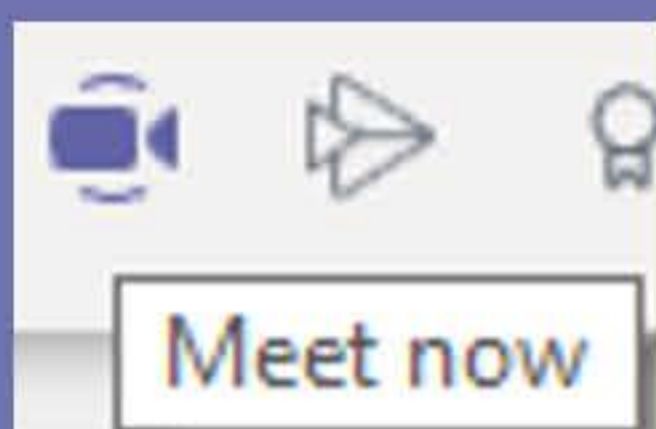


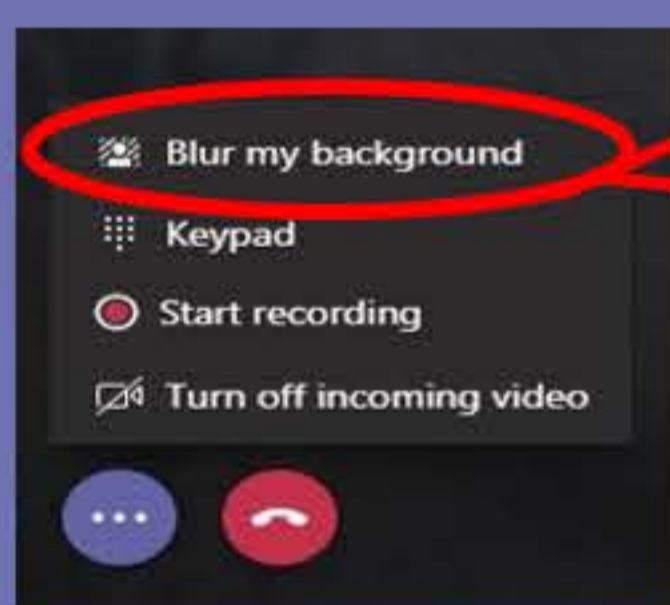
# How to establish Virtual Meetings in MICROSOFT TEAMS

## STARTING A MEETING

Log in with Microsoft Teams and setup/select a group you want to connect.

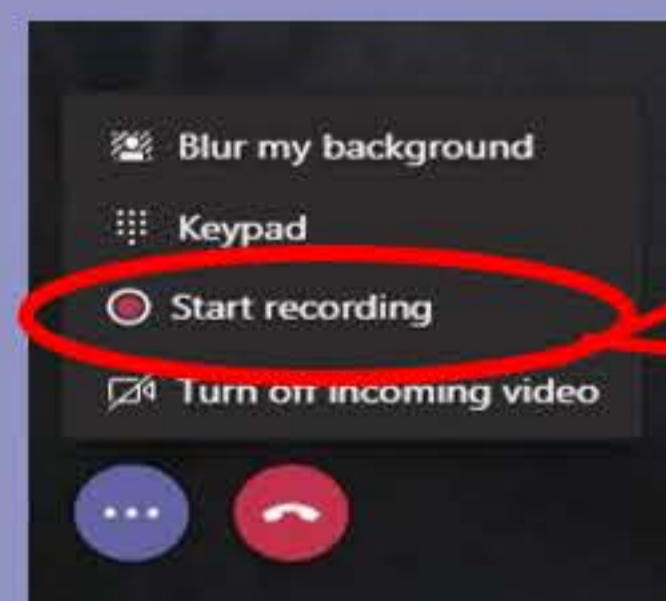


Turn on camera and set up a video call to have a "face to face" conversation.

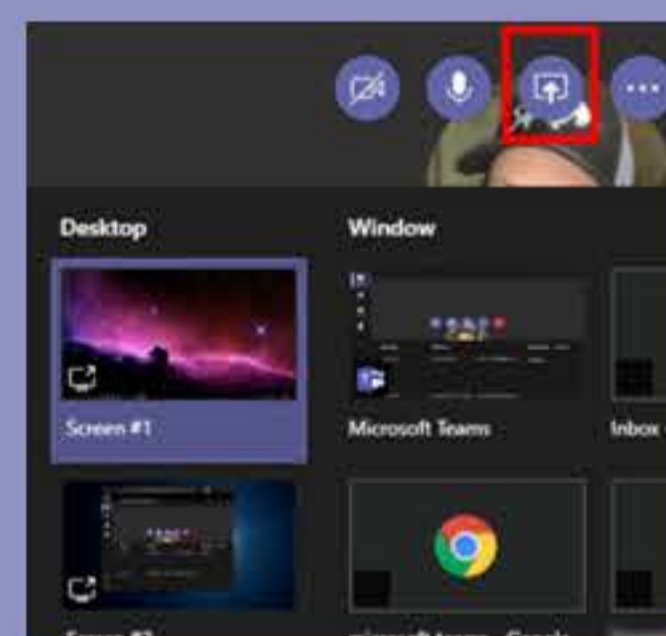


Utilize tools such as background blur to keep focus on you.

## DURING THE MEETING

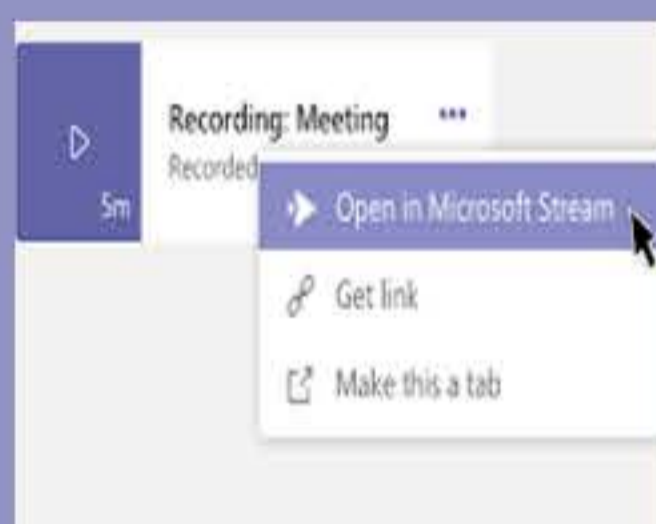


Record the meeting to capture **audio, video and screen sharing** activity.



**Multitask** within Teams by sharing your desktop, a specific app, notes and presentation slides activity.

## AFTER THE MEETING



Meeting recordings are available in **Microsoft Streams**



Utilize **speaker track** and searchable **transcriptions** such as notes and other attachments to gain additional insights during the meeting

With Microsoft Teams, anyone can host **audio, video, live meetings, presentations and web conferences** up to 10,000 attendees in and outside DLSUD campus.



Adapt to modern practices and technologies. **Train teams (department, unit, class)** to utilize all meeting tools that Microsoft Teams available.

