



VIDEO CALLING TIPS



MUTE YOURSELF WHEN YOU AREN'T SPEAKING

Even quiet background noises are distracting. If you use the mic built into a laptop, avoid typing when un-muted. Speak at a normal volume.



MINIMIZE INTERRUPTIONS

Notification noises are very loud to other participants in on a call. Set any alerts to silent and find a quiet place to video call.



WEAR HEADPHONES

It is much easier to hear each other and will help prevent mic feedback. Many headphones have built in mics that are great for video calls.



DON'T TALK OVER EACH OTHER

Lag can make asking questions out loud difficult. Instead, try raising your hand or send a text chat. Use "thumbs-up/down" when able.



AUDIO OR VIDEO FREEZING ?

You may have a bad internet connection. Try turning off your video, or using an ethernet connection, especially with bigger groups calls.



BE A GOOD HOST

Not everyone will follow the rules. Hosts have the ability to mute others, stop them from sharing screens, or remove them from calls.

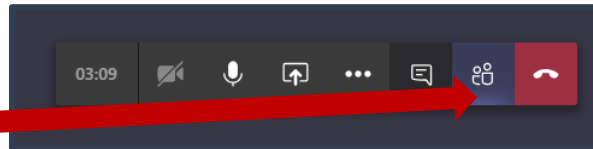
Quick Reference:

- 1) [Managing your meeting with students](#)
- 2) [Schedule a series of meetings](#)
- 3) [Creating a meeting in a specific channel](#)
- 4) [Recording your meeting](#)
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- Making it so your students cannot record, share their screen or mute you as a teacher.

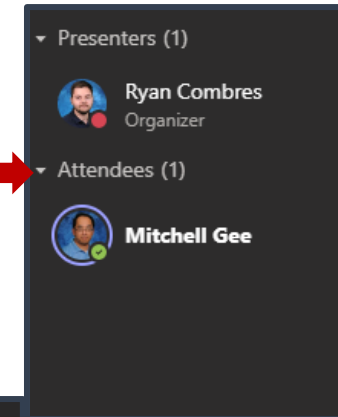
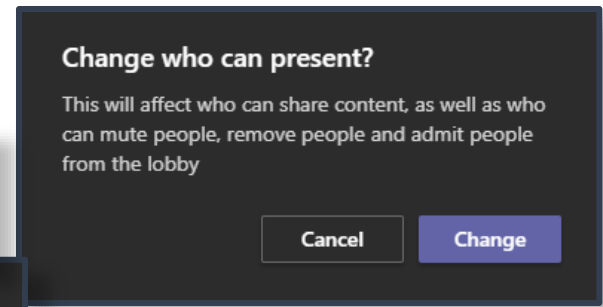
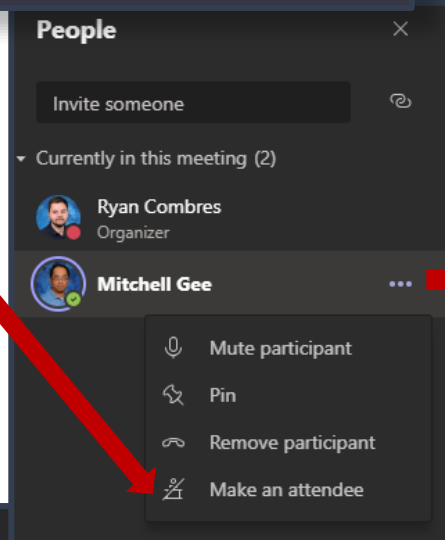
- From within the meeting

1 While in your meeting click the **show participants** button from the menu.

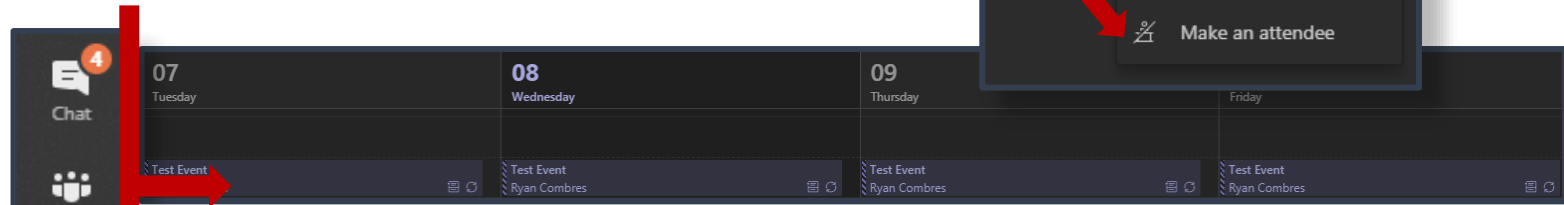


2 You will see the list of your students who are in the meeting. If you hover your mouse over their name and click on the 3 horizontal dots you can make them an **attendee**. **An attendee cannot share their screen, record or mute others.**

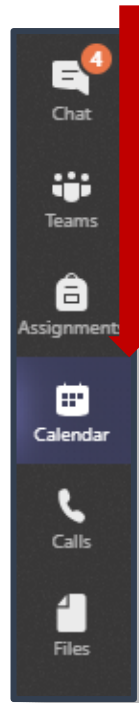
It will prompt you to change them, click **change** and you will then see them show up as an attendee, not a presenter.



