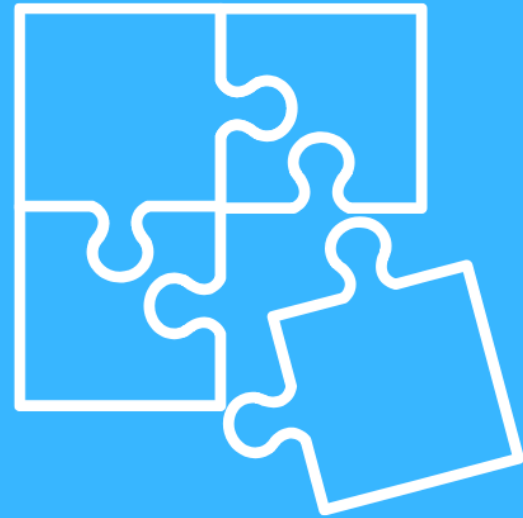


ENTERPRISE APPLICATIONS & SOLUTIONS INTEGRATION

CONNECT + LEARN

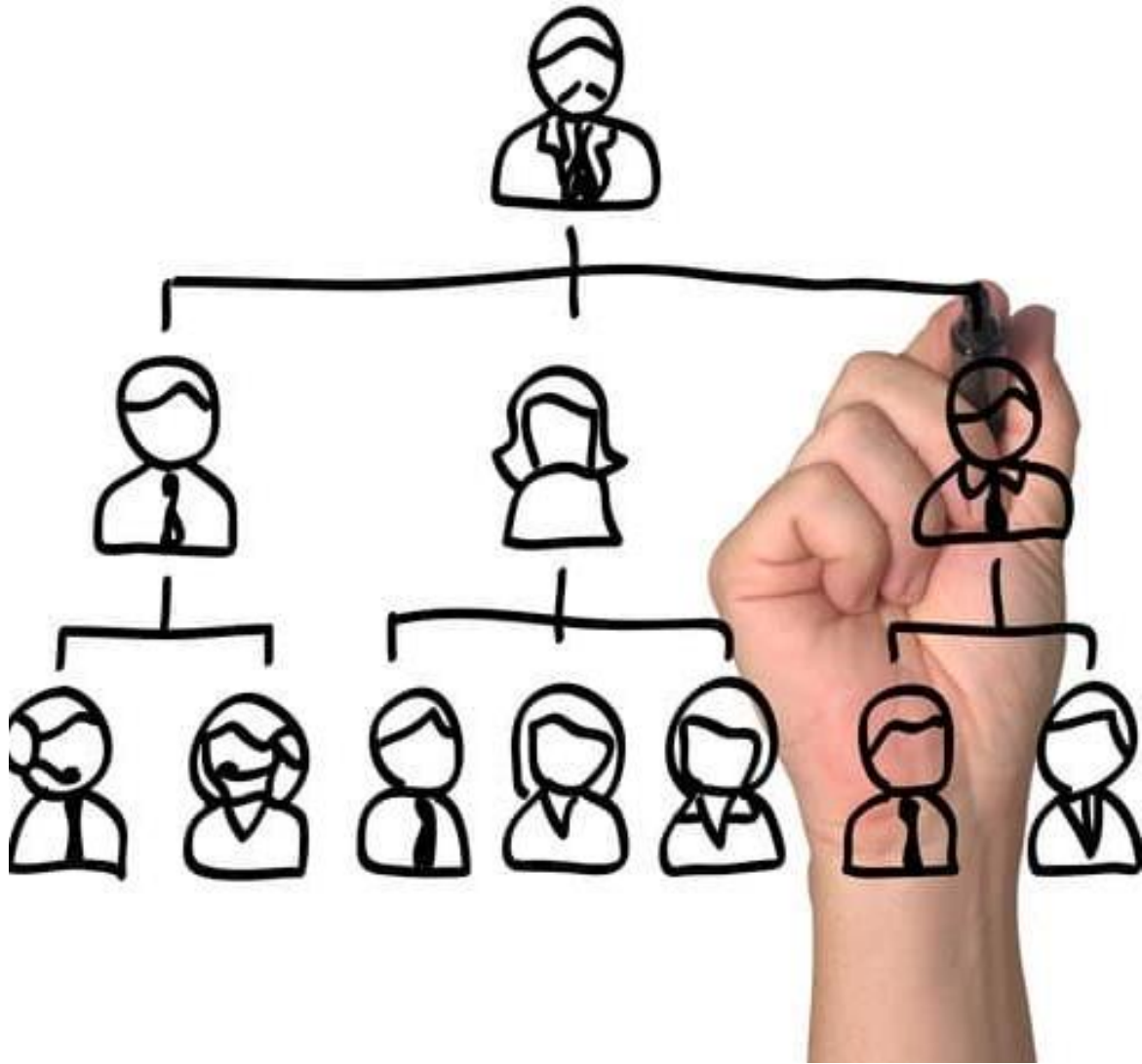
Lunchtime learning + collaboration
uoft.me/connectandlearn





