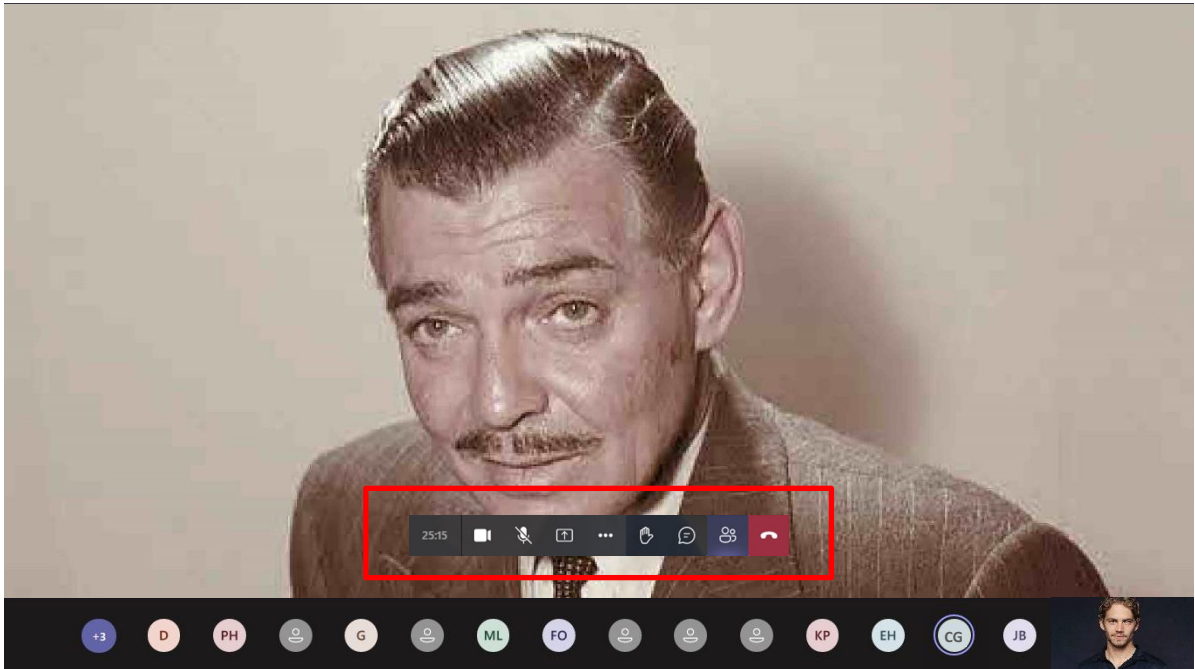
Step 3: Participate

If you come to the meeting via your browser's web connection, (without the Teams App) your meeting environment will look something like this.