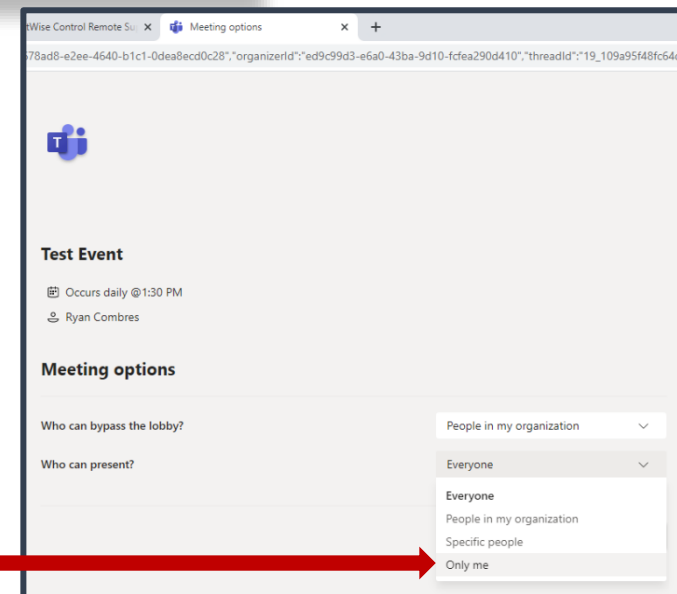
- From within your calendar event



1 Click on the **calendar** option on the left toolbar and choose the meeting event. Click on **meeting options**



2 It will open a tab in your browser where you can change the option of who can present, where you would choose **Only Me**. If you have a reoccurring event (ex: daily), once you change it for one it changes for all in that series.

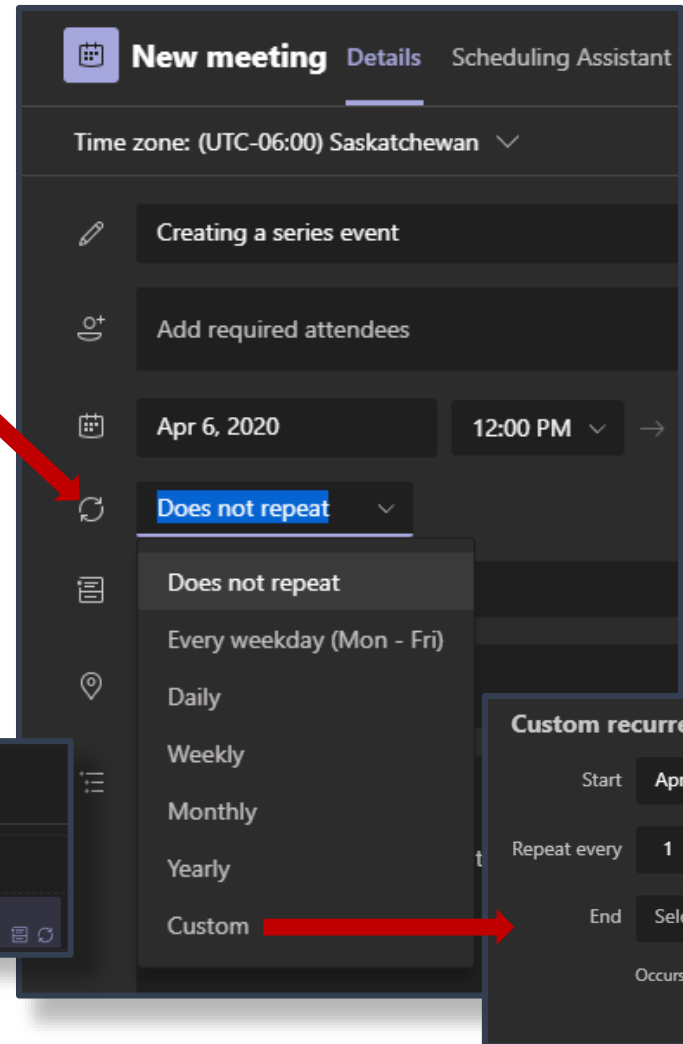
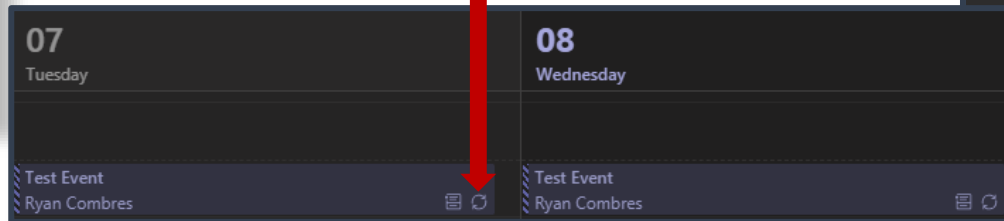
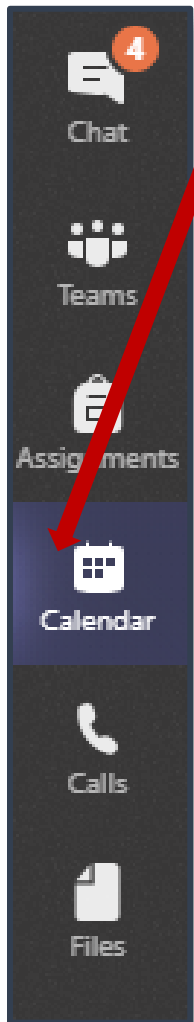


• How to schedule a series of meetings

1 Click on the calendar option on the left toolbar.

2 When you create a new event there is a repeat drop down where you can select daily, weekly, monthly, yearly or custom: where you can select a length of the series.

