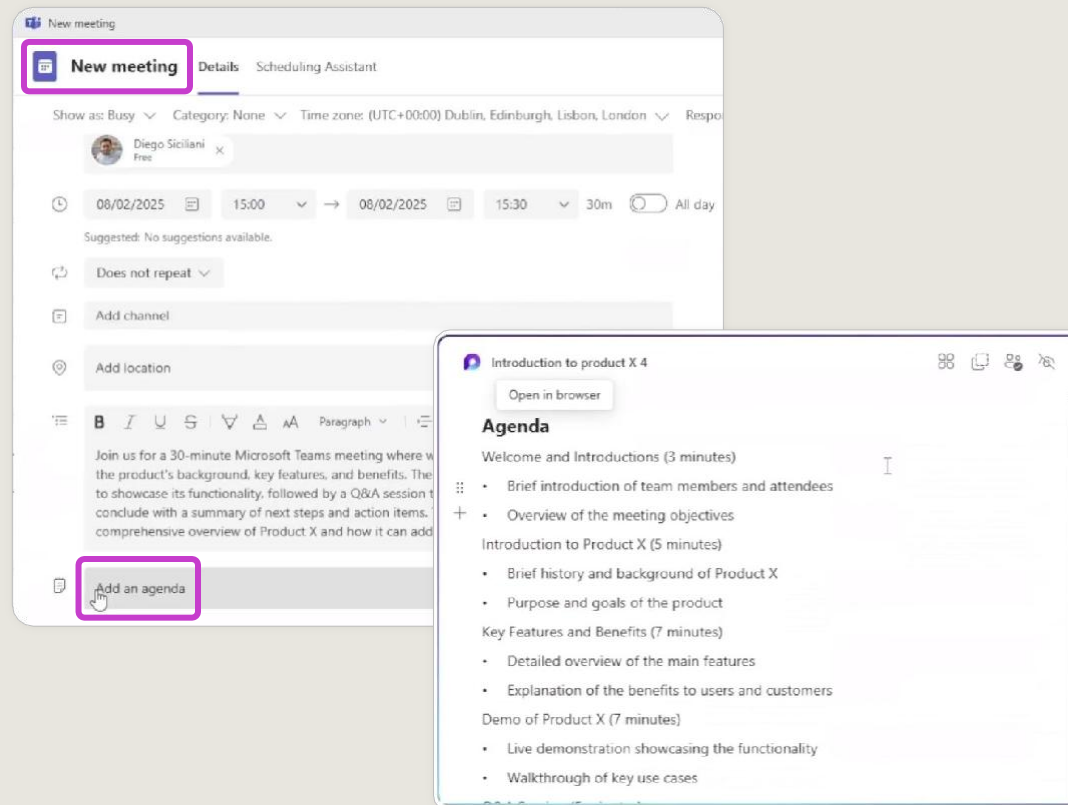# Microsoft

Virtual Meeting Best Practice

Quick Reference Guide

In this guide, we'll explore the best practices for hosting efficient and productive virtual meetings using Microsoft Teams. We'll cover key tips like creating an agenda, testing your setup, using background effects, leveraging PowerPoint Live, utilising reactions, monitoring the chat, and enabling live captions with language translation. Following these guidelines will help you ensure that your virtual meetings are seamless, engaging, and inclusive for all participants.
