

# Tips for Microsoft Teams Online Meetings for Parents and Students

## 1. Possible methods of Joining an Online Meeting

- Email invite – Click on link in email.
- Calendar – Navigate to Microsoft Outlook Calendar to find appointment and click on link to join meeting.
- In a Teams Channel – Navigate to the Class Team where meeting will be posted (notified by Teacher). Click on the link or meeting in the Class Team Channel.



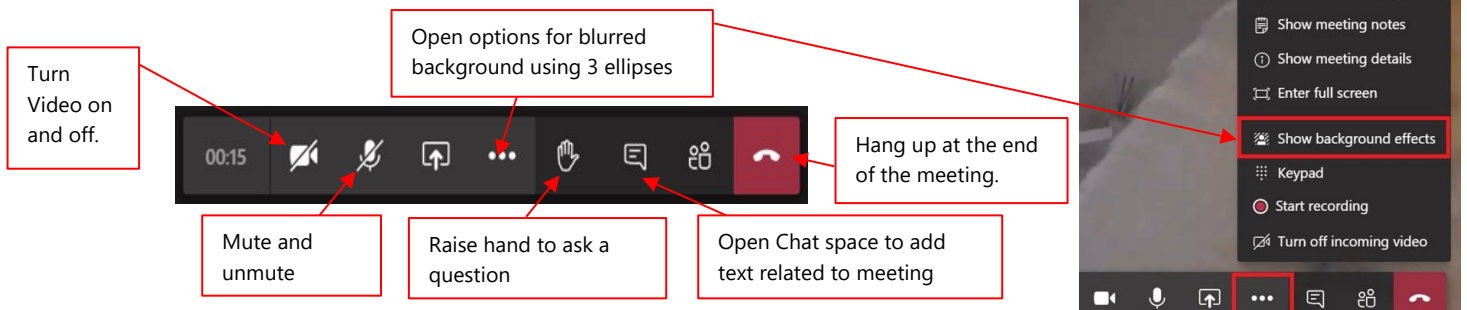
## 2. Preparing for Online Meetings (Before you join)

- Know how to join meeting and be on time. (Check with teacher if you need assistance.)
- Wear proper attire and have all supplies needed (paper for notes, pen or pencil, book etc.).
- Choose good location – No distractions or noise in background (be against a wall as your background).



## 3. Smooth running meeting

- Mute yourself if not asking a question or participating. Use new raise hand feature to signal to the teacher that you'd like to say something.
- Turn off camera unless instructed by teacher or use background effect choices (if available) to eliminate distractions for other participants. (Turning off camera may also improve bandwidth.)
- Hang up at the end of the meeting.



## 4. Ready to Learn

- Give your full, focused attention. Participate fully and ask questions. Take notes.
- Use chat to ask questions and add content, not for side conversations.
- Appropriate use of stickers, memes, and gifs during meeting. (Or no use depending on teacher preference.)



## 5. Respect for Others

- No student recording of meetings. (confidential/safe space)
- Be courteous – Do not blurt out or be a distraction.
- Use positive and constructive comments. Be careful with your words. Sometimes meaning is difficult to interpret without body language and facial expression.



Give respect Get respect

Click on this link <https://bit.ly/3c5idpF> for more information about Microsoft Teams and other tools.