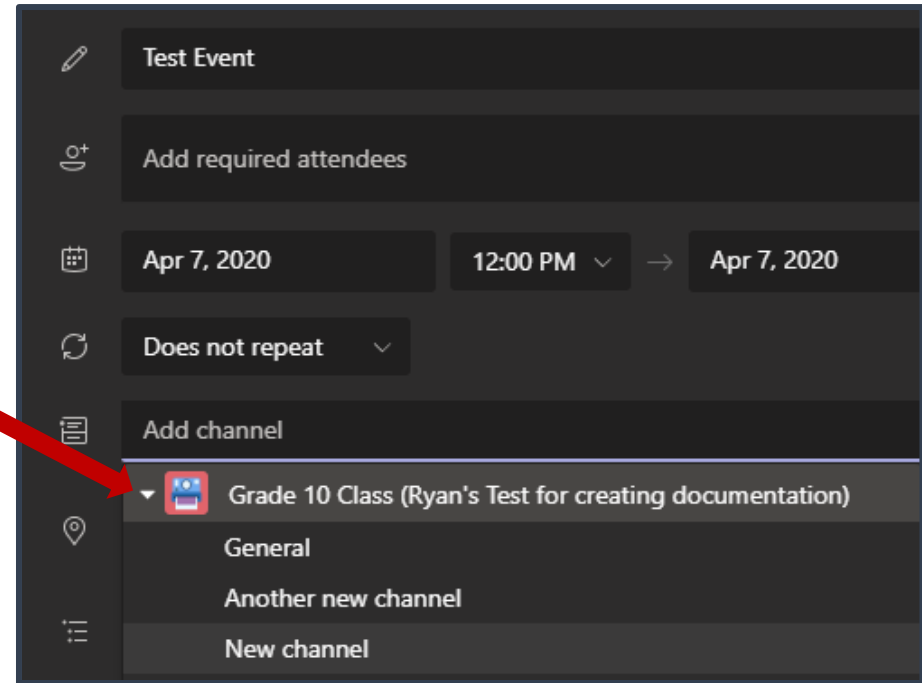
3 When you create a series you can see that it is reoccurring by the arrow symbol on the events.



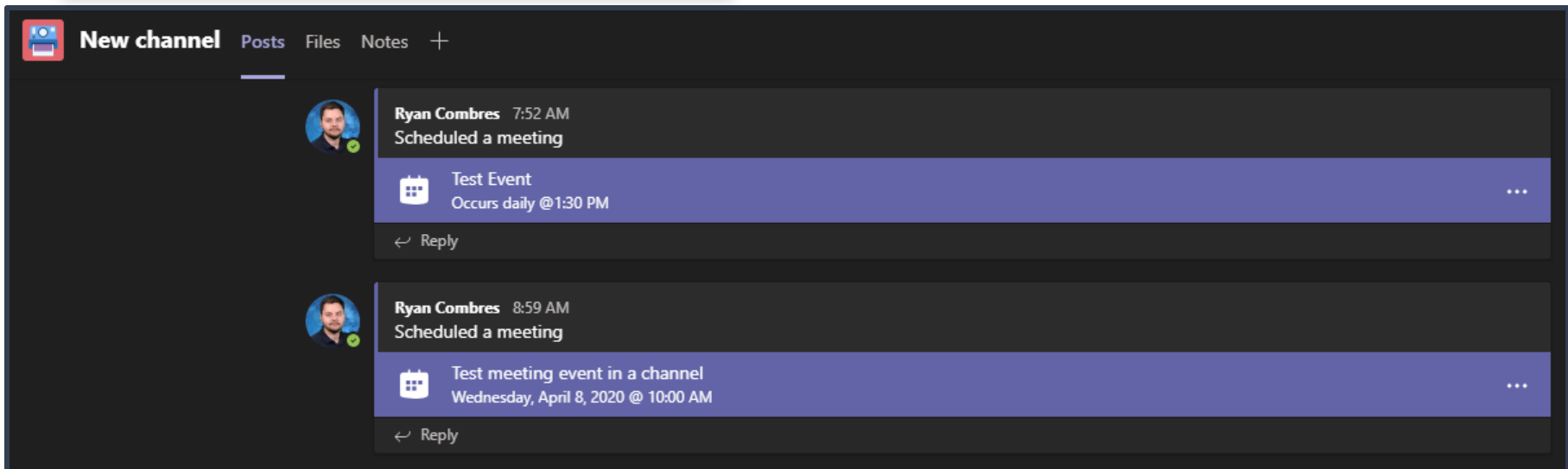
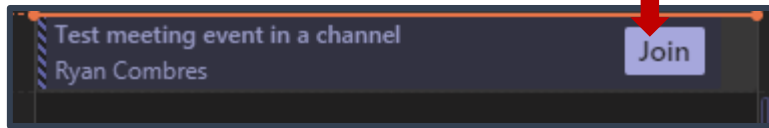
****** For custom – you select a custom recurrence. By selecting your start and end date and then choosing your repeat option.

- **How to create a meeting event for a specific channel within a Team**

1 When creating a new meeting event, under **Add channel** you will see a list of your available teams. If you expand them, they will show all your public channels that you can post this meeting to. Any private channels in your team will not show up in this list.