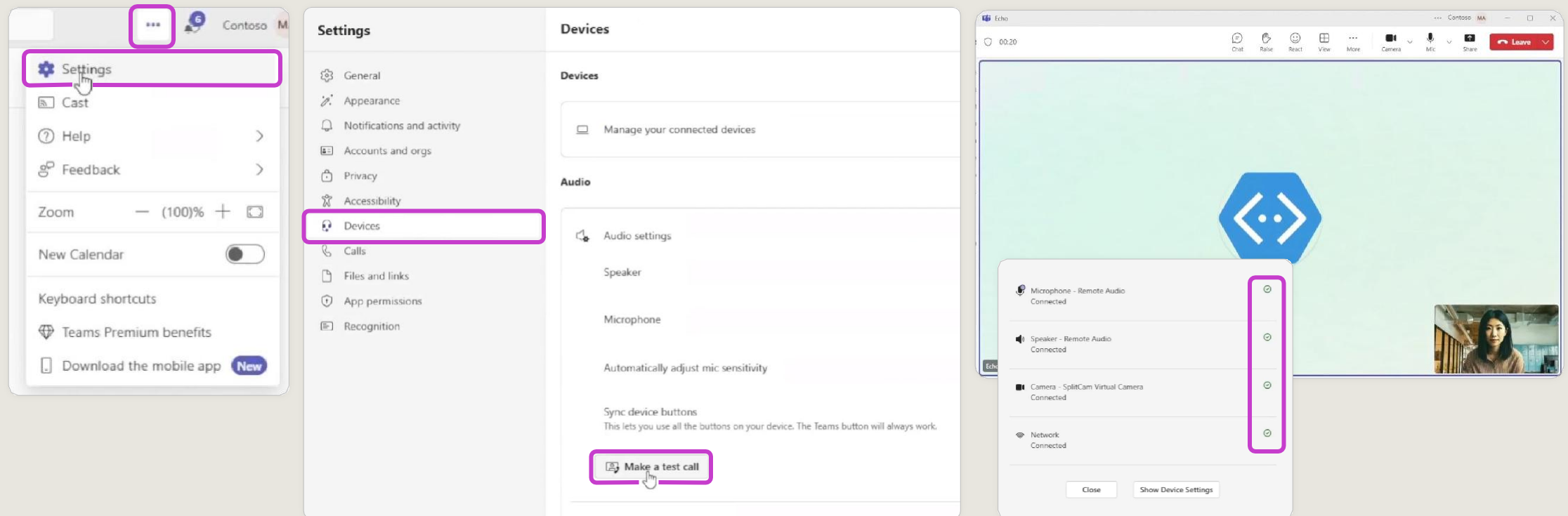
Adding an Agenda

- **Prepare in Advance:** Create a clear and concise agenda before the meeting.

- **Share with Participants:** Distribute the agenda to all participants ahead of time to ensure everyone is prepared.

Testing Setup

- **Audio and Video:** Test your microphone, speakers, and camera to ensure they are functioning correctly.

- **Internet Connection:** Check your internet connection to avoid disruptions during the meeting.
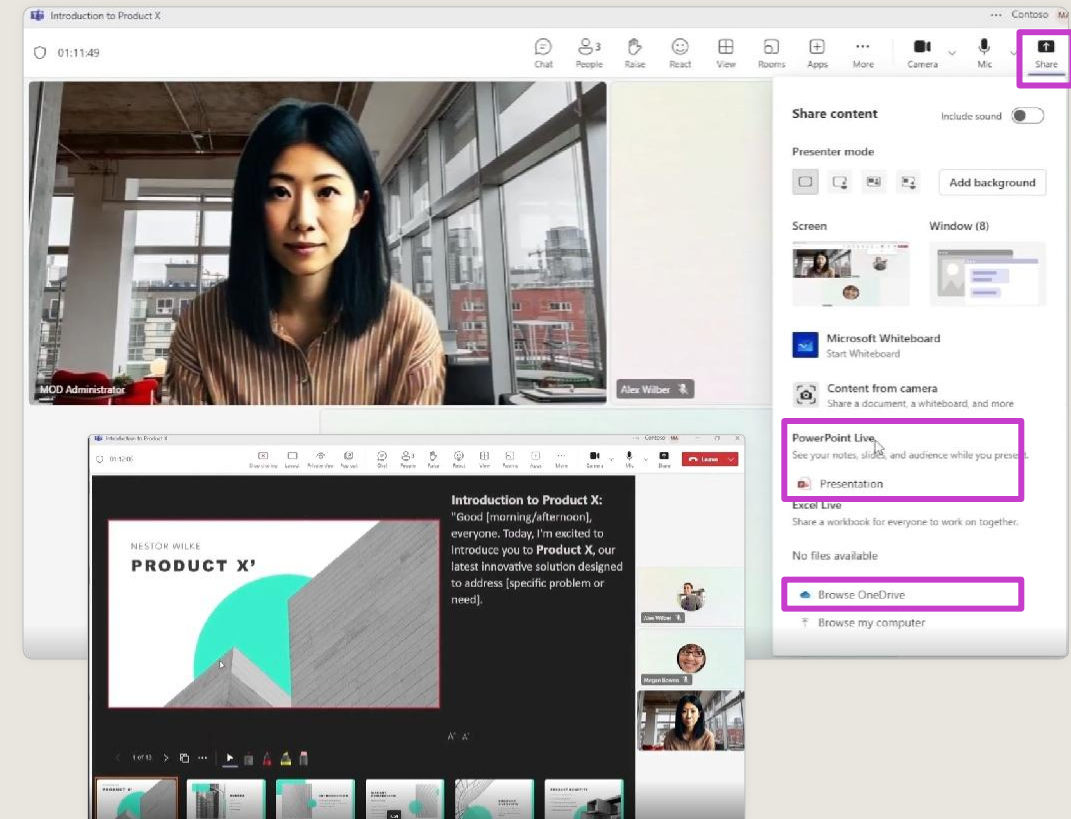
Blur and Virtual Backgrounds

