



## **Teams Meetings Best Practices/Troubleshooting**

When planning to conduct a Microsoft Teams meeting, please take these suggestions into account. IT also offers a Teams Info Sheet on our [Knowledge Base](#) with links of helpful articles, videos, and training materials for staff to use. If you need more info or assistance with running a meeting, contact IT at [support@lackawanna.edu](mailto:support@lackawanna.edu).

### **Consider your Audience Size**

Before conducting a Microsoft Teams meeting, consider the size of your audience and the type of event you wish to conduct. Teams meetings can be conducted in many ways depending on what you wish to accomplish. [Visit this page by Microsoft on best practices for large meetings.](#)

#### **Are you running a large school-wide event?**

Consider running a Teams Webinar or Live Event. A webinar is similar to a regular meeting, except it offers registration for attendees and other locked down features. Visit [this article from Microsoft](#) to view more info on webinars and scheduling them. A live event is more akin to a TV broadcast or a live stream, where an organizer and moderator control content. There is very limited attendee interaction aside from being able to submit questions to the organizers. Microsoft has a [support article explaining Live Events](#) and how they are created/produced.

### **Be Aware of Others**

#### **Background Noise**

Try to be aware of noises in the area you join/run meetings from. When joining a virtual meeting, please try to close your office/room door and advise others that you will be participating in a meeting.

#### **Microphone Status**

When you are in a meeting, please be aware of your microphone status and if you are muted or unmuted. When not speaking, mute your microphone to prevent interruption to others. Take note of your muted status before you speak to prevent others from not hearing you.

## Camera Status

Be aware of your camera status when in a virtual meeting. Keep your office/room door closed and make others aware that you will be participating in a virtual meeting. Background effects are available in Teams to use if you wish to blur or use a Microsoft provided generic background.

## Before You Start Your Meeting

### Test your internet connection

Be aware that video conferencing/meetings require a high-speed internet connection to maintain high-quality video and audio transmission. If you are connected through a hardwired connection in your office on campus, you should have the speeds required for this. If you are running/joining a meeting from home or off-campus, please test your internet connection to make sure your speeds are not impacting you. Sites such as [Fast.com](https://www.fast.com/) or [Speedtest](https://www.speedtest.net/) can tell you the download and upload speed of your current connection.

**If you are connected to Wi-Fi at home and are near your wireless router, try connecting to the 5GHz band instead of the 2.4GHz one. This should provide you with a faster connection, but be aware that 5GHz wireless is shorter range from your router.**

### Consider background images/blur

When joining a Microsoft Teams meeting you have the ability to add a default background or blur effect. This will take resources on your machine and may reduce the quality of your meeting.

### Consider disabling voice and video when not in use

When you are not utilizing your microphone and video, consider disabling them to save resources on your computer. This may help with any lag or stuttering you are seeing during your meeting.

### Close background programs/processes

You can save resources on your computer by closing other programs or processes running in the background. This includes web browsers and Microsoft Office programs. If you are streaming music or video or downloading a large file, closing those streams or pausing the download will help conserve resources and network bandwidth as well.

### Check for Microsoft Teams Updates

If the program is performing unexpectedly, please check for updates within the Microsoft Teams desktop application or the mobile app.