Microsoft Teams Meeting Tips and Tricks

Tips

- **Lighting Matters**
  - Sit facing a light source
  - Optimize Natural Light Sources
  - Use soft directional lights: The closer the light source the softer the shadows
  - Use right amount light - Balance natural lighting with lamps
  - Avoid back light - Light color walls are preferable
- When in FSA Citrix, it is recommended to use headphones with a microphone instead of laptop mic to reduce echoing
- In FSA Citrix, close any and all applications that use speaker and/or microphone
- If using a headset, ensure audio is on mute while taking headsets on and off
- Log out of Skype to reduce Audio Device conflicts
- Turn off your video to save bandwidth
- If audio quality starts to degrade, Click the three dots “...” and Select “Turn off incoming Video”. You will still be able to see participants by their profile picture:
Tricks

• To Join a meeting while in office directly on the Network or connected via VPN:
  o You can click the “Join Online” Link directly from your Outlook where your meetings are listed on the right hand side:

  A browser will open and prompt you either Open in Microsoft Teams or Cancel. Select “Open Microsoft Teams”.

  ![Microsoft Teams join prompt](image-url)
To Join a Meeting while in FSA Citrix:

- Open up your Meeting invite and select the “Join Microsoft Teams Meeting” link:

<table>
<thead>
<tr>
<th>Organizer</th>
<th>DelRosario, Jonathan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Wednesday, June 17, 2020 4:00 PM-4:30 PM</td>
</tr>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Respond</td>
<td>✓ Accept ▼ ▼ Tentative ▼ ▼ Decline ▼ ▼ Propose New Time ▼ ▼</td>
</tr>
</tbody>
</table>

**Join Microsoft Teams Meeting**

+1 202-991-0393  United States, Washington DC (Toll)  
Conference ID: 145 071 400*  
Local numbers | Reset PIN | Learn more about Teams | Meeting options  

- A browser will open and prompt you either Open in Microsoft Teams or Cancel. Select “Open Microsoft Teams”.

- Turn video on or off
  - Before a meeting, select “Turn Camera on” right before you join.
  - During the meeting, go to the meeting controls anytime and tap “Turn Camera on/off”.

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  - Before a meeting, select “Turn Camera on” right before you join.
  - During the meeting, go to the meeting controls anytime and tap “Turn Camera on/off”.
• Change your background:
  o Select the three dots on the Taskbar within your meeting and Select “Show background effects”.
  o You can then choose between a Blurred background or various Virtual backgrounds and hit “Apply and turn on video”:

• Notes:
  ▪ Background effects are only available in scheduled meetings.
  ▪ Currently background effects are not available via FSA Citrix.
• **Raise your hand:**
  - During a meeting, you can select “**Raise your hand**” in the meeting controls to let people know you want to contribute without interrupting the conversation.
  - This will notify the presenter, as well as update the “**Show participants**” list with an icon next to your name.

![People](image)

• **Chat In Meetings:**
  - On Meeting taskbar, select the icon third from right and the chat window will then load on the right side of the meeting:

![Chat](image)

• **View Participants:**
  - To view participants at any time during a meeting, select the people icon second from the end on the right:

![Participants](image)
• Mute Participants:
  o As a Presenter, you can choose to Mute all Participants or Individuals by selecting the Participant Icon as demonstrated above and either selecting the individual’s name or the “Mute all” button at the top of the participant list:

![Mute Participants Image]

• Share screen/content
  o To share your screen, select Share screen button in your meeting controls.

![Share Screen Image]

  o Then, choose to present your entire desktop, a window, or PowerPoint file.
• Give/take/share control of content being shared:
  o The Meeting Host or Presenter selects document that will be shared and/or controlled with participants of meeting:

  ![Meeting Host Control Selection](image1)

  o Presenter #2 (or Attendee) requests control by selecting “Request control” in meeting task bar:

  ![Presenter Request Control](image2)

  o The Meeting Host or Presenter will receive a notification at top of their screen and select “Allow”:

  ![Notification for Control Request](image3)

  o The Meeting Host or Presenter will then select “Give Control”:

  ![Give Control Selection](image4)
- Presenter #1 and #2 can now both edit the document (both mouse pointers are visible on the screen)