

Microsoft Teams Meetings

GETTING STARTED CHECKLIST

STEPS TO TAKE BEFORE YOUR MEETING

- I made meeting leaders a **Presenter** when creating the meeting.
- I designated a **Moderator** to help with meeting flow.
- I **closed Outlook** and other programs not being used in the meeting.
- I set my Teams Alerts to **Do Not Disturb**.



TEAMS TIP:

When sharing your screen, check include system audio and select Desktop.



Confused? Contact your TTIS if you need support.

GETTING READY

- I **silenced** my cell phone or other objects near by.
- I **queued** everything I need to share in my task bar.
- I started the meeting to **welcome attendees** 15 minutes prior to start time.
- I **reminded** attendees how to mute microphones, turn on/off video, and participate in chat.



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INSTRUCTIONAL TECHNOLOGY