

10 ways to make back to work, work

With some participants in the room, and others elsewhere, today's business meetings are throwing up a whole host of new challenges. To help steer you through, here's our handy guide to mastering the art of the hybrid meeting, with some help from the new tech solutions of Microsoft Teams Rooms.

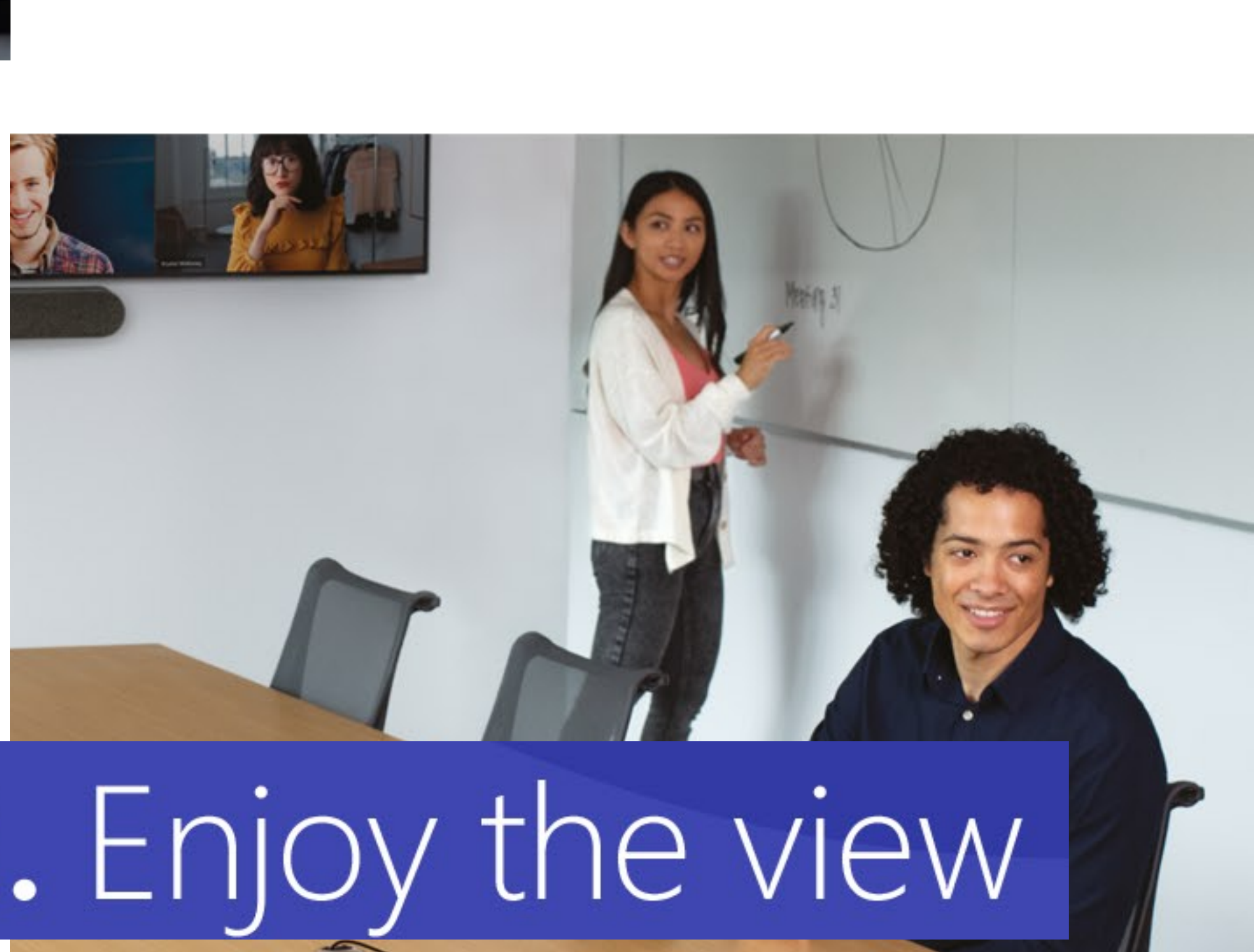
1. Cameras on



Don't underestimate the power of face-to-face. Encourage remote participants to switch on their cameras for a more inclusive and engaged experience. With large gallery view, you can see up to 49 participants on the screen at once.

