



How to run effective remote meetings with Microsoft Teams:

The before-during-after guide

A majority of workers say they have more meetings today than they did 10 years ago – and remote meetings are a normal part of business today.

Here are 10 tips to make remote meetings more productive and collaborative, whether you're running one or just participating. Scroll to the end for a full checklist of steps you can use at every meeting.



Before





TIP 01

Share your meeting agenda

The first step for a successful remote meeting is getting participants on the same page. Preparing an agenda and clearly defined meeting goals ahead of time can increase engagement. Solutions like Microsoft Teams, which combines meeting, messaging and calling services, can also help.

When you send out your Microsoft Teams invite, make sure to include the agenda, ideally 24 to 48 hours before the designated time. (And if you're the recipient of a Teams meeting invite, read it!)

TIP 02

Invite internal and external partners to join your meeting

Need to connect with someone outside your organisation? No problem. Unlike many other meeting apps that require plug-ins, Microsoft Teams lets you invite anyone with a valid business or personal email address.

Recipients don't need to download Teams to join the meeting. They just click on the link in the email invite, enter their name and join the meeting instantly on the supported web browser.



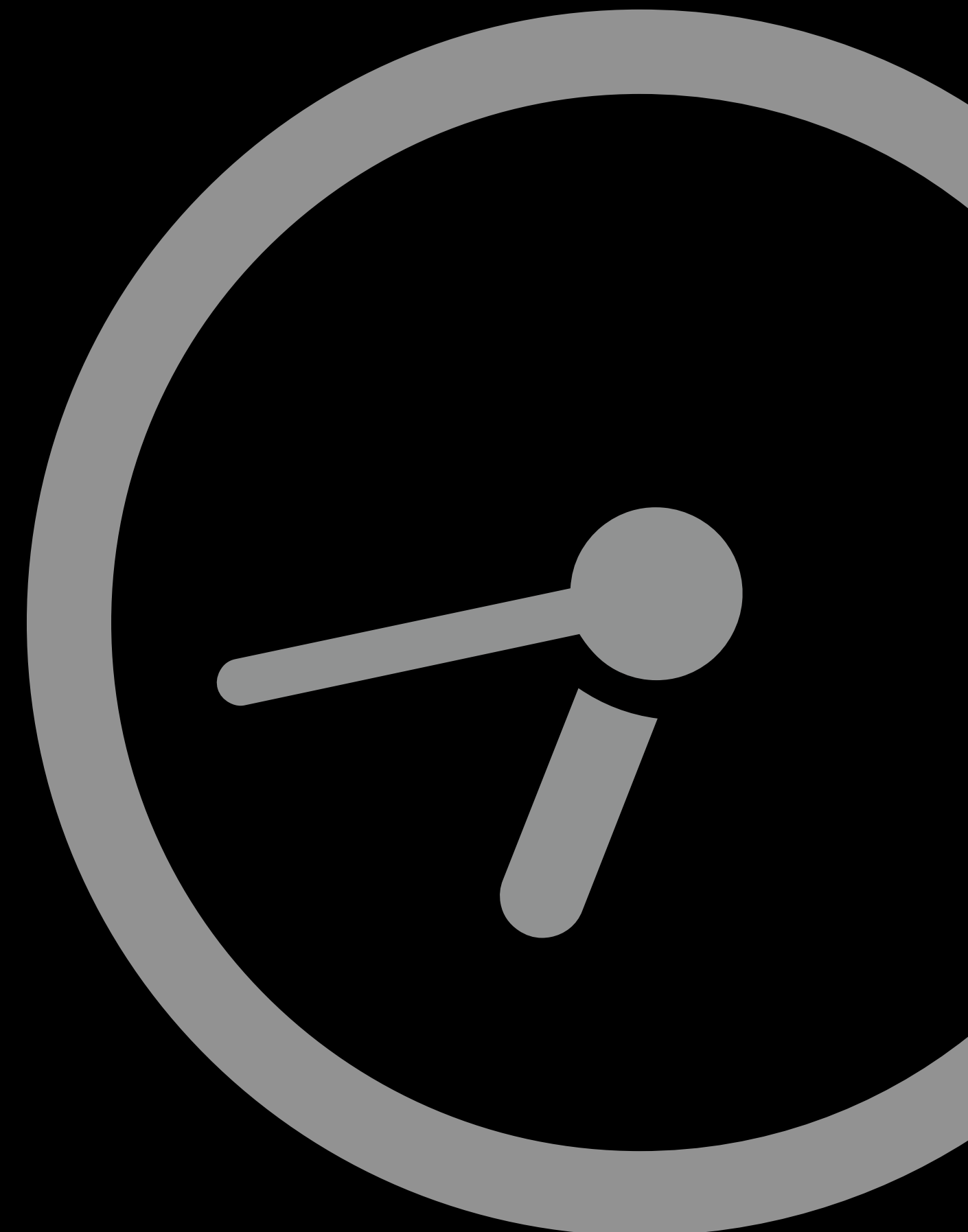
TIP 03

Access previous meeting notes and recordings for more context

If it's a recurring meeting, you can easily access previous meeting notes and recordings in the same Teams meeting thread. And you can chat with other invitees before the meeting to update them on relevant topics.



During



TIP 04

Listen and include

Meeting online means it may not be as obvious when a participant has something to say. Make sure you pause every so often to give colleagues the chance to participate. Remind them that they can also make comments in the chat window. And turning on video conferencing can go a long way towards creating a feeling of social connection.



TIP 05

Record your meeting

Written minutes or a recording give your meeting a legacy and let people who couldn't attend catch up later. They can also help resolve conflicts about outcomes or action items.

When you record meetings, Teams captures the audio, video and screen sharing activity. There's also an option to create an automatic transcription. During playback, closed captions of the transcript appear on screen, making it easy to search for important discussion items. Recordings happen in the cloud, are saved to Microsoft Stream and are automatically shared with attendees.

TIP 06

Adjust settings before you join

