**Points from MS Training**

* How you set up is crucial
* You can set up a meeting from the Teams Calendar or from Outlook
* Best to invite people through Outlook
* Don’t set up the meeting in a channel UNLESS you want everyone with access to that channel to be invited. So if you are running for a client, don’t use Channels
* If people join from a browser, they MUST allow camera and mic, and DON’T join from Safari. Chrome, Edge etc is best.
* You need to know whether you are an admin, owner, member or guest – different people have different permissions
* You can run webinars, meetings, external training or internal training – each format has different functionality so you need to make sure you select the right one.
* No private chat is available – everything is to full group
* You can easily access an attendance list
* ONLY the meeting owner can set up breakout rooms, but breakout rooms can have names (which is useful!) You can also set up breakout room leaders (in advance) so if you have a large exercise this can be useful. You can assign people specifically or just do it randomly.
* IMPORTANT - You need to adjust the settings (via the little cog) to let people return to the meeting when they leave the breakout room OR they will leave the meeting entirely when they click leave.
* Check out the Tomorrows VA YouTube Channel to see a demo
* Via outlook - Meeting options can set up permissions about what participants can do
* You can turn on captions as part of set up, and get a transcript at the end of the meeting (but they are NOT shown in a recording). Individuals may need to turn them on via …
* You can have different participant layouts and select different backgrounds (as in zoom)
* When setting up breakout rooms, you set up rooms first, then the rooms show in a list on the right. You can see who is in each room before you confirm and open them. You can add another toom via + if you decide you want another one BEFORE you set them live.
* In settings you can set a time for the room AND allow them to return to the main meeting, so check this is on.
* You can send an announcement to all breakout rooms, specific rooms and join one if you like.
* You get 30 seconds warning of a breakout room closing, and must choose RETURN to get back to the main room (or you leave the meeting)
* Look in MS Office online, then into Admin (of your Office 365 account) go into MEETINGS > MEETING POLICIES if something isn’t there/working that should be e.g. allowing chat in meetings. There are also default settings for Teams generally.
* When sharing slides – turn the ‘eye’ icon off so participants can’t skip ahead
* You can also translate the language by using … UNDER the slides – this is fantastic for global audiences