Team Rooms content cameras automatically frame, focus, and enhance images and text on analog whiteboards for all to see. Even when a presenter moves in front of the whiteboard, remote participants are able to see through them to the content behind.

2. Enjoy the view



3. Appoint a moderator



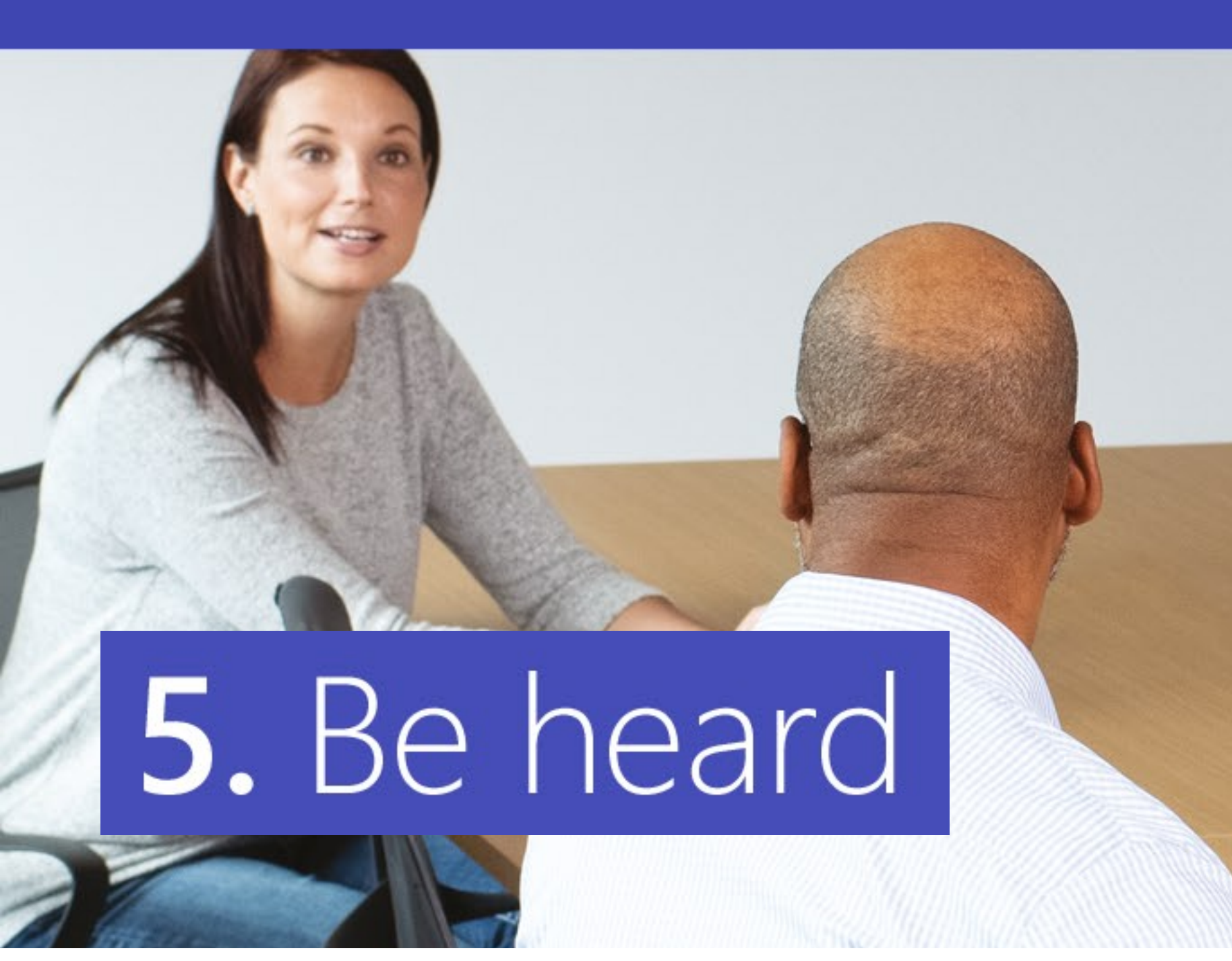
It can be particularly hard for remote participants to feel they are being heard. Appoint a moderator who can make sure everyone has a chance to speak, and help keep the meeting on track.

