

Please review these tips to assist you with having a successful Microsoft Teams meeting and [click here](#) to view our Quick Reference Guides on our website.

Use wired connections instead of wireless whenever possible. Wired connections will consistently deliver a better experience when using rich media collaboration tools. Wireless connections often cause disconnection or freezing during calls.

Test your meeting room in advance if you are using Teams from a new space or location. Test the room's audio visual components; such as the phone and projector to ensure there are no firewall issues from that particular location.

Consider having a host if your event has more than 20 people. It is difficult to present and be the host (i.e., look after participants) at the same time.

Grant presenter privileges to attendees that may need to share content. Anyone who is already a presenter (someone who has a Teams account) can grant presenter privileges to other attendees (even if they don't have a Teams account).

Enter your PIN if you're the Host of an "audio only" call (in essence, a conference call) or your meeting will not start and all of the attendees will be stuck in the lobby. Only Teams users with an audio license are able to set up "audio only" calls.

Use a Teams account that has an audio license attached to create the meeting if there will be attendees calling in from a phone rather than from their computer.

- It may be you or your admin assistant/designate that has the Teams account with the audio license attached.
- The audio license is needed to set up the audio conferencing feature and pre-populate the calendar invite with the phone number for those attendees who will be calling in from a phone.
- All other attendees who are joining from their computers will use the audio on their actual computer and therefore will not need a phone line.

Practice, Practice, Practice. Take time to review the many Quick Reference Guides available on our website to help improve your online meeting skills. [Click here](#) to view the QRGs.