Collaborate without compromise

A Guide for effective hybrid and remote meetings

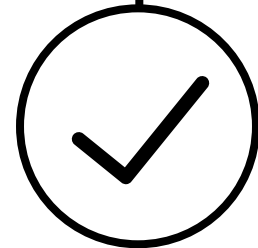# Contents

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Hybrid Work Guidance

Before the meeting

Set everyone up for success by choosing a meeting format that best serves your needs, setting expectations with attendees, and managing roles and access.

Choose the right space:

Determine the outcomes you want to deliver and **book the right space for it**. Or, if brainstorming consider a space with a whiteboard. Or, if presenting consider a space with a clear camera angle of the presenter, so in-person and remote participants can follow along.
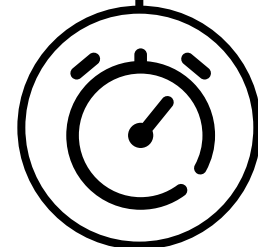
Take five to transition:

Schedule meetings with a **five-minute break** at the beginning or end of the hour or half hour. This allows for a quick break between meetings to improve focus and engagement.

Stay in the loop:

With **Fluid components**, everyone invited to the meeting can collaborate on the agenda to ensure the goals are clear and the meeting is efficient. Open the meeting details to view and collaborate the agenda before the meeting kicks off.
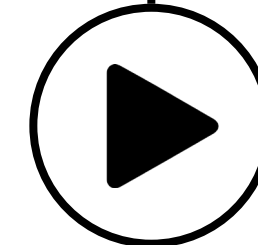
Begin the meeting as soon as live-participants enter the room:

When you enter the room, join the meeting from the conference room console before natural chatting and social interactions between attendees in room start, so remote attendees can participate.
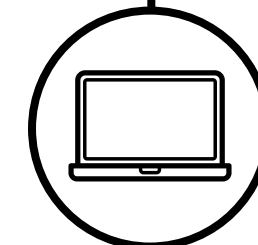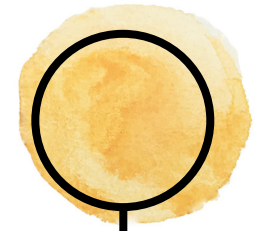
Join meetings from your personal devices in the room:

Bring your personal device to the room to use the companion experiences like **raise hand, chat, and live reactions**. Also, feel free to join the meeting with video if you want to be more visible in the meeting.
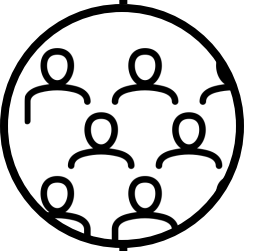
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During meeting

Make good use of attendees' time while leading meetings that reflect your culture and use tools that make the experience more engaging.

Find the optimal viewing experience:

Choose between gallery views in the room, such as **together mode and large gallery**, to ensure the best layout for presenting to and viewing the audience, especially those joining the meeting remotely.

Stay on track:

With **Fluid components**, attendees can easily follow along the agenda and collaborate on the meeting notes and tasks right in the meeting. If you are assigned tasks during the meeting, you can access them across apps, such as Planner and To Do.
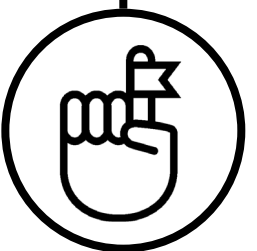
Keep inclusion in mind:

Check-in on remote participants and keep an eye on the chat window for questions or shared insights. Turn on **live transcriptions** and **record the meeting** to enhance the experience in real time, and for those who couldn't attend and are reviewing it later.
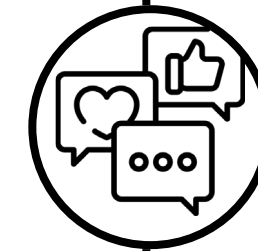
Keep meetings interactive and engaging:

Use **raise hand** to give everyone a chance to speak up, chat and **polls** to track questions and comments, a moderator to facilitate discussion and track participation, and **breakout rooms** to encourage small group collaboration.
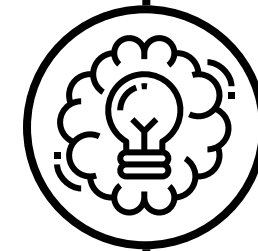
Brainstorm effectively in real time:

Use a shared **digital whiteboard** across room and remote participants. Or, if using a physical whiteboard, make sure the **content camera** is turned on in the room to clearly capture what's written.
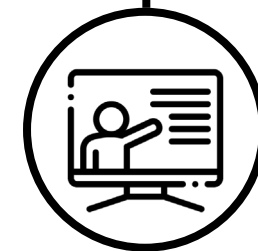
Make co-presenting seamless:

Use **PowerPoint Live** in Microsoft Teams to smoothly transition to co-presenters, whether they're in the room or participating remotely. Also, people who join late can scroll through content to catch up.