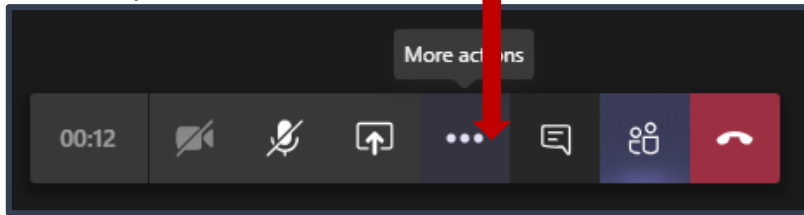


2 I created this one in the new channel of my test team and you will then see it show up as a scheduled meeting within that channel. You can also join the meeting from your calendar itself.

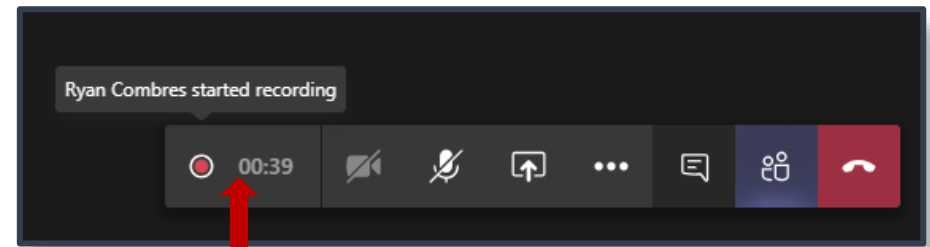
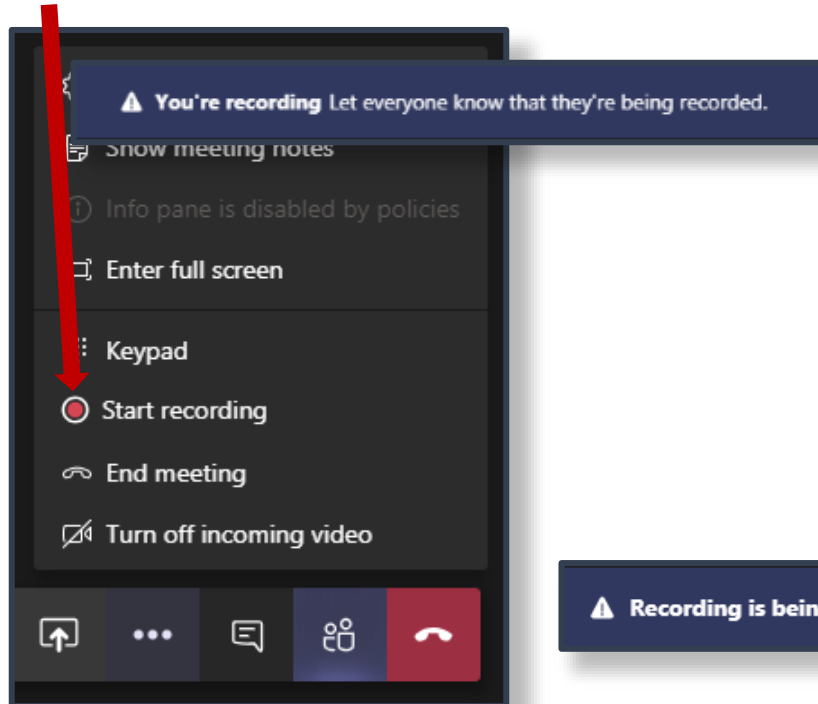


• Recording your Team meeting

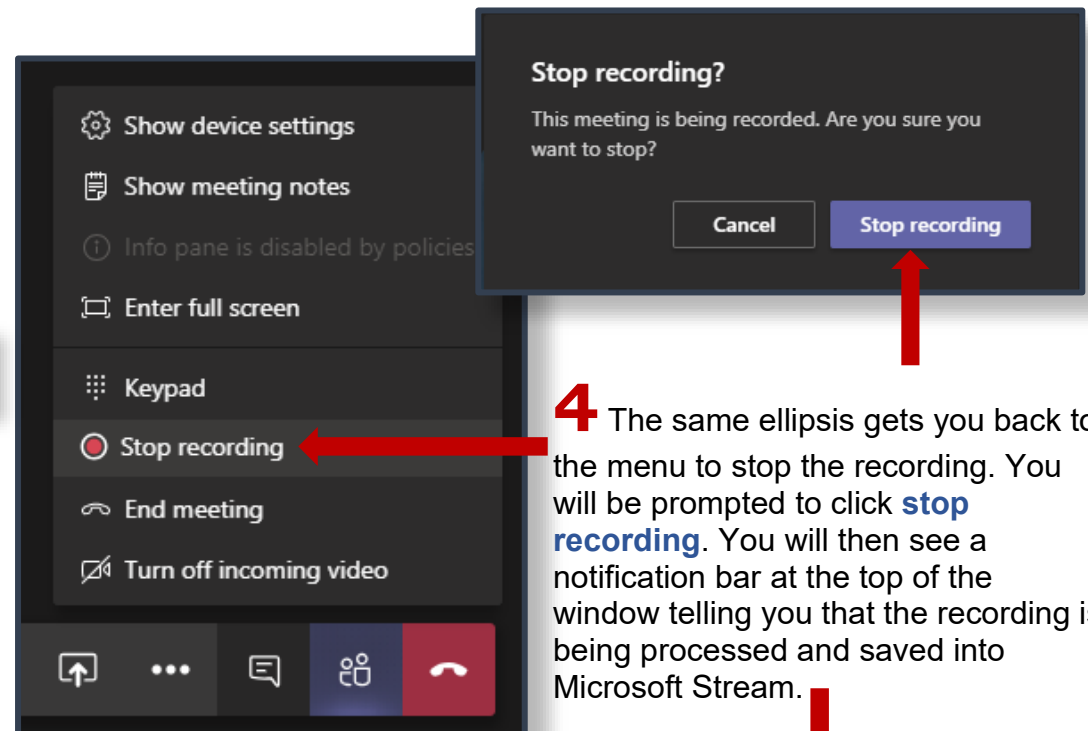
1 From within your meeting find your **task bar** and click on the ellipsis.



