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## Microsoft Teams Meetings: Best Practices and Etiquette - Business Edition

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### BE SAFE MEETING ONLINE

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- Use **Microsoft Teams** for online meetings. ([usf.edu/teams](https://usf.edu/teams)). Invite attendees. Use the lobby feature for approved guests only.
- **Share your screen carefully** by managing options in your meeting.
- If **recording a meeting**, make sure everyone on the call is aware.



- **Do NOT** make meetings PUBLIC to avoid unwanted guests.
- **Do NOT** share a link to online meetings on unrestricted social media posts or platforms.
- **Do NOT** share confidential information in online meetings.

Please be mindful that when using MS Teams you are in your virtual workplace.

Zoom is not supported by USF IT. For questions about Zoom, contact [USF IT](#).

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### SETTING UP YOUR AUDIO, VIDEO AND ENVIRONMENT

**Use a headset with mic if possible.** This provides the optimal audio experience for both you and other meeting attendees. If a headset isn't available, use your device's built-in audio/mic. Call in via phone only as a last resort. If you DO call in, make sure your computer/laptop's mic and speakers are muted.

**Avoid sitting with your back to a window or bright light source.** This causes a silhouette appearance where others cannot see you or determine your identity.

**Think about the background.** Whatever is in the room behind you might not be appropriate for a meeting or could be distracting to others. Cameras pointed up at ceiling fans are also a visual distraction for some attendees. Consider using the *blur my background* feature in MS Teams.

**Close doors to avoid unexpected visitors.** Many of us are working in a home environment where others may pass by or inadvertently interrupt.

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### JOINING A MEETING

**Join a few minutes early if possible.** This allows you to make sure everything is working and gives time to make any adjustments.

**Mute other devices and apps.** Make sure to mute your cell phone and close any other apps on your computer/laptop that might send distracting notifications.

**Enter muted.** Enter any meeting with your mic muted and camera off. Others might already be engaged in conversation.

**Have a moderator or convener for large meetings.** Consider appointing someone as convener or moderator for large meetings. This person can help bring forward any chat questions and provide meeting guidelines and reminders.

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## ATTENDING AND PARTICIPATING IN A MEETING

**KEEP YOUR MIC MUTED.** Most important: Keep your mic muted unless you need to speak or are leading the meeting. If your audio becomes distracting, anyone in the meeting can mute any attendee. You will need to unmute yourself to begin speaking when needed. Those attending via call-in only will need to press \*6 to unmute themselves if this occurs.

**Avoid talking over others.** Unlike an in-person meeting, it's sometimes difficult to distinguish between multiple conversations leading to confusion.

**Be clear, concise.** Speak in a concise and clear manner and tone so that everyone can hear what you are saying.

**Pause.** Remember to pause occasionally to assure attendees have time to ask questions.

**Camera use.** Consider using your camera during discussions. Being able to see each other enables a more personal interaction and allows you to react to eye and body language cues.

In larger meetings, each participant's window will automatically display/hide based on their participation in the meeting. Be sure to turn off your camera if it might be distracting to others. Do not walk around with your camera on (mobile device) – It is also distracting.

**Use chat window.** Consider, especially for large meetings, asking your questions in the chat window.

**Tag individuals in chat.** Tag other attendees (using @userid format) in the chat window when your comment is directed towards a specific attendee to distinguish between a general comment.

**Meeting recording.** All attendees can start a meeting recording. If recording a meeting is appropriate, announce that you will do so and confirm there is agreement. Meeting recordings become available shortly after the conclusion of the meeting. REMINDER: Internal operations meetings do not need to be recorded and are not subject to Sunshine law.