General Guidelines for

Conducting a Virtual Meeting via Microsoft Teams

Introduction:

Our global community is facing the challenges of the Covid-19 pandemic, which hampers social and economic activities seriously. Innovative and creative ways of doing things have to be sought. One of the ways is by using ICT for all sorts of business transactions through online systems.

Microsoft Teams is one of the most popular and convenient IT platforms for conducting virtual meetings.

This document provides general guidelines on how to use Microsoft Teams to conduct a virtual meeting in an effective manner.

Before the Online Video Conference:

1. Download and install the Microsoft Teams software in your device. You may download the Microsoft Teams from the link below and follow the installation instructions. You also need to sign-up a Microsoft Teams account, if you do not have one. Then, you may login the software using your registered Microsoft Teams account.

    https://products.office.com/en-my/microsoft-teams/download-app

2. Alternatively, you may be invited by a registered owner of a Microsoft Teams account to join the team via a link provided to you through your email. Just click on the link provided and follow the instructions step by step to get started with the platform. Once registered your can begin to use the chat facility and the video conferencing function and a host of other functions provided by the software.

3. Make sure to test your equipment such as your computer, camera, sound system, microphone and internet connection before joining the video conference.

4. If you have material or presentation to be shared during the video conference, make sure your material or presentation is ready, working and visibly readable. The material can also be submitted to the secretariat in advance for reporting purposes. The platform and other similar tools allow you to make presentations by sharing desktop or screen sharing.

5. For items that need to be concluded by emails, the material shall be downloaded, read and understood beforehand and comments provided via emails or any discussions forums or social media tools setup for the purpose. Discussing the documents in these ways will reduce the need for interactive sessions during the actual meetings which is beneficial for both online and physical meetings.

6. Keep a distance from any electronic devices that may cause noises and interference.

7. You may join the video conference 15-20 minutes before the actual start time of the conference.

During the Online Video Conference:

1. Each session will be moderated by a moderator or the chair.

2. To avoid noises or glitches, only one person should speak at a time. Ensure your device is on mute at all the time and unmute it only after granted by the moderator to speak.

3. Try not to interrupt. You may use chat to request for speak or intervention i.e. 'asking for the floor'. The moderator will ask if there are any questions /comments/voting and will invite the participants to speak.

4. You may identify yourself each time you begin to speak. It is also advisable to speak at a good pace, be concise and stick to the topics on the agenda.

5. During presentation session, only the presenter is allowed to speak. You may reach out to the speaker or moderator after the presentation if you need more insights and clarifications.

6. There is a very slight audio delay. Give participants a chance to respond to questions and comments before interrupting.

7. In the event of voting, you may use chat to respond, whether you agree or disagree. The secretariat will take note and the moderator will announce the result of the voting.

8. Follow agenda and time allotments for the conference.

9. You may hang up when the online video conference is finished.