- **Enable Background Effects:** Use the **"Background effects"** feature to blur your background or choose a virtual background to maintain privacy and minimise distractions.

- **Professional Appearance:** Choose a virtual background that is appropriate and professional for the meeting.
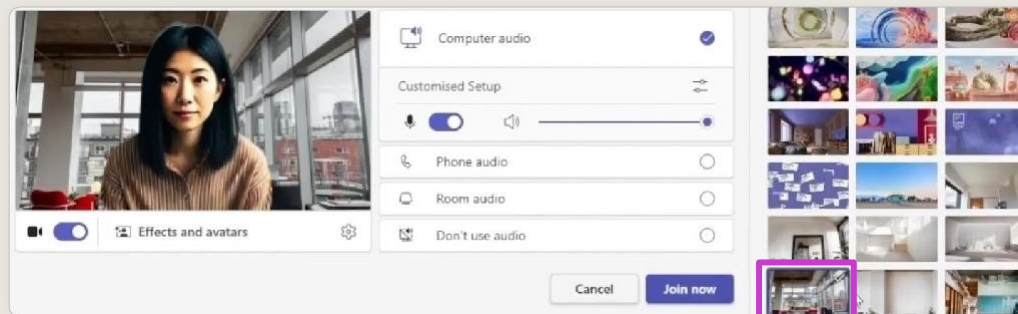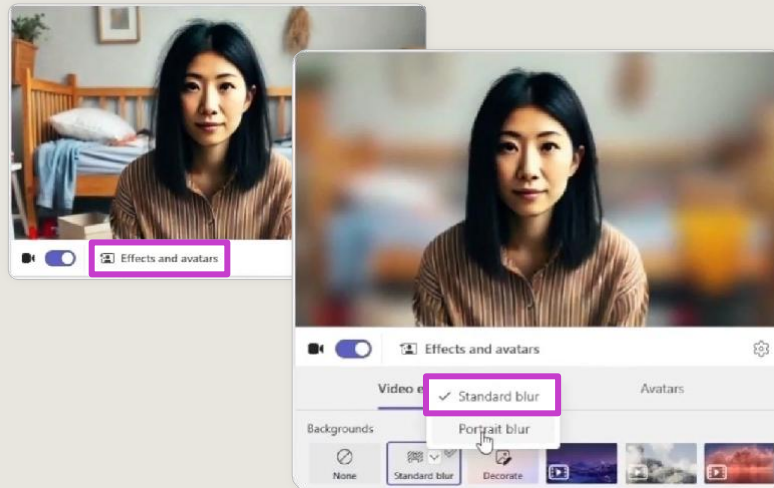
Using PowerPoint Live

- **Prepare Slides:** Ensure your PowerPoint presentation is ready and reviewed.

