

Carleton University Meeting Protocols for Microsoft Teams

Carleton University uses the Microsoft Teams as its primary platform for videoconferencing. Microsoft Teams is available to faculty, staff and students under its [Microsoft License Agreement](#).

In order to run administrative meetings smoothly and in an orderly manner, it is suggested that all meeting members follow these meeting protocols.

1. JOINING THE MEETING

When you are invited to a meeting, there will be a link titled “Join Microsoft Teams Meeting.” Please join at least five minutes in advance.

2. MUTED ENTRY

When you join the meeting, please ensure your microphone is muted and your video is off. Only the Host/Chair will have video and audio on.

3. MUTE & VIDEO OFF

Please keep your microphone on **MUTE** and **TURN OFF** your video unless you are called upon to speak. This way, background noises can be avoided and the quality of the video and audio can be maximized while the Host is speaking.

4. GAINING PERMISSION TO SPEAK

If you wish to speak to an item, please use the **CHAT** feature to type “Question” or “Comment” and wait for the Host/Chair to acknowledge you before speaking. Once acknowledged, please **UNMUTE** and **START VIDEO**. The **CHAT** icon is found in toolbar at the bottom of the screen. When you are done speaking Please **MUTE** your microphone and **TURN OFF** your video.

5. PRESENTATIONS

Presenters once recognized by the Host/Chair should **UNMUTE** and **START VIDEO**. The presenters should then use the **SHARE SCREEN** option and select which window to share.

6. END/LEAVE MEETING

Meeting attendees can leave the meeting by using the **HANG UP** icon at the bottom right of the screen. The Host can also end the meeting for everyone.

7. NO RECORDING OF MEETING

Participants are not permitted to record the meeting or any portion thereof either through the Microsoft Teams application, any other application, smartphone, computer or device. Any request to record a meeting must be made in advance with the Host/Chair.

GENREAL TIPS

a) ACTIVATE YOUR OFFICE 365 LISCENCE

Microsoft Teams is already installed on all university computers and anyone who has Office 365. Make sure that you have activated your [MS Office 365 license](#). For external participants, please download the Microsoft Teams software to your device. It is highly recommended that you use a laptop or desktop.

b) CONNECTION VIA COMPUTER (PREFERRED)

Connect using a computer with audio and video (webcam) capabilities. If possible, try to use a wired network connection or a secure wifi connection.

c) TEST YOUR SPEAKER AND MICROPHONE

Once you have joined the videoconference it is recommended you test your speaker and microphone to ensure that they are functioning properly, and that you will be able to hear the meeting and be heard by other if you speak.

d) SCREEN ERROR

If you get out of the Teams meeting screen while attending a meeting, this means that you have minimized the program. Please find the Teams icon at the bottom of your screen on the taskbar (Windows) or apps bar (MAC), and click on it to get it back up.

Also, if you go to another part of Teams (chat, files, calendar, etc.) the video will shrink down so you can still see what's on the video.

e) USER GUIDES

For more information on how to use Teams, please visit the [MS Teams Video Meetings](#) website through Information Technology Services.

LIST OF ICONS MEMBERS WILL USE

Join Microsoft Teams Meeting <small>Learn more about Teams Meeting options</small>	Join the Meeting	This icon will appear in the meeting request of each meeting. Please use this button to join the meeting at least 5 minutes in advance.
	Mute	Clicking this icon will allow you to mute and unmute your speaker.
	Start/Stop Video	Clicking this icon will allow you to start or stop your video. Note this will NOT unmute your microphone.
	Participants	Will make all participants names visible at the right side of the screen, allowing you to see who is on the videoconference
	Chat	Clicking the Chat button will pull up a Chat box on the right side of your screen. This feature will be used for gaining the floor, moving and seconding motions, bringing something to the Chair or Secretary's attention. All participants will be able to see what you post.
	Hang Up	Click this button to leave the meeting at the end of the videoconference.