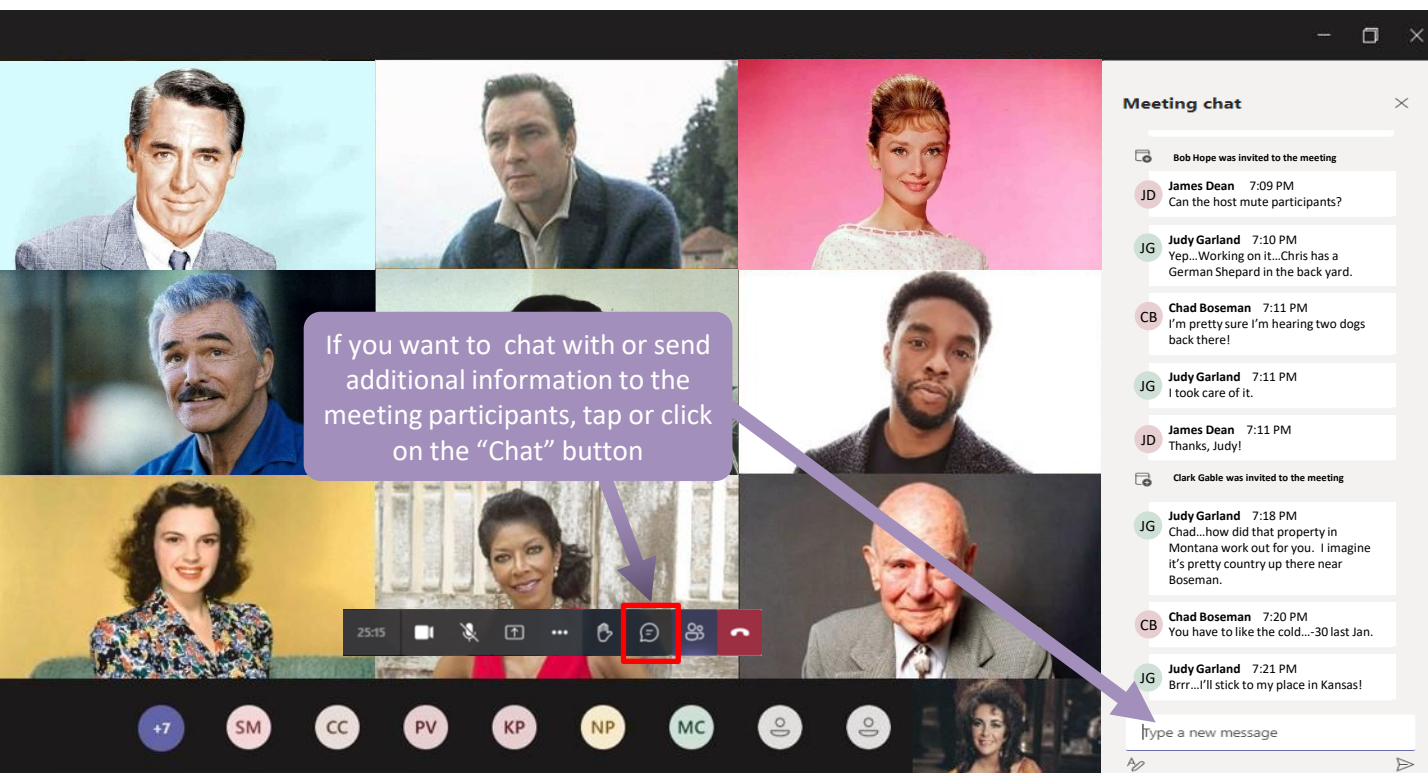
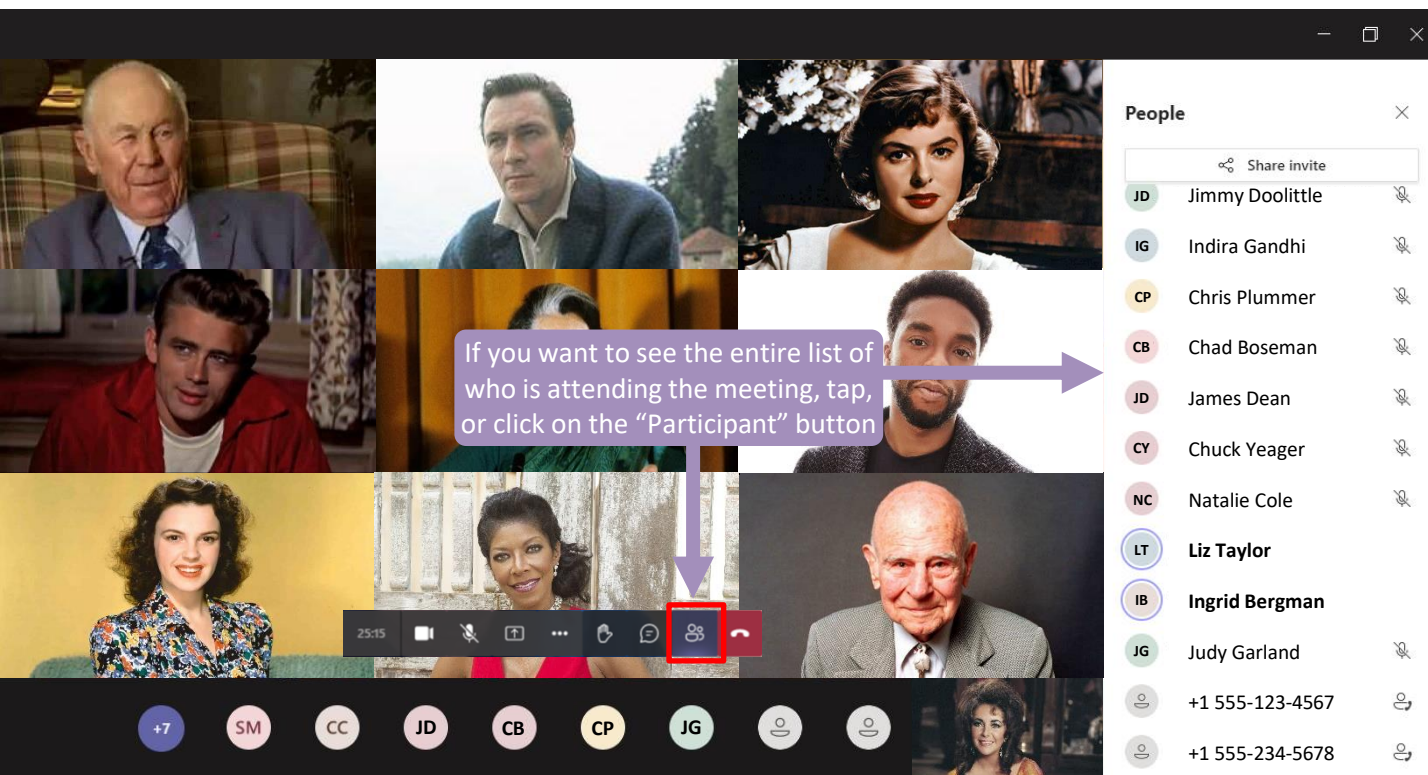
If you came to the meeting via the Teams App, it will look more like this.