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After the meeting

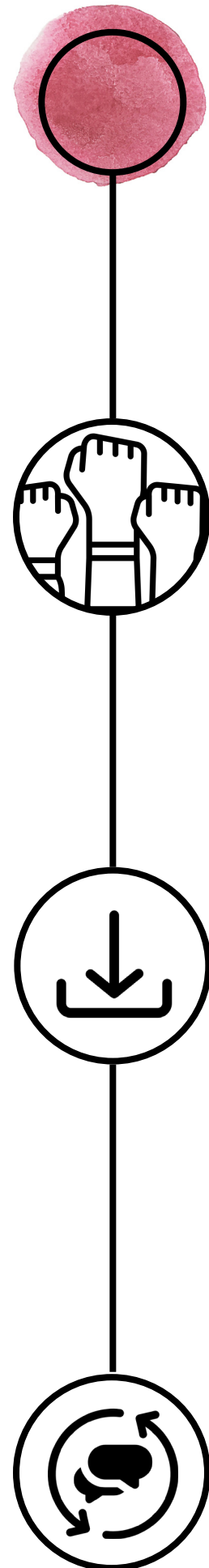**Make sure progress continues after your meeting ends, and that the right people are informed of decisions and outcomes.**

End the meeting strong:

Use the 5-minute alert banner to wrap up and align on next steps. Include next steps in the meeting chat or in the **notes tab** in the Teams meeting.

Keep everything in one place:

With **Fluid components** and **meeting recap**, notes and tasks are automatically shared within the context of the meeting, along with the recording, transcript and the shared content.

Continue the conversation:

Participants can continue the discussion in the meeting chat to check on updates within the context of the meeting and any recurring meetings.

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Remote Work Guidance

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Working from home can reduce workplace distractions but may introduce a host of personal factors to consider.

The proper home office setup can empower employees to get work done and to maintain connections with colleagues.

See a few helpful tips and tricks below, as well as how Microsoft employees have embraced remote work and a helpful walk through of recommended setups.

Explore work setups >>

Before the meeting

Set yourself up for success by choosing a space and setup that best serves your needs.

Optimize for your space:

Select an ergonomic desk and chair proportional to the size of your workspace. Using adjustable furniture allows you to maintain a healthy posture increasing your comfort and well being while fitting into the existing spaces of your home.
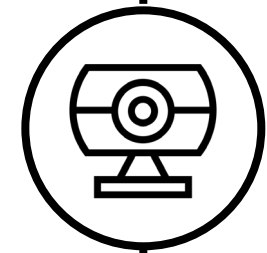
Use dedicated peripherals:

The speakerphone and web camera included in a laptop are convenient but **dedicated peripherals certified for teams** are tested and proven to deliver optimal audio and video on your side, and on your meeting participants' side. They can also offload some of the strain on your PC, freeing it up to work faster.
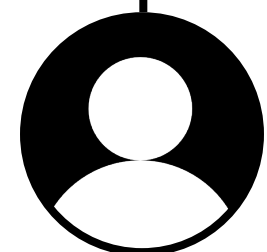
Be aware of what's being shared:

Understand the field of vision of your camera and range of audio pickup before joining a meeting. The meeting stage can show what the other side can see and implement **background blur or replacement** in cases where you may want to be discreet about your settings.
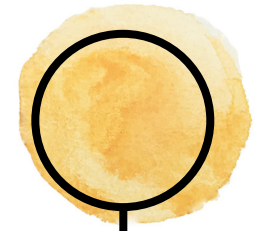
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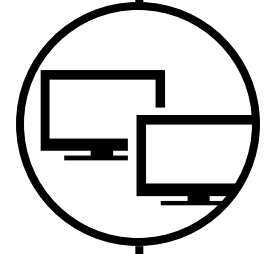
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During meeting

Be seen and heard clearly with Teams meetings and devices, allowing you to participate and present with confidence.

Increase screen surface area:

A large screen or multiple screens can greatly enhance productivity by giving you more space to work with. Take in more information with multiple windows open and see your **chosen meeting view**, such as **together mode**, in greater detail without having to choose between content or meeting participants.
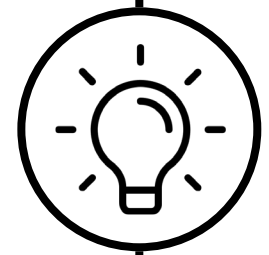
Consider lighting:

Insufficient light can lead to eyestrain and shadowy or glare-filled appearances. Add a light source placed behind your computer or use **a peripheral** with built in lighting to show up well regardless of the brightness throughout the day.

Embrace movement:

Feel free to pace around your field of vision, express yourself with gesticulation or even ideate from home using a traditional or **digital whiteboard** or pen and paper. Automatic speaker tracking, **content capture**, and adjustable positioning with web cameras allow you to present naturally and comfortably.