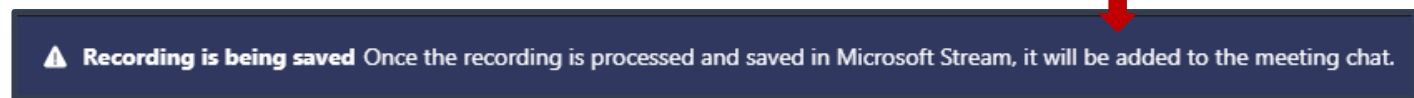
2 Meeting actions will appear where you can select to **start recording**. You will see a notification at the top of the window telling you that you are recording – and to let others know that you are recording. **Please note** – recordings, once stopped are automatically uploaded to Microsoft Streams (within your Office365 account). Let others in your meeting know before you record them.



3 You can then see in the taskbar that you are recording from the counter and red recording dot.

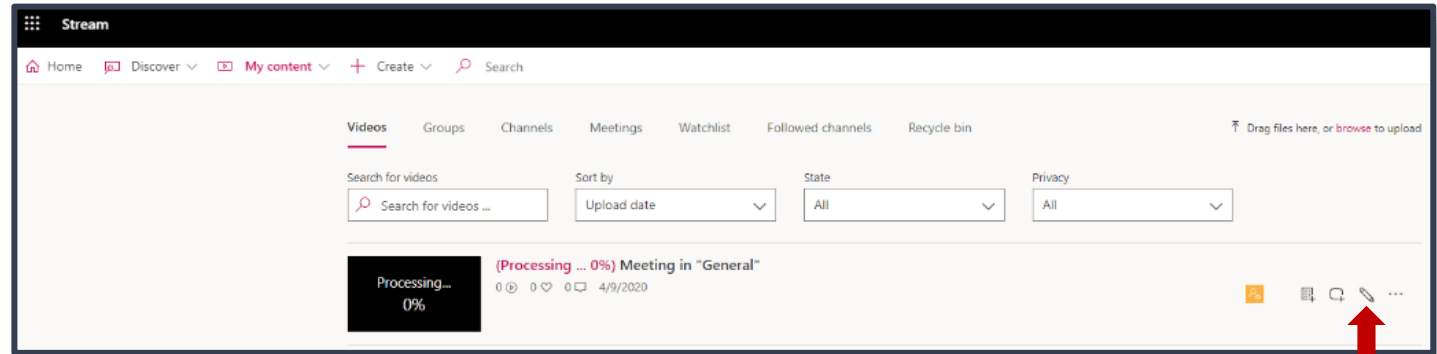
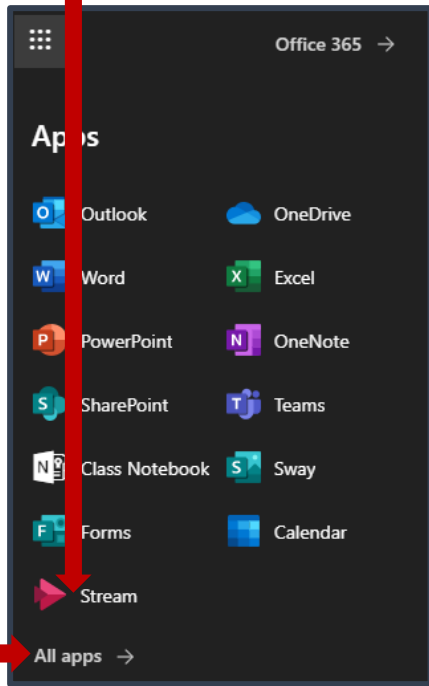


4 The same ellipsis gets you back to the menu to stop the recording. You will be prompted to click **stop recording**. You will then see a notification bar at the top of the window telling you that the recording is being processed and saved into Microsoft Stream.

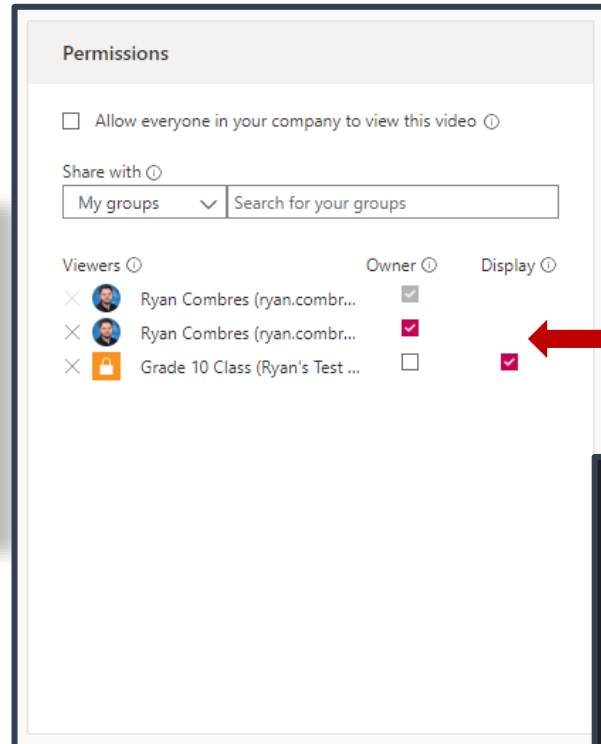


1 From within Office365 use your app launcher and find **Stream**. If it doesn't show up within your main app list, click on **all apps** and you will find it there.

