

TEAMS MEETINGS: CONDUCT AND ETIQUETTE

(STUDENT GUIDE)



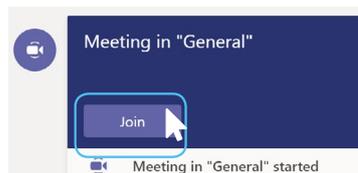
Remember that College [Student Code of Conduct](#), [Digital Citizenship Policy Agreement](#) and ALL College policies apply at all times during Off-Campus Learning.

Conduct

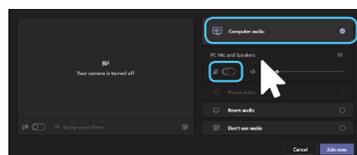
✓ Do	✗ Don't
<ul style="list-style-type: none"> Do join the meeting your teacher has invited you to. 	<ul style="list-style-type: none"> Don't start a meeting or chat.
<ul style="list-style-type: none"> Do make sure your camera and microphone are off when joining a meeting. 	<ul style="list-style-type: none"> Don't turn your camera and microphone on till your teacher asks you to.
<ul style="list-style-type: none"> Do maintain the conversation thread in Teams with your teacher. 	<ul style="list-style-type: none"> Don't start a new conversation thread.

Joining a Meeting

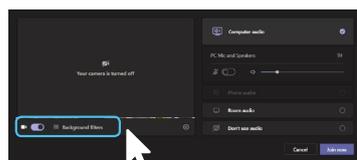
If you have Teams open, once your teacher begins the meeting, you'll see a pop-up notification located at one of the corners of your screen announcing the start of the meeting.



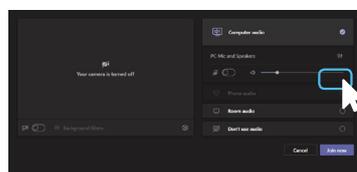
1. Select "Computer Audio" and mute your mic.



2. Turn your camera off.



3. Click "Join Now" to attend the meeting.



Etiquette



Be early for your class

Be ready with your equipment.



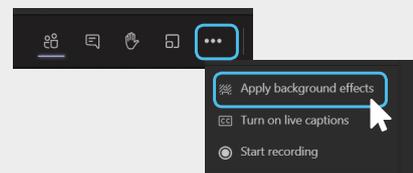
Enter unseen and unheard

When you join the meeting, turn your video camera and microphone off unless your teacher has instructed you otherwise.



Blur your background

If your teacher does want you to turn your video camera on, blur your background or apply appropriate background effects.



Putting your hand up to speak

If you would like to say something in a Teams Meeting, you can either:

- Put up your hand in front of the camera; or
- Use the 'Raise Hands' button in the Team Meeting.

How to use the Raise Hand Button in a meeting



- When you would like to speak, click on the Hand icon at the top right of the Window. Alternatively, you can click **Ctrl+Shift+K** to raise your hand.
- If you no longer want to speak, click on the 'Raise Hands' button again to lower your hand.