

# MS TEAMS LARGE GROUP MEETING CHECKLIST

Microsoft Teams is an easy to use web conferencing tool with a number of features. When attending a Teams meeting with a large group of people, there are a few things you'll need to prepare, so it's a good idea to enter the session 15 minutes in advance and go through the following checklist.

## Choose how to launch Teams.

Upon clicking the Teams meeting link, you will be given two choices:

- Download the app
- Join on the Web

It is recommended that you download the application as this will provide additional functionality.

## Set your audio and video options, once inside the Teams meeting.

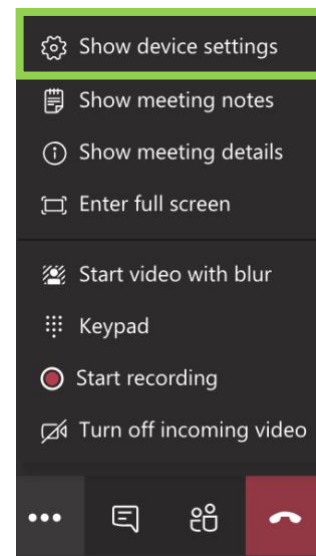
You will find the settings at the bottom of the screen.



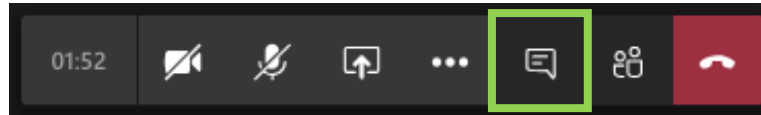
**IMPORTANT:** For large group gatherings, please make sure your microphone and camera are turned OFF. They will look like the image above.

## Verify your audio.

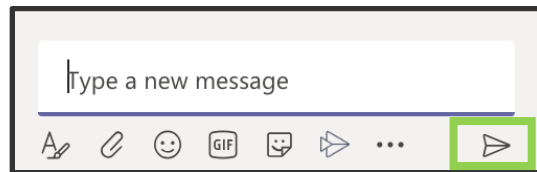
Teams should automatically recognize your speakers or headphones. You can verify this by selecting "Show device settings."



- If you have a question, use the chat feature by selecting the chat icon.



A panel will open to the right. Type your message in the field at the bottom and click the arrow to send it to the group. Moderators are standing by to answer questions.



- Click the red square with the receiver handle to leave the chat.