• Finding and securing your recording

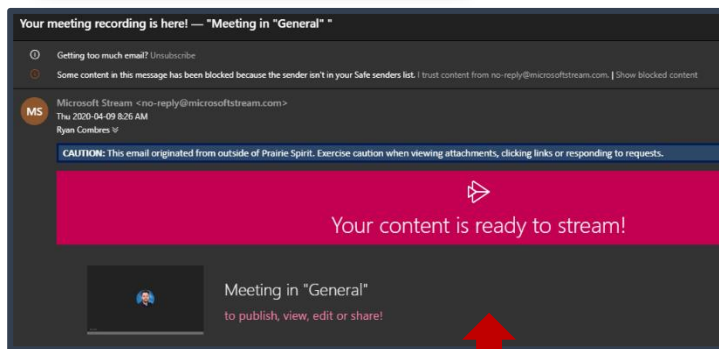


2 While in Stream go to **My content** → **Videos** and you will see that your recording is either processing or already complete. Click on the pencil to check the video details, change video permissions, and other options.

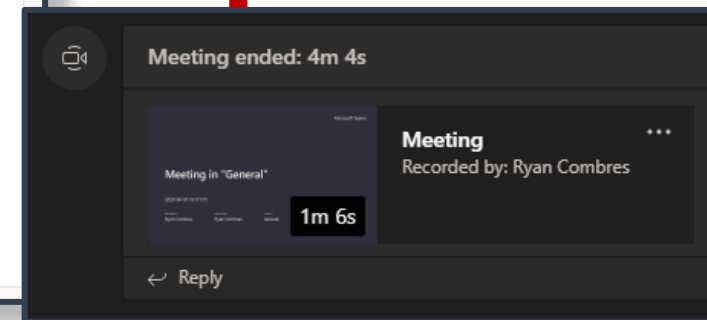


3 Make sure you **do not** check the **Allow everyone in your company to view this video**. You will see here who the video owner is, and which Teams can view it. You can add other Teams you may want to see if by searching for them.

You will see it posted in feed as well.



4 You will receive an email when your video is ready on Stream



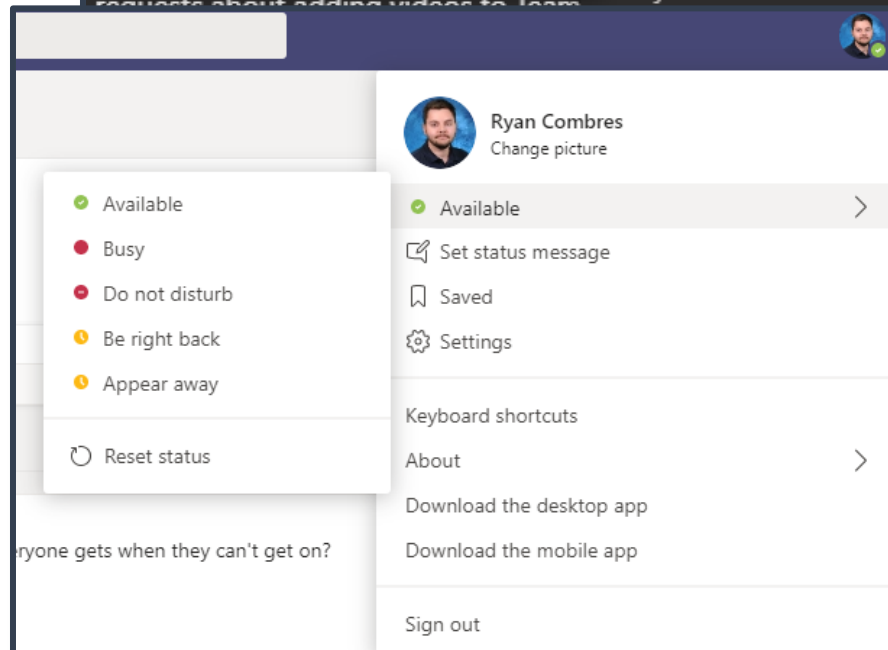
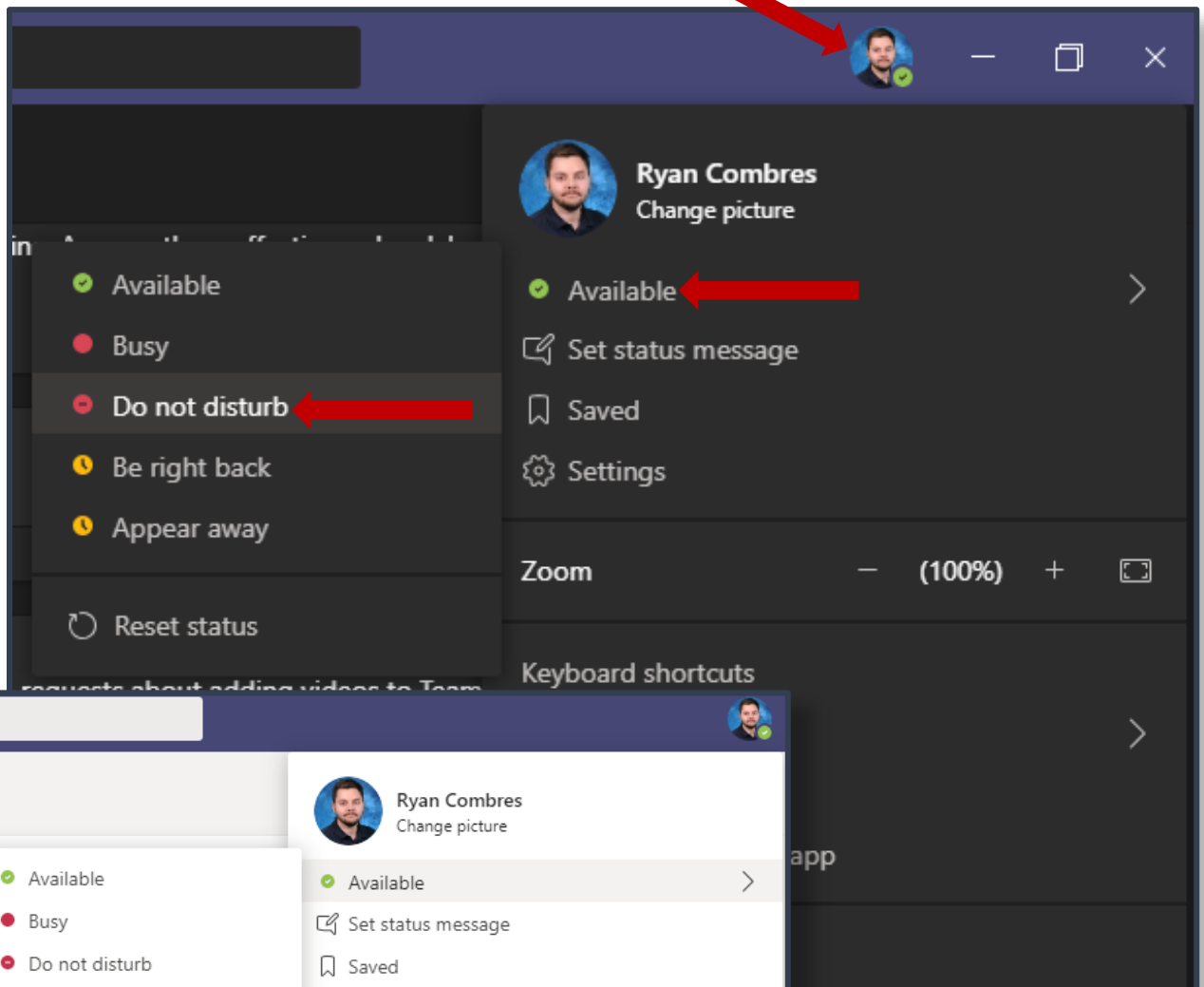
- **Setting DO NOT DISTURB when you are in a meeting**

