



Microsoft Teams Top Tips

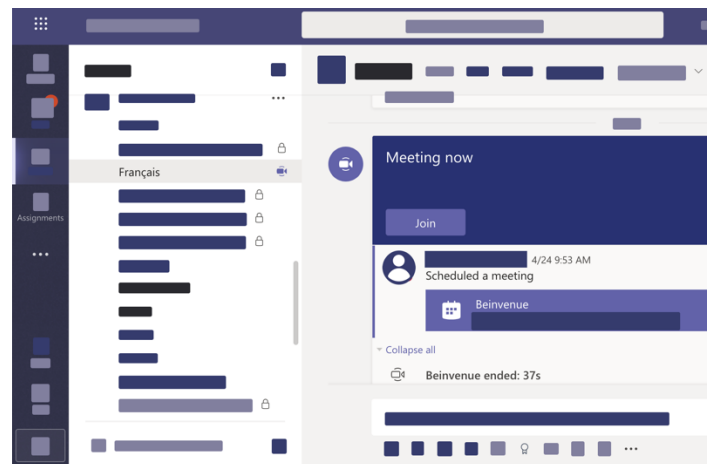
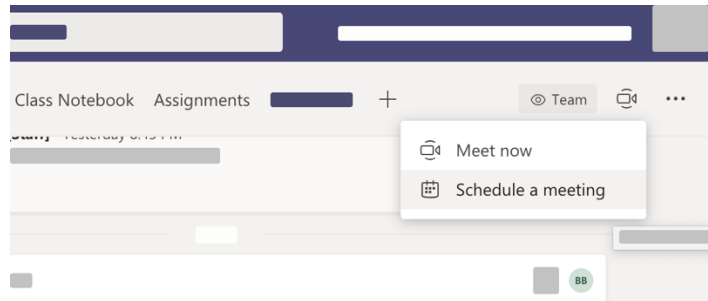
BEFORE YOUR MEETING

Initiate Meetings Within Channels, rather than from an Outlook Calendar Invite or Group Chat

Meetings initiated within a channel will adhere to the permissions configured within the team; this includes the ability to Mute students (see below), along with the ability to delete any content students post to the meeting conversation.

Meetings initiated in a Channel do not create an additional Chat group: the conversation occurs in the channel, in response to the invite.

Educators can always delete any inappropriate conversations posted in a Channel conversation, including those that occur during a meeting.





Setting Meeting Options

Prior to joining the meeting, visit the **Meeting Options** link ([see YouTube video link for further details](#))

Setting Meeting Options allows the educator to ensure that students enter a meeting as attendees. Attendees can't take over the screen, invite others to join the meeting, or use the mute button to mute the educator.

https://www.youtube.com/watch?v=d3-o4vbAtSw&list=PLdHjJccRYryNINxIFJO7XiHVdr8ah5c_7

DURING YOUR MEETING

Muting Students

Muting students within a Team ([see link for details](#)) will mute all their interactions within the team. This includes the chat functionality in a meeting initiated from within a channel in the team.

You can also use this feature outside of a meeting to mute individual students; or mute the entire class during certain periods of the day or week.

Name	Title	Tags	Mute students	Role
[Avatar]	Student		☒	Member
[Avatar]	Student		☒	Member
[Avatar]	Student		☒	Member
[Avatar]	Student		☒	Member

<https://support.office.com/en-us/article/mute-student-comments-in-a-class-team-a378de16-ffc0-420c-b08d-e17ec08e7c17>



Blur your Background; Consider Whether Video is Necessary; and Establish Clear Expectations

Video may not be a necessary component of your meeting. If you are sharing video, utilize the **Blur Background**, or **Custom Background** image option, and ask students to do the same.

Rather than sharing video, consider sharing a PowerPoint (even just a single slide with the meeting norms displayed), or screenshare a resource from your computer or iPad instead.

Establish clear meeting norms and refer to them often.

STUDENT NORMS FOR

Teams Meeting >>>>

IN OTHER WORDS...



