

MICROSOFT TEAMS

BEST PRACTICES FOR STUDENTS



Use the reply button to respond to peer and teacher posts.



Mute your microphone when you are not speaking.



Be considerate with your words.



Make sure your sound is on.



Post appropriate and needed questions in the channel.



Speak clearly into your microphone when asked to talk.



Use @mention to notify the teacher or others in a post.



Exit the meeting video call when directed by the teacher.



Abide by Student Code of Conduct.



Minimize distractions during video calls.