Advice for Students on using Microsoft Teams for Online Meetings

*Learning and Teaching Enhancement Unit, March 2020*

Microsoft Teams is a communication tool that might be used by your tutors to contact you, run online sessions, or ask you to collaborate on creating a document.

If you are expected to use Microsoft Teams for an online session, then your tutor or lecturer will let you know.

This document is intended to provide you with some guidance on how to participate in online meetings for learning and teaching activities.

## Before the session:

1. Check that you can use Teams. You’ll need:
   * A device connected to the Internet
   * A microphone if you need to speak in the live session
   * A webcam (if you want to be seen – optional)
2. Prepare for the session:
   * Undertake all the activities that are expected of you before the session
   * Double-check your emails in case there are any specific instructions
3. If you can, find a suitable place to study where you can’t be distracted
4. If you are unable to join the Teams session make sure that you let your tutor know

## In the session:

1. Your tutor will send you a link to the meeting
   1. Click on the link when the meeting is about to start and you will join the session
2. Make notes as you would if you were in a live class
3. If you are participating, try not to speak over others
4. Stay in the live teaching session – it might be tempting to open browsers and look elsewhere, but give the live session your focus

## After the session:

1. As usual, contact your tutor if you have any questions via email
2. Use the other materials that are available to you to add to your notes
3. If the session has been recorded, revisit the session to fill in any gaps