4. Hands up



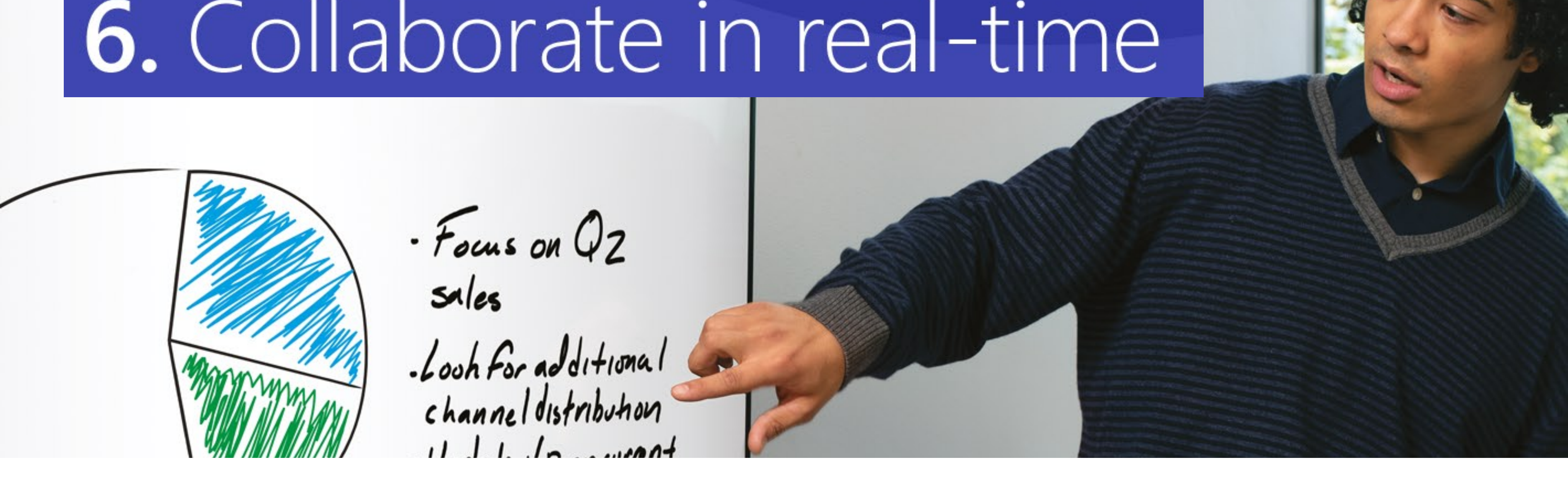
Help everyone feel empowered by agreeing on a way to show who should speak next. The Teams Rooms 'raise hand' signal lets your colleagues know you want to speak, at the push of a button.

