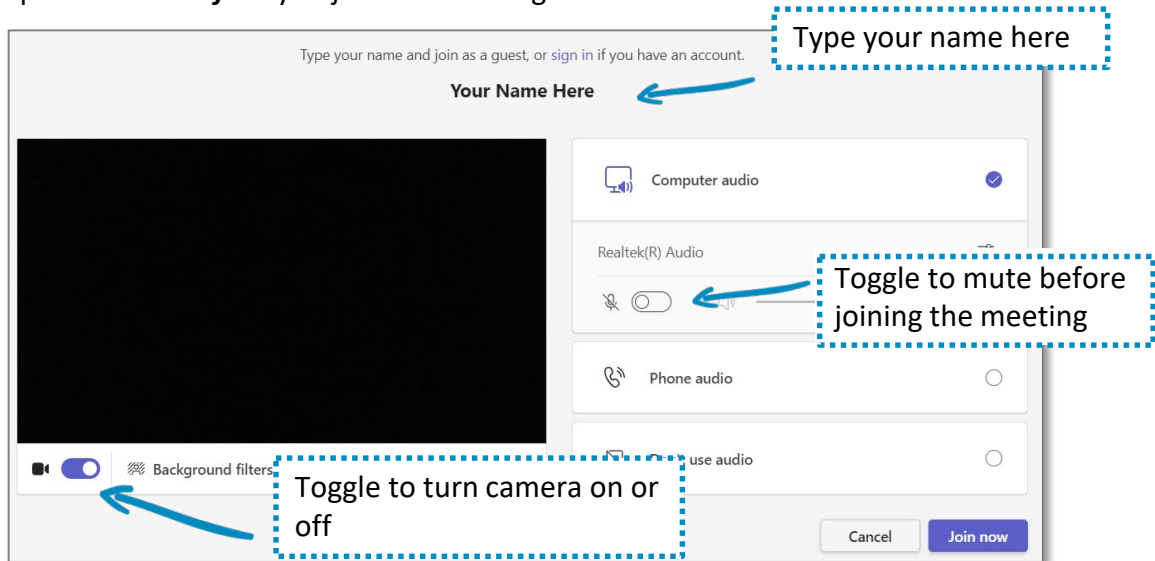




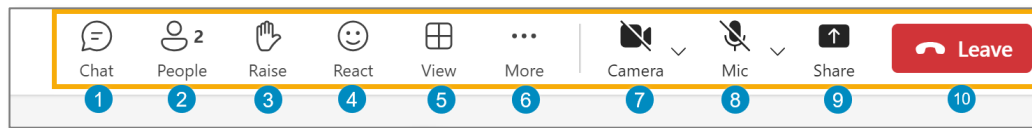
1. Getting Started

When you join the meeting from your browser, you'll be able to input your name and set your mic/audio preferences **before** you join the meeting.



2. Teams Meeting Features

Once you are in the meeting you will see the meeting options that you can use during the meeting



1. **Chat** = To access chat feature. You can chat with everyone in the meeting.
→ Chat should be used for submitting questions to the meeting organizer.
2. **People** = Click to view list of participants in the meeting.
3. **Raise** = Click to indicate you would like to say something (raise your hand).
4. **React** = Click to send an emoji (e.g. thumbs up, heart, etc.).
5. **View** = Click to access options on how to view participants in meeting.
6. **More** = Click to view additional settings and meeting information.
7. **Camera** = Click icon to turn off and on camera. **Line through icon indicates camera is off.**
→ See page 2 for virtual meeting etiquette before sharing your webcam.
8. **Mic** = Click to mute or unmute yourself. **Line through icon indicates you are muted.**
9. **Share** = Click to share your screen.
10. **Leave** = Click to leave meeting.
→ **NOTE:** Once the meeting has ended you will not automatically leave the meeting.



Mute Your Microphone

Ensure your microphone is on mute at the beginning of the call and whenever you are not speaking. There is always the possibility of background noise even if you are in a quiet area. If connecting through your computer and also dialing in from a phone, your computer microphone may be turned on and will create interference. Turn off the volume on your computer and mute all devices. Only unmute one device when it is your turn to speak.



Stop Multitasking

It's been found that [73 percent of employees](#) do other work while attending a meeting. The fact is, [multitasking is a myth](#) and should be discouraged. Some estimates have found that you can lose up to 40 percent of your [productivity](#) by multitasking. Remove temptation by closing your email and place your phone outside of your reach (only use to unmute/mute, as needed).



Speak Clearly and Concisely

Virtual meetings move at a slightly slower pace than in-person meetings. There may also be a slight delay after someone speaks due to variations in the way users are calling into the meeting. Make sure you pause after asking a question. Most importantly, make sure that you speak clearly and concisely. Enunciating your words gets around any muffled microphones or poor-sounding speakers.



Hands Off the Keyboard

It is best to keep your hands off the keyboard. This way the meeting has your complete attention and you are not disrupting other participants with the sound of your typing. If you want to take notes, jot them down by hand. Research has found that you retain more information when you write notes by hand.

Video Conferencing Guidelines



Dress Appropriately

The beauty about attending meetings online means that you can often take meetings from the comfort of your home. However, even if you are taking a meeting from home we ask that the Palomar Health Dress Code is observed.



Be Aware of Your Surroundings

Look at your environment from the camera's perspective. Is there anything in frame that could be distracting or potentially offensive, such as inappropriate posters or knick-knacks? Make sure you have good lighting. You may need to cover windows to prevent silhouetting or bright spots. Find a quiet space that is free of distractions and visually appealing.