GOOD TEAMS ETIQUETTE



MUTE YOUR MICROPHONE WHEN YOU ARE NOT SPEAKING



MAKE SURE YOUR SOUND IS ON



CHECK YOUR VIDEO BACKGROUND, HAVE A WALL BEHIND YOU, BLUR BACKGROUND



CHECK YOUR VIDEO ANGLE, WE WANT TO SEE YOUR FACE, NOT YOUR CHEEK OR UP YOUR NOSE



MAKE SURE YOUR MIC IS NOT MUFFLED, AND THAT YOU SPEAK CONFIDENTLY & CLEAR



USE THE CHAT FEATURE TO ASK QUESTIONS, NOT TO CHAT OR SPAM THE MEETING



BE CONSIDERATE WITH YOUR WORDS



CHECK YOUR LIGHTING, NO LIGHT BEHIND YOU (LIKE A WINDOW)

[Image Attribution: The Jenallee Show](#)

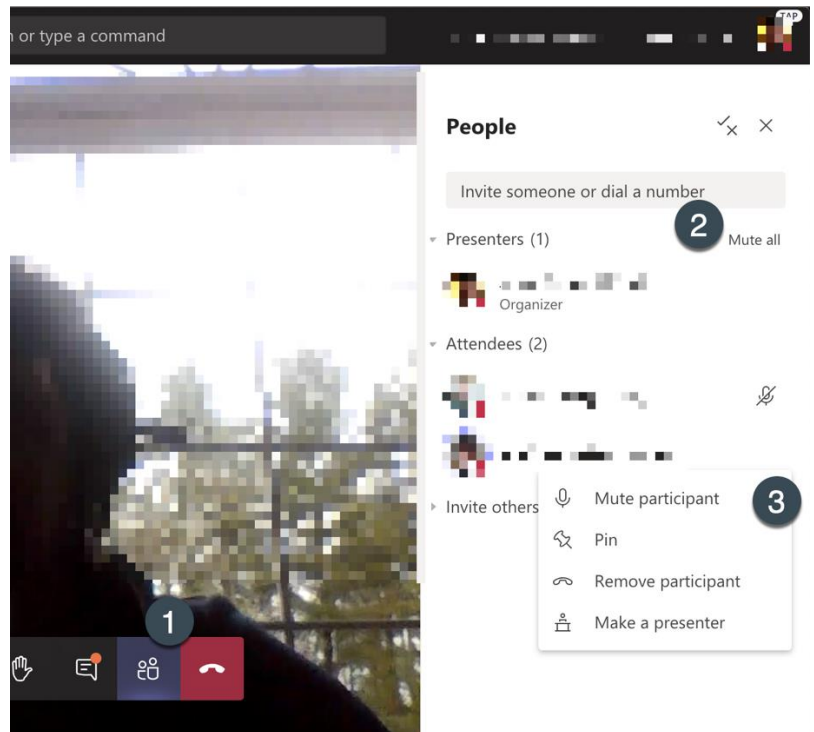


Muting a Microphone in a Meeting, Promoting an Attendee to Presenter or Removing a Participant from a Meeting

The **Mute** and **Mute all** function will only mute noisy microphones or background chatter; students will be able to turn their microphones back on to participate in the meeting.

To restrict chat completely within a Team meeting use the Muting Students functionality described above; and ensure that the meeting invite is initiated from within your Team channel.

You can temporarily promote students to the Presenter role using the **Make a presenter** button. This will allow them to share their screen within the meeting. Switch them back to attendee after they are finished sharing.

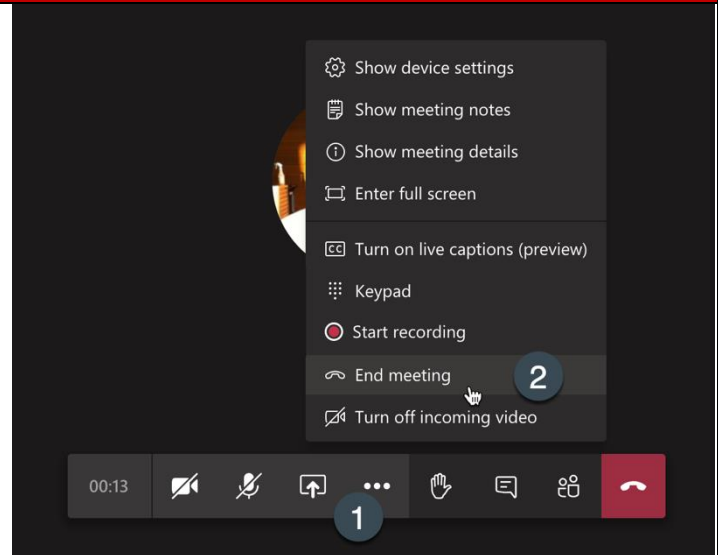




AFTER YOUR MEETING

Ending a Meeting for All Participants

Using the **End meeting** button, rather than just hanging up, will remove all the students from the meeting. Students will still be able to join the meeting after the meeting has ended: see “cancelling a meeting” below to close the online room to future visitors.



https://www.youtube.com/watch?v=IU5F1cII9cU&list=PLdHjJccRYryNINxIFJO7XiHVdr8ah5c_7

Cancel Meetings After They Are Completed

Cancelled meetings can no longer be joined by students.

