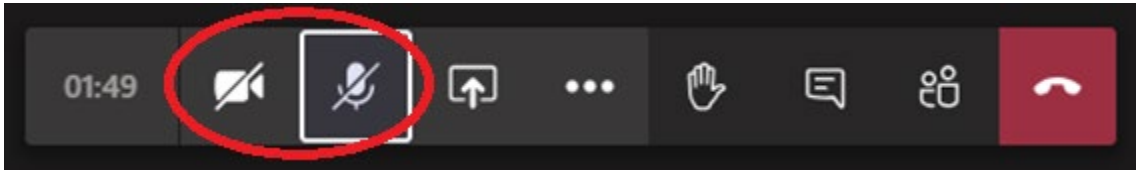
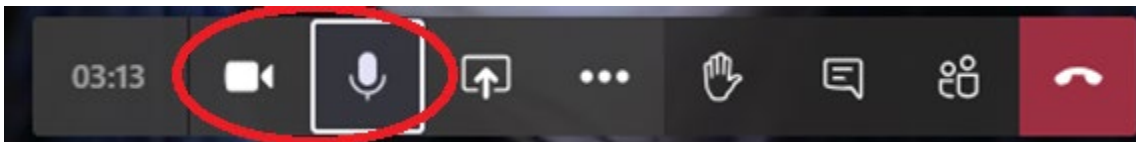


Microsoft Teams Etiquette

1. Join meetings/events 5 minutes early, if possible.
2. Mute other devices or apps, such as email, so notifications do not interrupt the speaker.
3. Join with your camera and microphone turned off. If the meeting/event hasn't started, feel free to turn them on and chat but they should be turned back off once the meeting/event starts. Continue to keep both off throughout the meeting/event when not speaking.



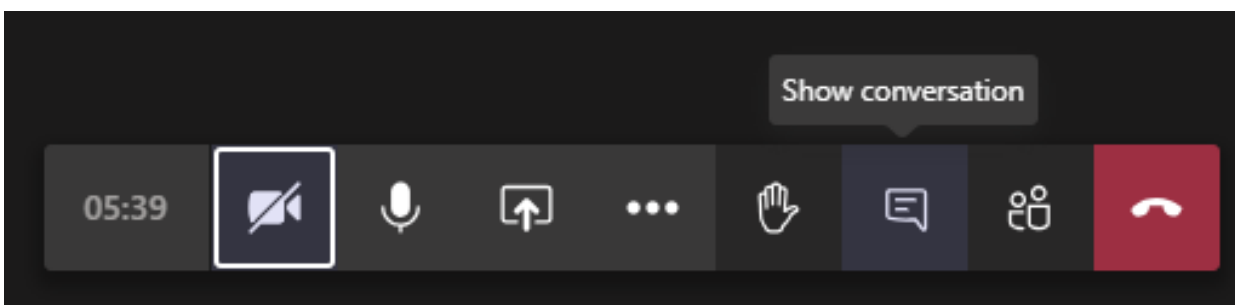
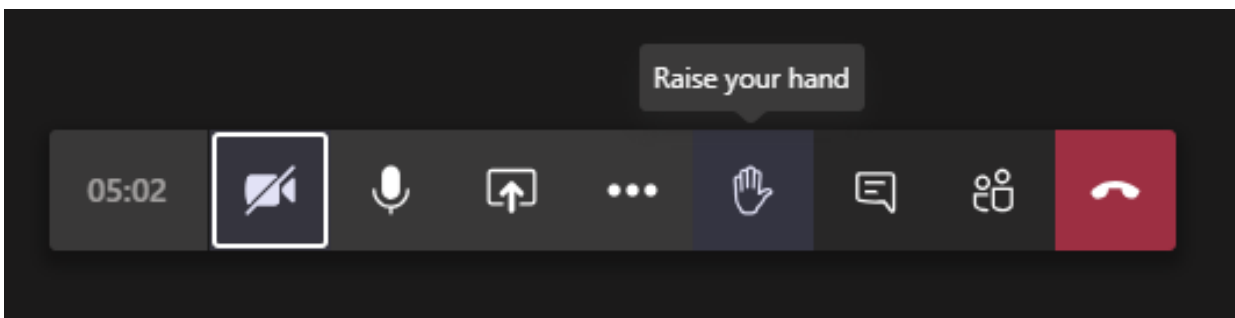
Camera off / mic off (line through icons)



Camera on / mic on

To turn your camera and mic on/off, simply click/tap on each icon in the toolbar

4. Raise your hand or type “!” in the comment section if you have a question. Wait until directed to speak by the MC/Host, then turn on your mic and ask your question. You can also type questions in the meeting chat. In most cases, questions will be held until the end of a presentation.



Click “Show Conversation” to open meeting chat.

5. If you have technical issues (for example, you can't see or hear anyone), type your issue in the chat.