Top tips for joining a Teams meeting

Lancaster University

At the time of the meeting, locate the link to join the meeting, click the link and you’ll join the meeting space. Join Microsoft Teams meeting

Getting ready to join:

1. If you are presenting or actively participating, turn your mic on when you get to the Join now screen. Otherwise, turn off your mic.
2. Only turn your webcam on if you are presenting or actively participating. This helps reduce the bandwidth required for each person in the call.
3. You can blur your background through the Join now screen or through the meeting menu.

In the meeting:

1. Don’t try to talk over anyone else and wait to be asked to speak - just like with in-person meetings, this is disruptive. Make sure to keep your mic muted when not speaking.
2. Keep the conversations tab open, so you can see the meeting’s text chat. You may get questions through here.
3. If you want to interject, use @mentions in the chat to notify the presenter that you wish to speak.

Search the Staff Intranet for Teams