General presentation etiquette

- Only 250 people can attend a meeting at one time. If you expect larger numbers, find an alternative service such as Microsoft Teams Live.
- Disabled video if you don't need it.
- Stay muted when it's not your turn to speak.
- Set Q&A guidelines (e.g. questions to come at the end of the presentation, or via chat during the presentation).
- Ask attendees to put their hand up. *A new feature!*



Setting up
your
presentation
for **success**



Set your meeting roles

- The roles individuals have in a meeting determine the level of permissions they have
 - **Organizer:** refers to the person who creates the actual Teams meeting. The organizer has full meeting permissions and also has the ability to make additional users presenters or attendees. There can only be one meeting organizer, and this role cannot be changed.
 - **Presenter:** refers to people who have been designated to run the meeting by the meeting organizer. The presenter has the same meeting permissions as the organizer. There can be multiple presenters in each meeting.
 - **Attendee:** refers to people who are attending the meeting and are not the organizer or a presenter. The attendee has limited meeting permissions.



Capability	Organizer	Presenter	Attendee
Speak and share video	✓	✓	✓
Participate in meeting chat	✓	✓	✓
Share content	✓	✓	
Privately view a PowerPoint file shared by someone else	✓	✓	✓
Take control of someone else's PowerPoint presentation	✓	✓	
Mute other participants	✓	✓	
Remove participants	✓	✓	
Admit people from the lobby	✓	✓	
Change the roles of other participants	✓	✓	
Start or stop recording	✓	✓	