Lets take a closer look at the meeting control panel.

- | | |
|---|---|
| <div style="background-color: #333; color: white; padding: 5px; text-align: center;">25:15</div> <div style="background-color: #333; color: white; padding: 5px; text-align: center;">📹</div> <div style="background-color: #333; color: white; padding: 5px; text-align: center;">🔊</div> <div style="background-color: #333; color: white; padding: 5px; text-align: center;">📎</div> <div style="background-color: #333; color: white; padding: 5px; text-align: center;">⋮</div> <div style="background-color: #333; color: white; padding: 5px; text-align: center;">✋</div> <div style="background-color: #333; color: white; padding: 5px; text-align: center;">💬</div> <div style="background-color: #333; color: white; padding: 5px; text-align: center;">👤</div> <div style="background-color: #990033; color: white; padding: 5px; text-align: center;">📞</div> | <ul style="list-style-type: none"> - Shows you how long meeting has been running - Activates and deactivates your camera - Lets you mute or unmute your microphone - Allows you to share a document or your screen with the meeting - Additional settings options (tools vary w/ your participant status) - Places a hand on your video (can be used for voting, show of hands, or to indicate you wish to speak) - Opens the chat window on the right side of the screen - Shows list of all the attendees on the right side of the screen. - Disconnects you from the conference (hangs you up). |
|---|---|