1 Make sure to set your Microsoft Teams status to **do not disturb** when you are in a meeting.

While this status is set you will not receive pop up notifications when you receive messages within Teams, or if someone tries to call you. So, if you happen to be sharing your screen everyone won't be seeing all your notifications.

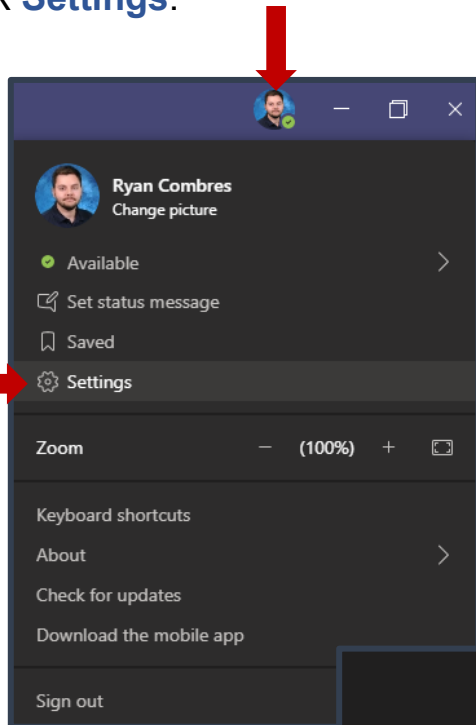
Click your portrait icon in the top right of Teams and hover your mouse over your status. You can then select **do not disturb** from here.

