



MOTORCYCLING NEW ZEALAND INC.

admin@mnz.co.nz www.mnz.co.nz

MICROSOFT TEAMS MEETINGS Easy Guide for Volunteers

You do not need to be a Teams expert. Follow the steps below

1. BEFORE THE MEETING

Join 5 to 10 minutes early

Use a laptop or computer if you can

Check that your microphone and speakers work

Choose a quiet place

2. JOIN THE MEETING

Open the meeting link

Select Join now

If Teams asks to use your microphone, select Allow

You may be placed in a virtual waiting room, be patient while the host arranges for you to join.

3. WHEN YOU ARE LISTENING

Keep your microphone on MUTE

This stops background noise and echo

A line through the microphone picture means you are muted

4. WHEN YOU WANT TO SPEAK

Select Raise hand, or wait for the Chair to invite you

Select the microphone button to unmute

Speak clearly

Mute yourself again when you finish

Questions and meeting chat

DO YOU WANT TO ASK A QUESTION?

If chat works: type your question in the meeting chat

If chat does not work: raise your hand and tell the Chair

Simple meeting rules

- Join on time
- Stay muted when you are not speaking
- Do not talk over another person
- Use Raise hand if several people want to speak
- Keep comments short and on the meeting topic
- Be patient if someone needs help with Teams
- Do not join or take part while driving



If something is not working

- Leave the meeting and join again
- Check your internet connection
- Make sure your device volume is turned up
- Make sure you are not trying to connect through a blue tooth device that you are not using i.e. your watch
- Check that Teams is allowed to use your microphone
- If you still cannot join, contact the meeting organiser

REMEMBER: MUTE • RAISE HAND • SPEAK • MUTE AGAIN

What the meeting controls look like

The controls usually appear at the top of your Teams meeting window. They may look slightly different on a phone, tablet or older version of Teams.



Example only: look for the same microphone, hand and chat symbols in your meeting.