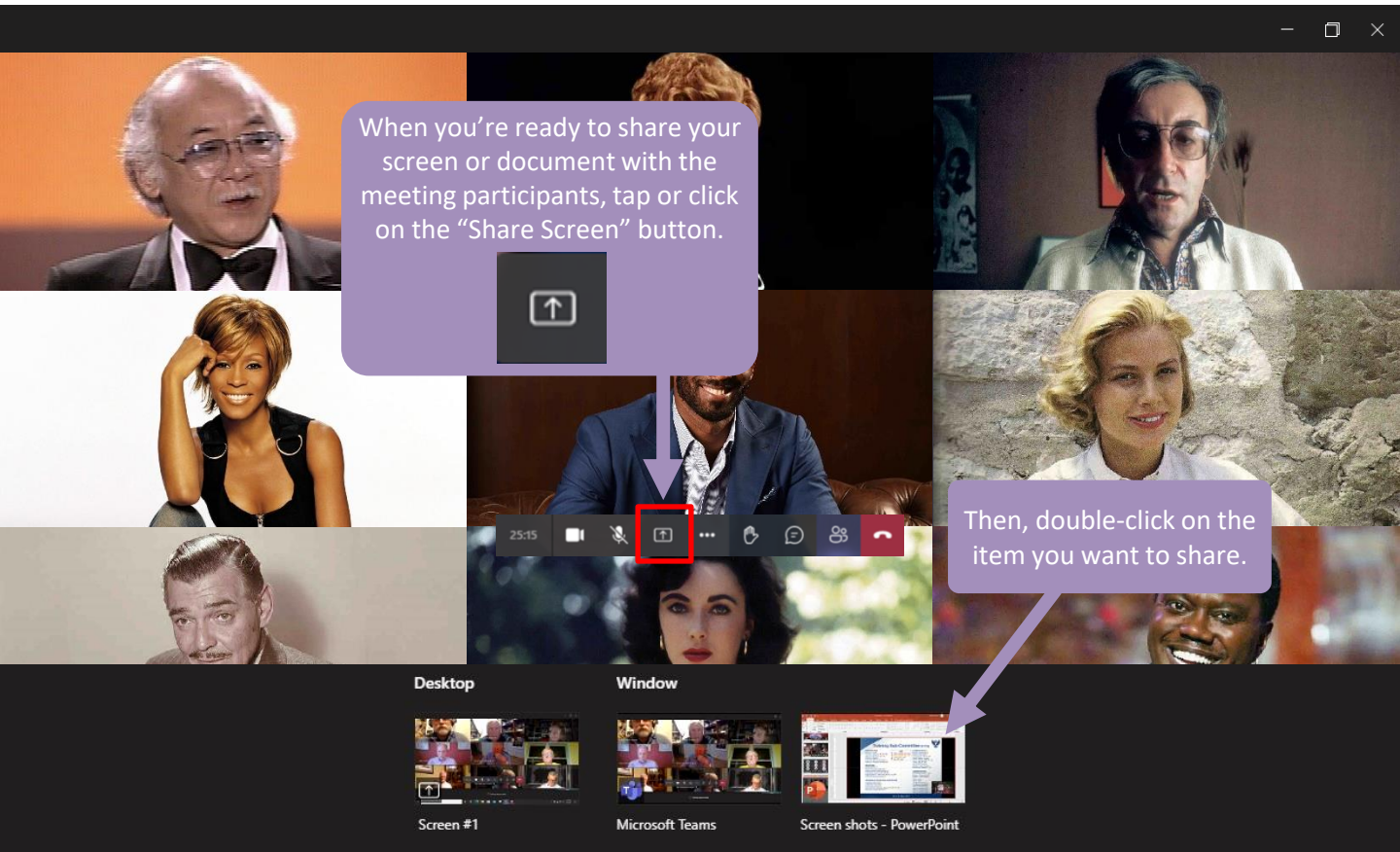




Video Conferencing Etiquette

- Mute before joining the conference and after you finish talking.
- Don't interrupt a speaker. Wait for a natural break.
- Speak clearly. Don't yell. Pause between subjects for questions.
- Don't be distracting. If you have to temporarily leave or pay attention to something off-screen, mute your microphone and deactivate your camera.
- Drinks are OK. Try to avoid eating while on-camera.
- Don't let what is behind you distract the conference.
 - Close any doors behind you.
 - Avoid shiny/reflective surfaces (lights, pictures, mirrors, windows).
 - No moving art, blowing trees/bushes, active TVs or video monitors.
 - Avoid unidentifiable objects that cut across the screen behind you or appear to be sticking out of your head.
- Center yourself in frame (use selfie view). Meeting members are not interested in the top of your head or looking up your nose.
- Try to look towards (or look at a person or object closest to) the camera, particularly when you are speaking.
- Minimize background noise (fans, TVs, music, pets, family members, computer, landlines, etcetera).
- Silence your cellphone, whether using it for the meeting or not.
- Dress appropriately.
- Be yourself, have fun, but don't be disruptive.

Step 4: Share a Screen or Document





Ground Rules for Sharing Presentations

- Call in a little early, to make sure you can be heard and seen.
- Close out any unnecessary applications on your computer.
- Display the presentation as large as you can (full screen for landscape documents, and edge to edge for portrait documents).
- Have your presentation open and ready to go before you “Share” it.
- Don’t “Share” your document until it is your turn to present.
- Conduct a dry run (with the administrator’s permission) well before the conference, to get familiar with the software and how to manage/manipulate your document(s).
- Since your audience can still see you during presentations, you can use facial expression & gestures to bring points home.
- Practice! Going through your presentation once or twice will make a major difference in how you sound to the audience.
- Show some enthusiasm.
- Do not read your slides.
- Speak at a good pace. Most presenters tend to speak too fast.
- Pause before changing slides/subjects to allow for questions.
- Stick to the allotted time (if there is one) for your core material.
- Conclude with a sum-up; focus on key takeaways, and check for any questions before you “Stop Sharing” your document.

When you're ready to leave the meeting, just click or tap on the **disconnect button**.



If your connection drops unexpectedly, or you inadvertently depart the meeting, just return to the original invitation, and click the **URL link** to rejoin.

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Survey

Was this instruction helpful?
Can we make it better?

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to take the post-instruction
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