- **Share Presentation:** Use the **"Share"** button in Teams to present your slides using PowerPoint Live. This allows participants to navigate the slides at their own pace.
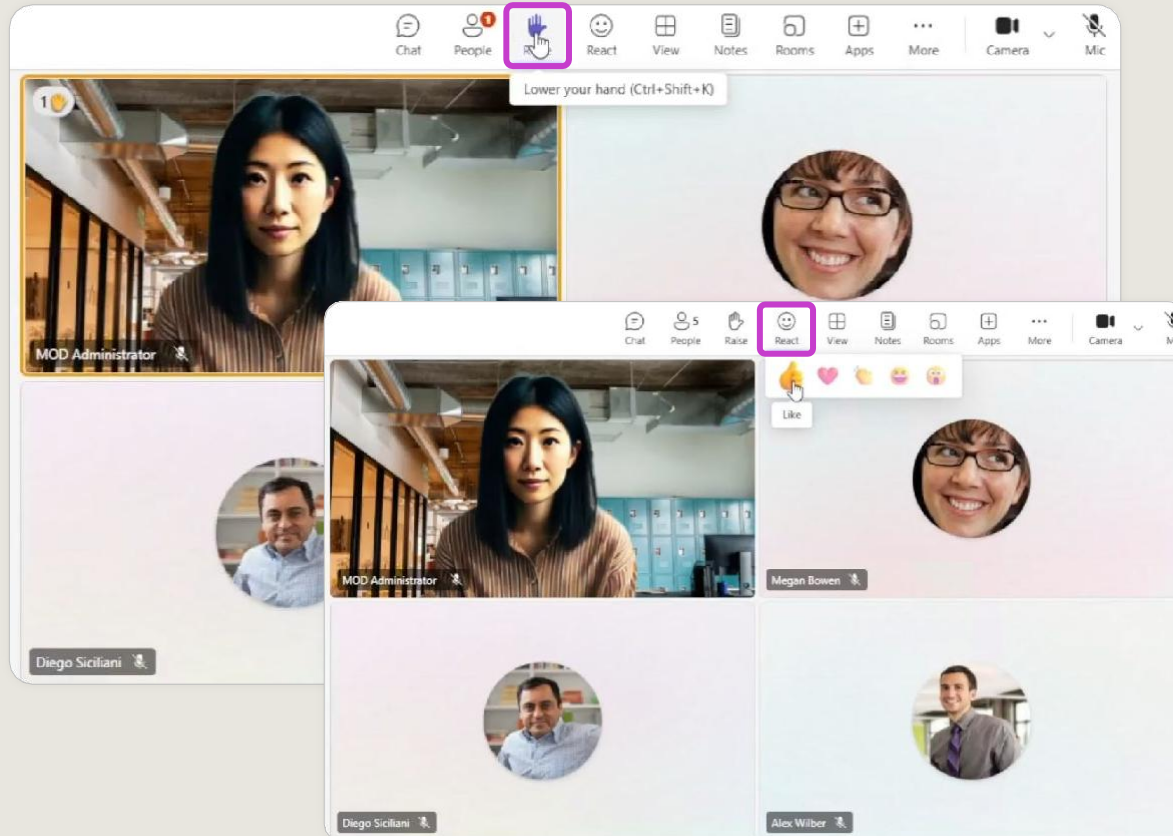
Raised Hand and Reactions

- **Raise Hand:** Use the **"Raise hand"** feature to indicate you have a question or comment without interrupting the speaker.

- **Reactions:** Utilise reactions like thumbs up, applause, or heart to provide non-verbal feedback and keep the meeting engaging.

Monitoring Chat

- **Active Monitoring:** Keep an eye on the chat to address any questions or comments promptly.