5. Be heard



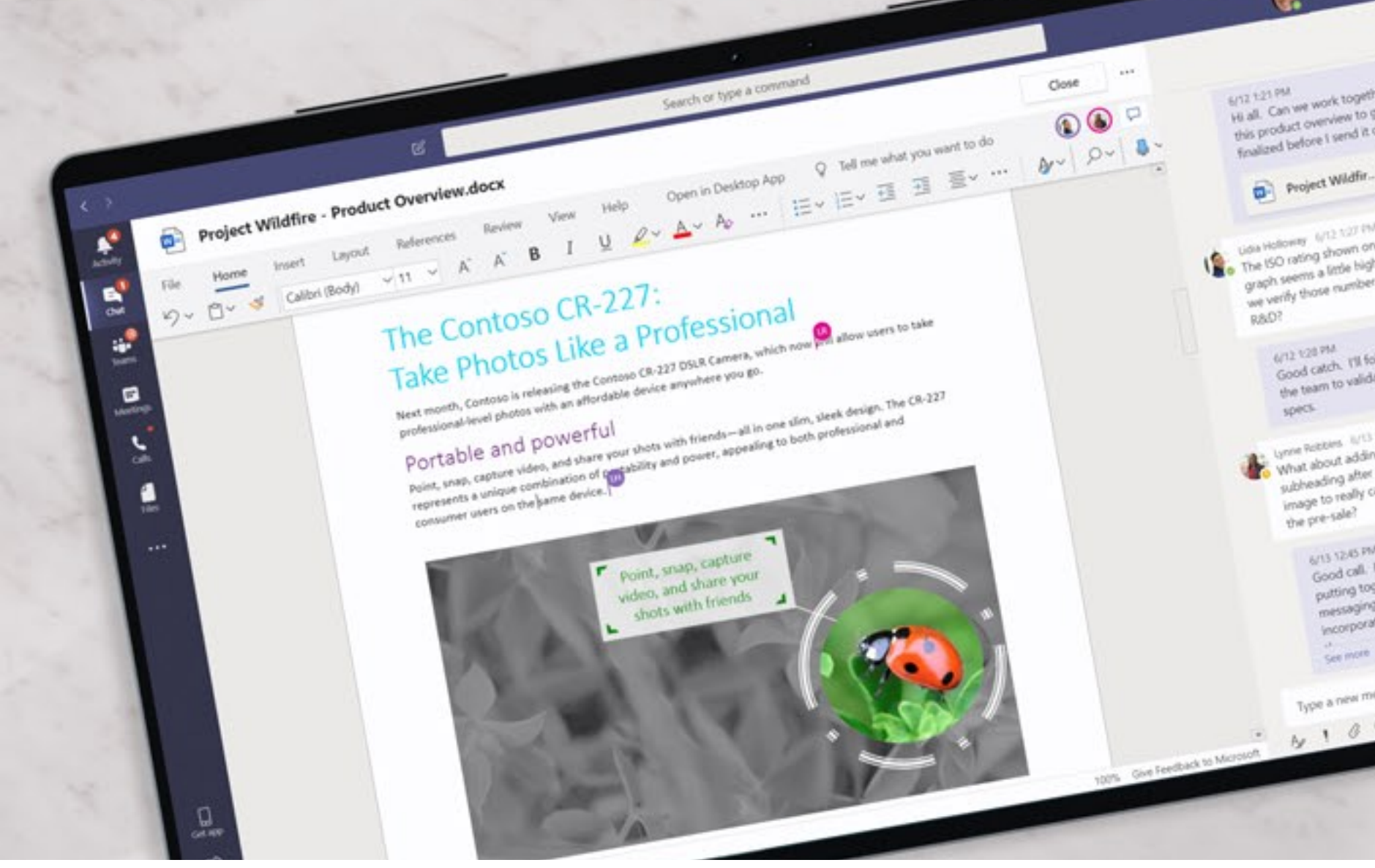
Speak clearly, repeat relevant remarks and questions, and use participants' names to make it clear who you're responding to.

6. Collaborate in real-time



The digital whiteboard experience of Teams Rooms keeps everyone on same page, literally. Users can write, paste, move and scribble on the same board from the comfort of their own touchscreen devices.

