

Microsoft Teams Online Meeting Etiquette Guidelines

- **Muting**
 - Mute yourself prior to entering the meeting.
 - Check your Speakers and Mic prior to the meeting.
 - Note the difference between muting through the Teams window vs on your computer.
 - Avoid muting another person, as that person will need to unmute themselves and may not be aware that they have been muted in the group.
- **Web Cams**
 - Avoid use of web cams (unless instructor specifically requests you to use it) as video will eat bandwidth, but audio will not.
- **Chat Use**
 - Chat messages will go to the entire class.
 - Message Privately by clicking the participant's picture in the chat.
- **Dress Code**
 - In the event you click on your web cam, make sure you are dressed appropriately.
- **Blur your Background**
 - To avoid distractions in the room when you must use your web cam, select "Blur my Background" from the meeting controls.
- **Recording**
 - Check with your instructor to see if he/she is recording your meetings, and if so, please do not stop that recording during the meeting.
- **Network Quality**
 - Make sure you have a good signal if working wirelessly.