- **Moderation:** Ensure the conversation remains respectful and on-topic.
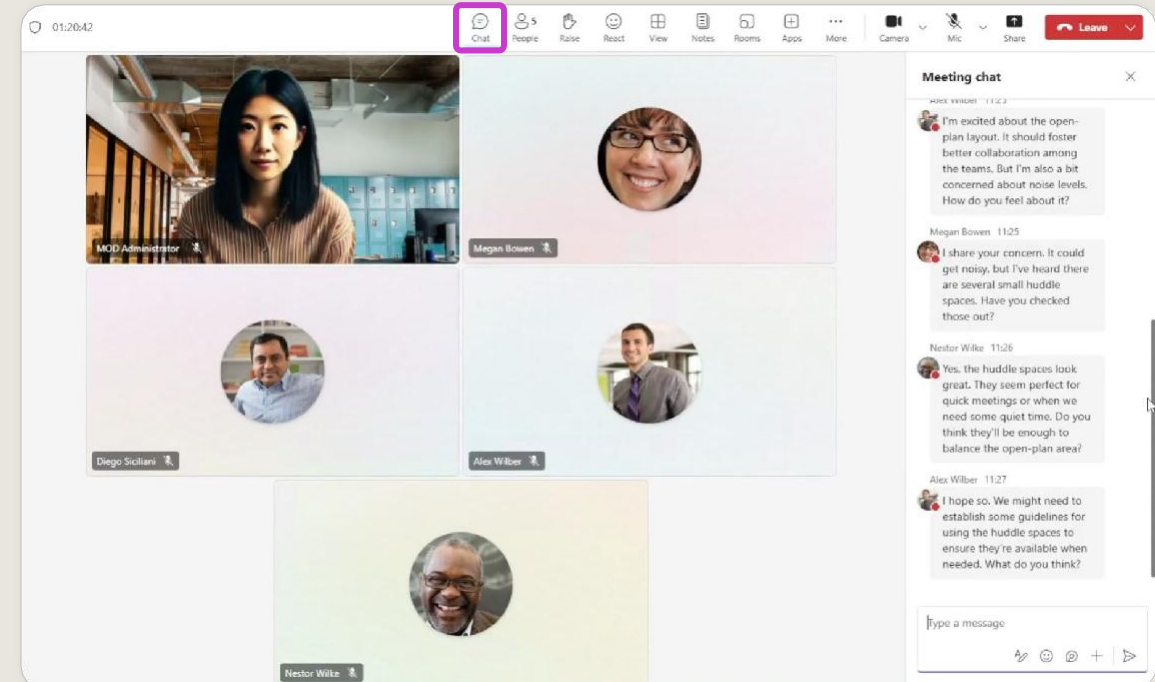
Live Captions

- **Enable Live Captions:** Turn on live captions to provide real-time transcription of spoken words, which enhances accessibility for all participants.

- **Language Translation:** Use the translation feature to convert captions into different languages, facilitating understanding in multilingual meetings.
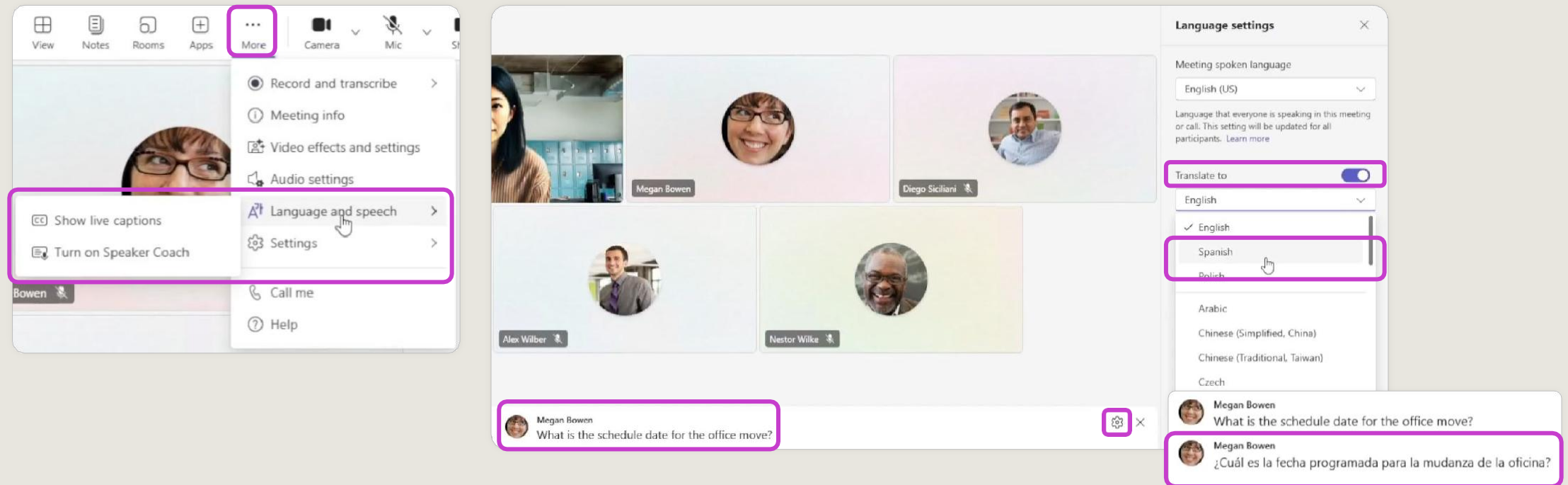
By following these best practices, you can ensure that your Teams virtual meetings are efficient, productive, and inclusive.