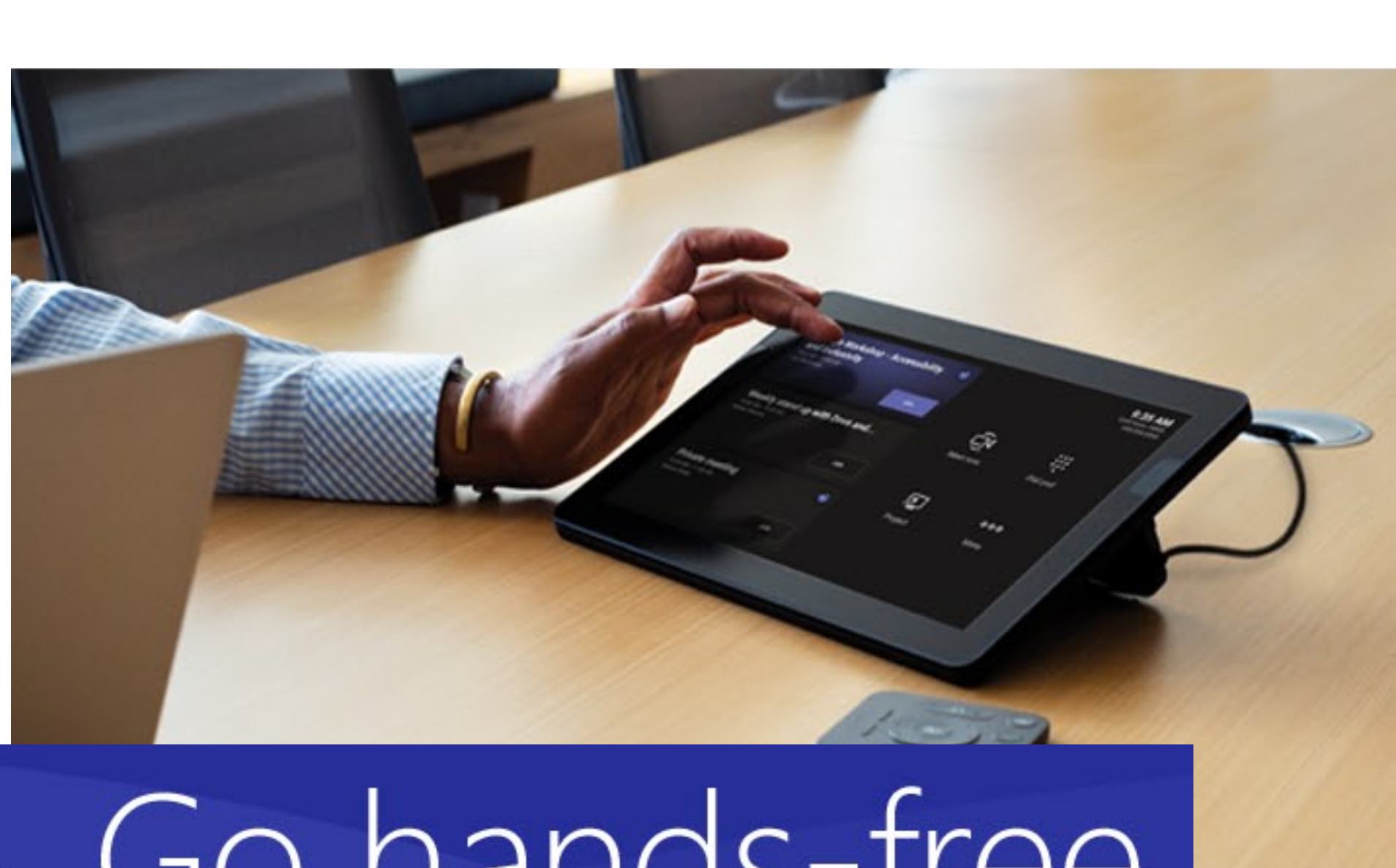
7. Keep it visual



It's hard to simply listen online for a long time. And wordy slides can be tough to read on certain devices. Keep things interesting by anchoring your presentation with relevant, image-based slides.

Many Teams Rooms features can help with social distancing best practices. Proximity join lets in-person participants avoid touching communal surfaces by joining meetings using their personal mobile devices, while capacity alerts use camera data to warn participants if a room is over capacity.

8. Go hands-free



9. Don't miss a thing



Teams Rooms makes meetings accessible for everyone, with live text captions as participants speak. And intelligent speakers can identify and differentiate the voices of up to 10 people talking in the same meeting.

10. Wrap it up



When the meeting's over, be sure to spell out clearly any actions that need to be taken and by whom. Use the Teams Rooms 'meeting notes' feature to share key takeaways while the meeting is fresh in mind.

See how Microsoft Teams Rooms solutions can help transform your meetings >