Set your
meeting
roles

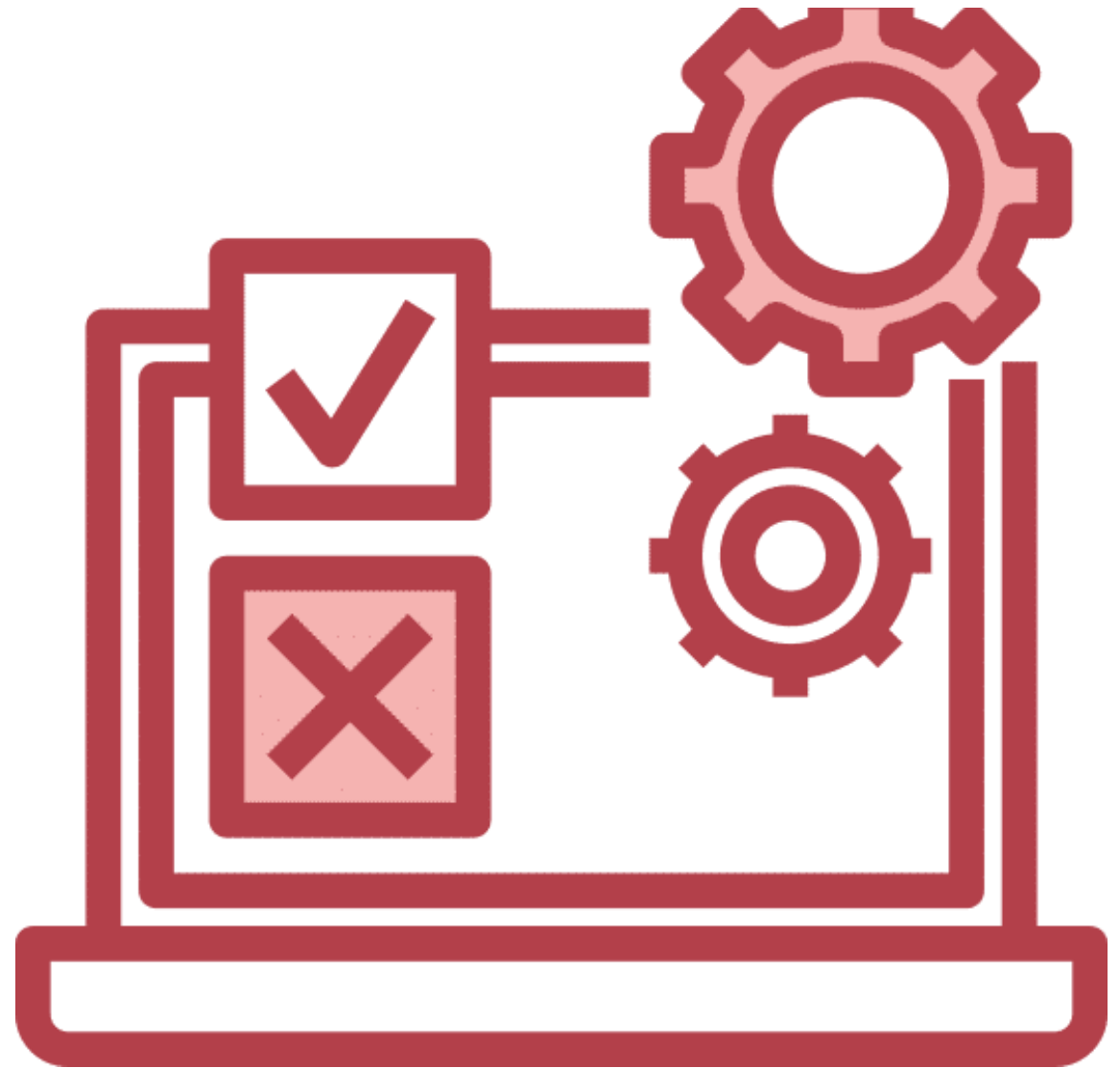


Set up a meeting lobby

- Aside from managing meeting roles, what is something else you can do to ensure that your meeting runs smoothly? **Lobby settings!**
- Teams offers a lobby where some meeting attendees will have to 'wait' before being admitted to the meeting.
- A lobby is especially useful when your meeting is large and/or contains a lot of confidential information.

