
Microsoft Teams: Safety and Best Practices - Student Edition



BE SAFE LEARNING ONLINE

- Use **Microsoft Teams** for online meetings (usf.edu/teams). Invite attendees. Use the lobby feature for approved guests.
- **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.

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

SETTING UP YOUR CAMERA, SOUND and ROOM

Use a headset/mic. This provides the best sound for you and others. If a headset isn't available, use your device's built-in audio/mic.

Avoid sitting with your back to a window or bright light. This causes you to appear 'in the dark' and others may be unable to see and identify you.

Think about the background. Protect your privacy. You might not want to share contents of your room behind you and it could be distracting to others. Consider using the blur my background feature in MS Teams.

Close your door to avoid unexpected visitors. Many of us are learning and working in a home environment with others. Close your door to avoid meeting interruptions.

JOINING A MEETING

Join a few minutes early if possible. Make sure you're ready and everything is working.

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

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

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. (In MS Teams, if your audio becomes distracting, anyone in the meeting can mute an attendee. You will need to un-mute yourself to begin speaking when needed.)

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 allow others time to ask questions

Camera use. Using (or not using) your camera is up to you. In MS Teams, a limited number of windows will show for attendees of the meeting. These automatically show/hide based on who is talking. Be sure to pause/turn off your camera if it'd be distracting to others. Don't walk around with your camera on (mobile device) – it is a distraction to others.

Use the 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 vs. a comment for the entire group.