

## MS TEAMS – Mastering Meetings

2 HOURS

With the New Ways of Working, oodles of meetings are now held virtually. Many of us join a meeting without knowing all the options available for a successful meeting. We accidentally interrupt others during the meeting, not knowing when to ask a question, feel excluded from the meeting, share the wrong screen, search for the chat button and can't see the other participants. We are uneasy about trying out the many options available while in a meeting knowing that our selections will affect the entire meeting.

Join us to see how you can have successful meetings and have them set up correctly from the get-go. Let us share our best practices and several tips and tricks that will give you the comfort level to enjoy and create more enjoyable meetings.

### COURSE CONTENT

#### PLANNING AND ORGANIZING MEETINGS

- Meeting best practices
- Scheduling meetings in Outlook
- Scheduling meetings in MS Teams
- Managing the meeting options
- Deciding when to assign presenter roles to attendees
- Understanding the different roles: Organizer, presenter and attendee
- Navigating meetings in Teams Desktop vs Browser
- Moving back and forth between meetings and Teams

#### JOINING A TEAMS' MEETING

- Managing device settings
- Changing background filters
- Adding background filters
- Leaving a meeting vs ending a meeting

#### THE MORE MENU OPTIONS

- Adding an app
- Device settings
- Call health
- Meeting options
- Meetings notes
- Meeting info
- The views: Gallery, Large gallery and Together mode
- More view options: Gallery at the top; Focus, Full screen
- Turn on live captions
- Start recording; start transcription
- Turning off chat bubbles
- Turning off incoming videos

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## **PARTICIPANTS MENU**

- Pinning a participant
- Spotighting a participant
- Making an attendee a presenter
- Removing a participant from meetings
- How to invite others during a meeting
- Downloading the attendance list
- Raising and lowering hand
- Locking the meeting
- Disabling or activating participants' microphones and cameras

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## **MEETING CHATS**

- Sending messages to all attendees
- Sending messages to individual attendees
- Pop out individual chats

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## **SHARING SCREENS**

- Selecting the presenter mode of your choice
- Turning computer sound option on
- Difference between selecting Screen or Window option
- Give control of the screen that is being shared
- Using PowerPoint Live
- Stop Sharing

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## **BREAKOUT ROOMS**

- Creating Breakout rooms
- Manage the rooms: Rename, Open and Delete rooms
- Automatically vs Manually assigning participants to Breakout rooms
- Reassigning participants
- Joining a breakout room
- Making an announcement
- Setting time limits
- Changing participant options to returning back to the main meeting
- Roles of participants in breakout rooms
- Closing Breakout rooms

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## **AFTER THE MEETING**

- Locate the meeting chat
- Download the attendance list
- Recordings
- Review the meeting notes

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## **DIFFERENT TYPES OF MEETINGS**

- Webinars
- Live Events