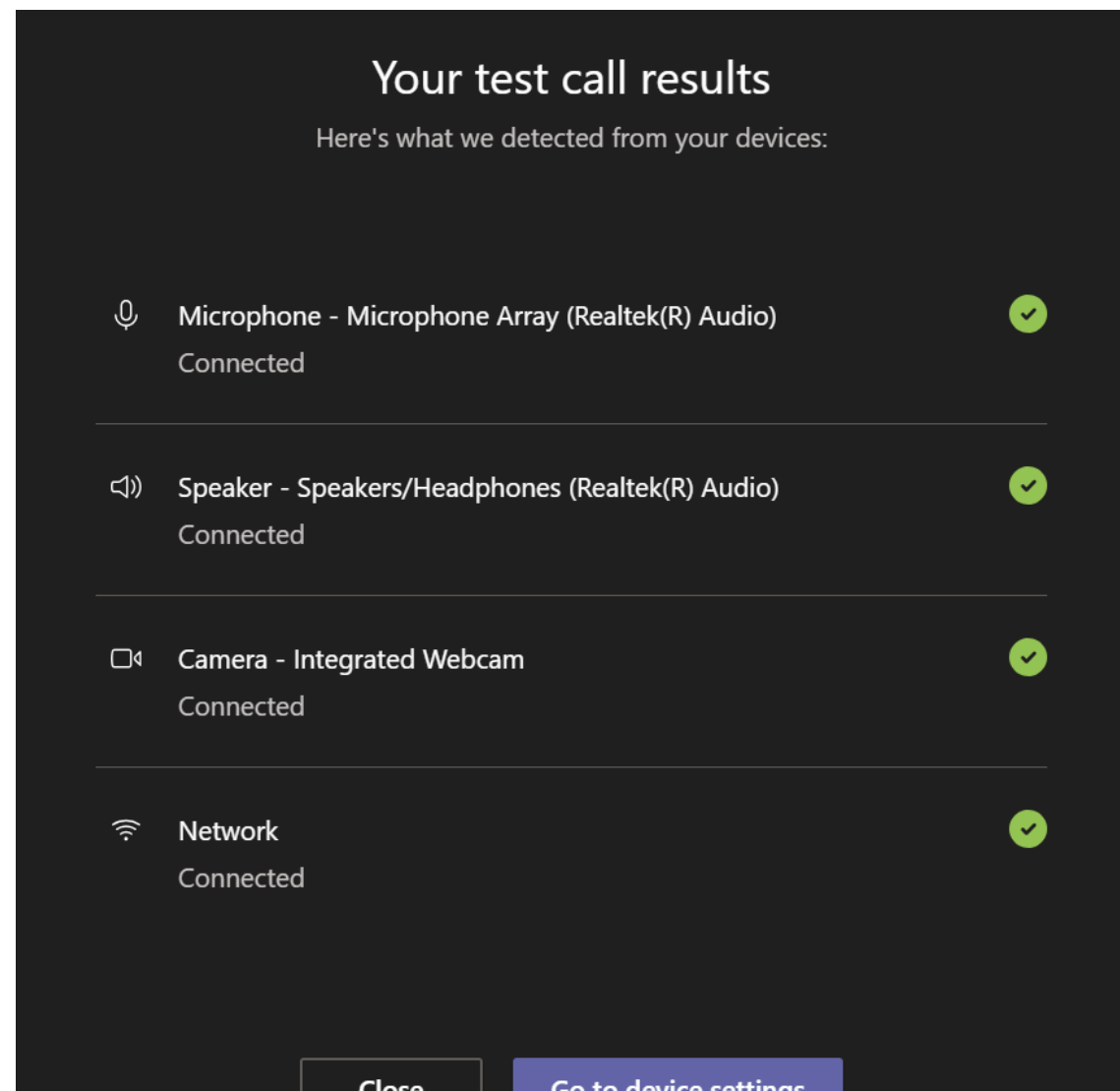
Pre-test your devices

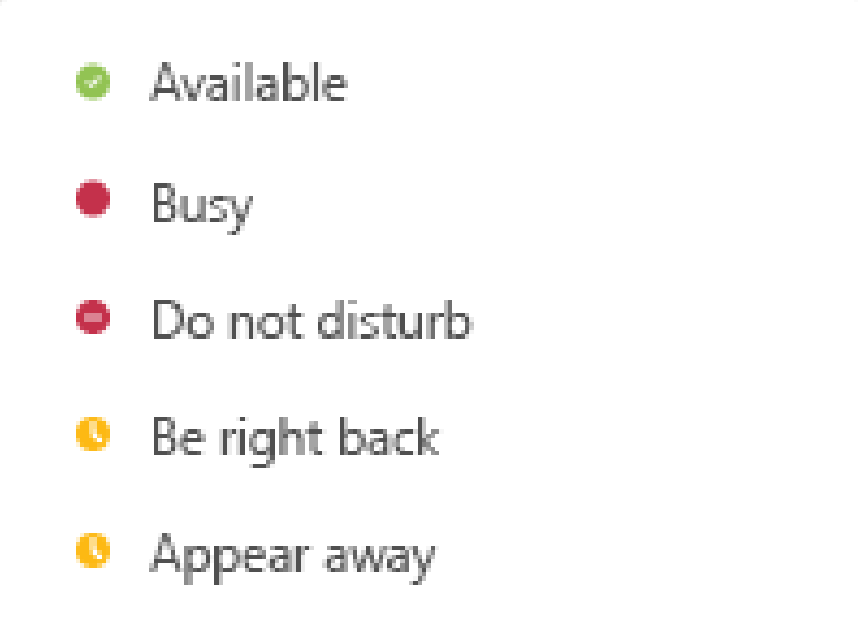
- If you are uncertain about your audio and video configuration a good practice is to test it.
- You can do this by going to your settings in Teams and clicking **Devices** then **Make a test call**.
- **Demo.**



Best Practices: Testing Audio and Video

- You can leave a voice message to test your audio.
- When the call is complete you will get a report on your microphone, speaker, camera and network settings.
- If an item is not connected, you can go to your Teams settings again to adjust.



- 
- A screenshot of a status selection menu. It features five options, each with a colored circular icon to its left: a green circle for 'Available', a red circle for 'Busy', a red circle with a white slash for 'Do not disturb', a yellow circle with a lightning bolt for 'Be right back', and a yellow circle with a lightning bolt for 'Appear away'.
- Available
 - Busy
 - Do not disturb
 - Be right back
 - Appear away



A screenshot of a status menu where the 'Available' option is selected. The 'Available' item is highlighted with a blue background and a white right-pointing chevron. Below it are three other menu items: 'Set status message' with a speech bubble icon, 'Saved' with a bookmark icon, and 'Settings' with a gear icon. At the bottom of the menu is a grey bar with a white right-pointing chevron.

Available

Set status message

Saved

Settings

Turn your status to
'do not disturb'

- When you are presenting, your status will be set to 'do not disturb' by default.
- You can also turn it on manually.

Tips and tricks for presenting

- Decide whether screen-sharing or a PowerPoint upload is best for you.
 - **Screen-sharing:** Lets you share your screen and easily navigate between windows and applications.
 - **PowerPoint:** Lets you upload a PowerPoint deck directly to Teams. Multiple people can present from the same deck.
- Share system audio when sharing an item with sound.
 - Let's test it out:
<https://www.youtube.com/watch?v=1k8craCGpgs>





Change your background

- Lastly, a new feature that Teams has recently rolled out is the ability to change your background when you're on video!
- Let's test it out.

Other brand new features

- Export meeting attendance
- Nine people in the grid





Questions

Go to uoft.me/connectandlearn for more information and to subscribe to the newsletter.