2 If you are using teams through a browser changing your status will be the exact same steps.

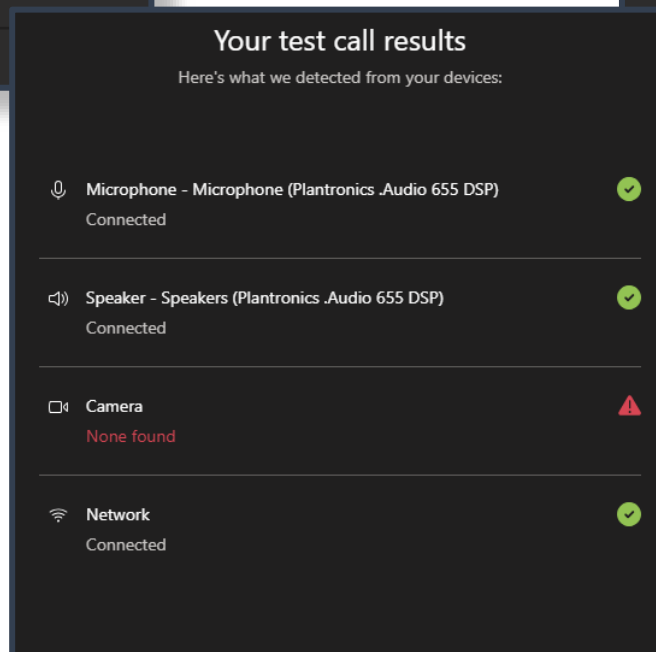
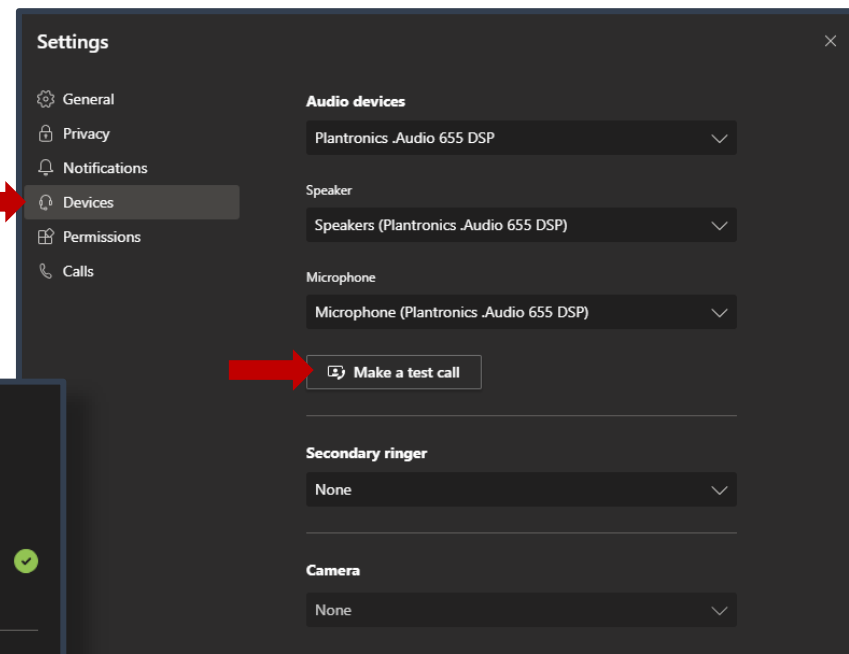


- **Checking your microphone, speakers and camera settings within Teams**

1 Click on your portrait icon and click **Settings**.



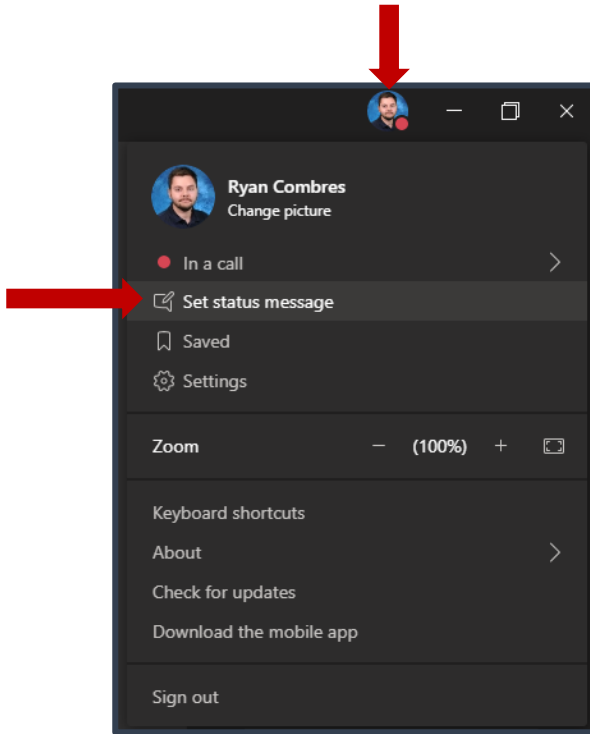
2 Click on **Devices** in the left settings menu and you will see current audio devices and cameras that are usable for Teams. You can also make a test call to practice and make sure that your microphone, speakers and camera are working.



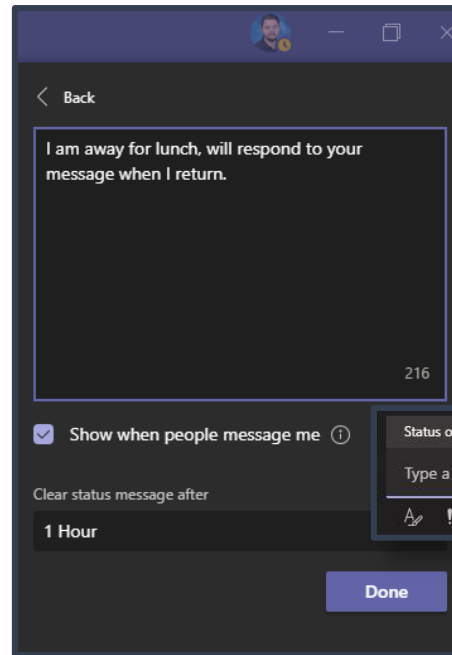
3 After your test call you will be provided with call results letting you know what is working and what isn't.

- **Setting a detailed status message**

1 Click on your portrait icon and click **Set status message**.



2 Fill in your message and check the box **show when people message me**. Choose from the drop down how long before the status clears.



Those who message you will then see this status message above their new message box.



3 To remove it manually click back onto your portrait icon and click the trash can icon. You can edit it from the pencil icon as well.

