



LEARNING IN LOTHIAN GUIDE TO GETTING THE MOST OUT OF MS TEAMS TRAINING

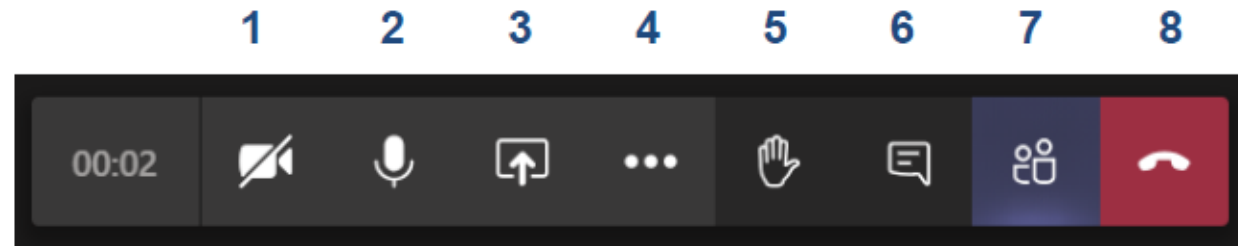




Ways of Working

- **Always participate-** keep your camera on
- **Set microphones to mute** when not speaking
- **Use hand icon** (or equivalent) to indicate you would like to speak
- During presentations or longer discussions, try to add questions or thoughts to the **chat channel**
- No **question** is a silly one

Online Meeting Etiquette Tools



1. Turn your camera on and off
2. Mute and unmute your audio
3. Share your desktop, or a presentation
4. Access more in-meeting options
5. Raise your hand
6. Open and close the chat panel
7. Open and close the participant panel
8. Leave the meeting