Enabling your video camera for meetings provides a personal touch that can enhance your connection, and a meeting's effectiveness. But it can also be distracting. So before joining a meeting with video, stop and consider:

- Is your background full of visual distractions? Use Background Blur.
- Lots of noise in the background? Mute your mic.
- Need to step away or divert your attention? Turn off the camera, mute your mic and switch to listen only.





TIP 07

Share your content and collaborate easily

Tight integration with Office 365 apps makes Microsoft Teams ideal for working with your colleagues in real time. Once you've shared a document from your desktop or Teams files, high-fidelity screen sharing ensures a great viewing experience for everyone. Co-editing in Word means they can all weigh in, helping streamline approvals. Attendees can also share feedback alongside the document using chat. And with the power of AI, Teams can translate these conversations into 60 languages in real time, keeping everyone on the same page.

TIP 08

Use integrated audio conferencing for attendees without internet

Not everyone has easy access to the internet, especially when on the road. Calling in from a phone is one option, but that's just another device to keep track of. With Microsoft Teams, participants can call in directly.

Audio Conferencing in Teams supports dial-in numbers in 90+ countries and 400+ cities. You can also dial out to add attendees using their phone number.



After



TIP 09

Share meeting recordings and meeting notes

Meeting recaps can be a valuable way to re-engage participants. You can capture notes in the Meeting Notes tab or follow up with a brief summary in the Microsoft Teams project channel. Include a recording of the meeting if more details are needed.

Remind participants of next steps, and call out any key takeaways, deadlines or decisions. You can also use the recap as an open-ended way to ask for more collaboration and input from anyone who couldn't attend.



TIP 10

Schedule follow-up meetings if needed

A meeting's effectiveness is best measured by the follow-up and outcome. Before the meeting is over, schedule another, if necessary, to answer any outstanding questions and clarify next steps.



Before

TIP 01

Share an agenda

TIP 02

Invite internal and external participants

TIP 03

Review previous notes and recordings

During

TIP 04

Listen and include

TIP 05

Record your meeting

TIP 06

Adjust settings before you join

TIP 07

Share content and collaborate

TIP 08

Use audio conferencing when needed

After

TIP 09

Share meetings and notes

TIP 10

Schedule follow-ups

It's time to run more productive remote meetings

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