

MICROSOFT TEAMS

Meetings: Best Practices and Etiquette

Secure • Inclusive • Productive

PURPOSE

Use these practices to plan, join, run, and follow up on Microsoft Teams meetings. Available settings may vary based on University policies, meeting type, and licensing.

QUICK REMINDERS

- ✓ Review meeting options before sending the invitation.
- ✓ Join early and test your audio, camera, and shared content.
- ✓ Mute when not speaking and use Raise hand or chat to participate.
 - ✓ Share only the window or content attendees need to see.

1. Plan and Secure the Meeting

Choose the right meeting setup

- Invite only the people who need to participate.
- Include a clear purpose or agenda in the invitation so attendees can prepare.
- For large or structured sessions, identify an organizer, co-organizer, presenter, and a person to monitor chat or raised hands.
- Use the latest Teams desktop or mobile app for the best meeting experience.

Review Meeting options

- Lobby: Choose who can bypass the lobby. Use the lobby to review and admit guests or external participants as appropriate.
- Roles: Limit the Presenter role to people who need to share content or manage the meeting. Keep other participants as Attendees when appropriate.
- Audio and video: For presentation-style meetings, consider limiting attendee microphones or cameras until participation is needed.

2. Prepare Your Audio, Video, and Environment

Audio	Video and workspace
• Use a headset or microphone when possible. • Test the selected speaker and microphone before joining. • Use only one active audio source in the room to prevent echo. • Mute other devices and close apps that may play notification sounds.	• Face a light source rather than sitting with a bright window behind you. • Position the camera near eye level and keep it stable. • Use a professional, uncluttered background or an approved background effect.

3. Join the Meeting

- Join a few minutes early when possible to confirm your audio, camera, background, and display name.
- Review the pre-join screen and select the correct microphone, speaker, and camera.
- Join muted unless you are expected to speak immediately.
- If you join from a shared room, mute personal devices to prevent feedback.

4. Participate Professionally and Inclusively

- Stay muted when you are not speaking to reduce background noise.
- Use Raise hand, chat, or reactions when they are enabled so participants can contribute without interrupting.
- Avoid speaking over others. Pause periodically so remote participants have an opportunity to respond.
- Speak clearly and at a moderate pace. Identify yourself when it may not be obvious who is speaking.

5. Share and Present Content Safely

- Open the content you plan to present before the meeting.
- Share a specific window or file instead of your entire screen whenever possible.
- Close or hide email, chat, browser tabs, files, and notifications that could expose unrelated or sensitive information.
- Confirm that the correct item is being shared before discussing it.
- Only give control of your screen to a person you trust and take back control when the task is complete.
- When sharing computer audio, remember that all device sounds may be heard by meeting participants.
- Stop sharing when the presentation or demonstration is finished.

6. Large and Hybrid Meetings

- Assign specific presenters and a moderator or chat monitor.
- Have presenters join early to test audio, video, room equipment, and shared content.
- Use Raise hand, Q&A, polls, or reactions when appropriate to manage participation.
- Periodically confirm that remote attendees can hear, see, and follow the shared content.

Quick Checklist

Stage	Organizer / Presenter	Participant
Before	☐ Review lobby, roles, chat, recording, and sharing options ☐ Prepare agenda and content	☐ Review the invitation and agenda ☐ Test audio and video ☐ Join early
During	☐ Admit expected participants ☐ Monitor chat and raised hands	☐ Mute when not speaking ☐ Use Raise hand or chat ☐ Stay focused and professional
After	☐ End meeting and stop sharing ☐ Confirm follow-up and access	☐ Complete assigned actions ☐ Provide feedback when requested

UIT Support

For Teams questions or technical problems, contact the University of Houston UIT Support Center:

- Phone or text: 713-743-1411
- [Get Help and live Agent](#)

Note

Check the [UIT Support Center](#) website for current information on support hours and time.