Stay on track:

With **Fluid components**, attendees can easily follow along the agenda and collaborate on the meeting notes and tasks right in the meeting. If you are assigned tasks during the meeting, you can access them across apps, such as Planner and To Do.

Use tools to interact and engage in meetings:

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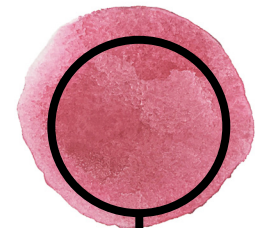
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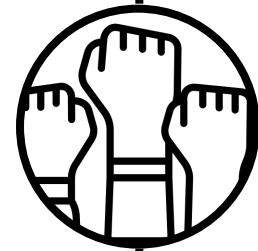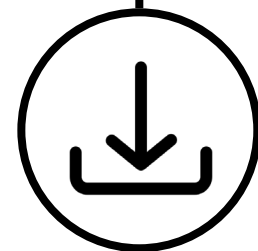
After the meeting

Make sure progress continues after your meeting ends, and you always stay in the flow of work.

End the meeting strong:

Use the 5-minute alert banner to wrap up and align on next steps. Include next steps in the meeting chat or in the **notes tab** in the Teams meeting.

Keep everything in one place:

With **Fluid components** and **meeting recap**, notes and tasks are automatically shared within the context of the meeting, along with the recording, transcript and the shared content.

Minimize distractions:

Tools like automatic **noise cancellation**, **background blur and replacement** can help reduce the ambient distractions that may be present when working at home. **A headset** can come in handy when focusing on independent tasks.

Use quick commands:

Teams peripherals often have a Teams button with call controls at your fingertips. Easily bring up the Teams interface when you see a notification or better yet, deploy a companion device like the Teams display to allow for quick reactions without switching contexts.

Transfer across devices:

Taking breaks between meetings to stay hydrated grab a snack, or stretch are imperative for remote well being. Easily take your work on the go to other parts of your home or even on a walk with the **"transfer" call or meeting** feature and throw on a mobile headset to stay in the know without being stuck at your desk.

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See below three easy ways to get started with teams, and visit aka.ms/Teamsdevices for more

Anywhere setup

A Teams certified headset can allow even the simplest setup to elevate into a productive collaboration zone. Reduce background noise
and distractions with the built in features of Teams and work with comfort and focus with an audio accessory.

Products used : Microsoft Modern Wired and Wireless Headsets

Task maximizer

Two 21" monitors coupled with a video bar can allow users to see information on one screen and meetings participants on anther. A similar experience is found on a 34" wide screen Teams monitor with built in peripherals and Teams button.

Products used: Poly Studio P15, Dell Video Conferencing Monitor

Meetings powerhouse

Bring the conference room home with a room setup paired with a large screen.
This setup is perfect for individuals who need to collaborate with virtual stakeholders or use verbal communication frequently.

Products used : Poly Studio X30

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For more setups, check out this video   [View setups]

Anatomy of a remote work setup

A home office should be comfortable, productive, and personalized to an individual's style and living situation. Consider the following principles and reflect on

1 Furniture

An adjustable desk and chair can help employees alternate between sitting and standing throughout the day. For most individuals, a desk at 28-30 inches above the ground and a chair leaned back at 110 degrees will provide a comfortable foundation. A users eyes should line up with a point 2-3 inches below the top of a monitor or display to reduce body strain.

2 Lighting

Natural light, existing fixtures, free standing lights and desktop lights can all help both a user's eyes and their appearance in meetings. Facing a light source can reduce shadows in videos; for dimmer setups try a device with built in lighting like the Aver Cam 130 and the Poly Studio P21 monitor.

3 Screens

The number and size of the screens users work from can greatly impact the quality of their remote work experience. A stand alone monitor can improve posture with proper placement and a dual screen setup can enhance productivity and collaboration. Teams now offers monitors with Teams functionality built in- the Dell Video Conferencing Monitor and the Poly Studio P21.

4 Audio

Without proper audio-both on the side of the user and the side of the meeting-collaboration can be incredibly difficult. Therefore accessories which amplify sound and are built to capture voice without transmitting background noise are imperative. Devices certified for Teams are tested for capabilities like automatic noise cancellation, sound quality, and voice transmission so users know they are heard clearly and don't miss anything said in their virtual meeting rooms.

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5 Video

A properly placed web camera or video bar can greatly enhance the clarity and quality users appear in meetings and improve connections in virtual meetings by providing better eye gaze. With speaker tracking, like that found in the Poly Studio P15, users could move about their space. Many web cameras come with privacy shutters, ensuring that users are in control of what is seen and unseen. Great quality web cameras include the new Microsoft Modern Web Camera and the Yealink UVC20.
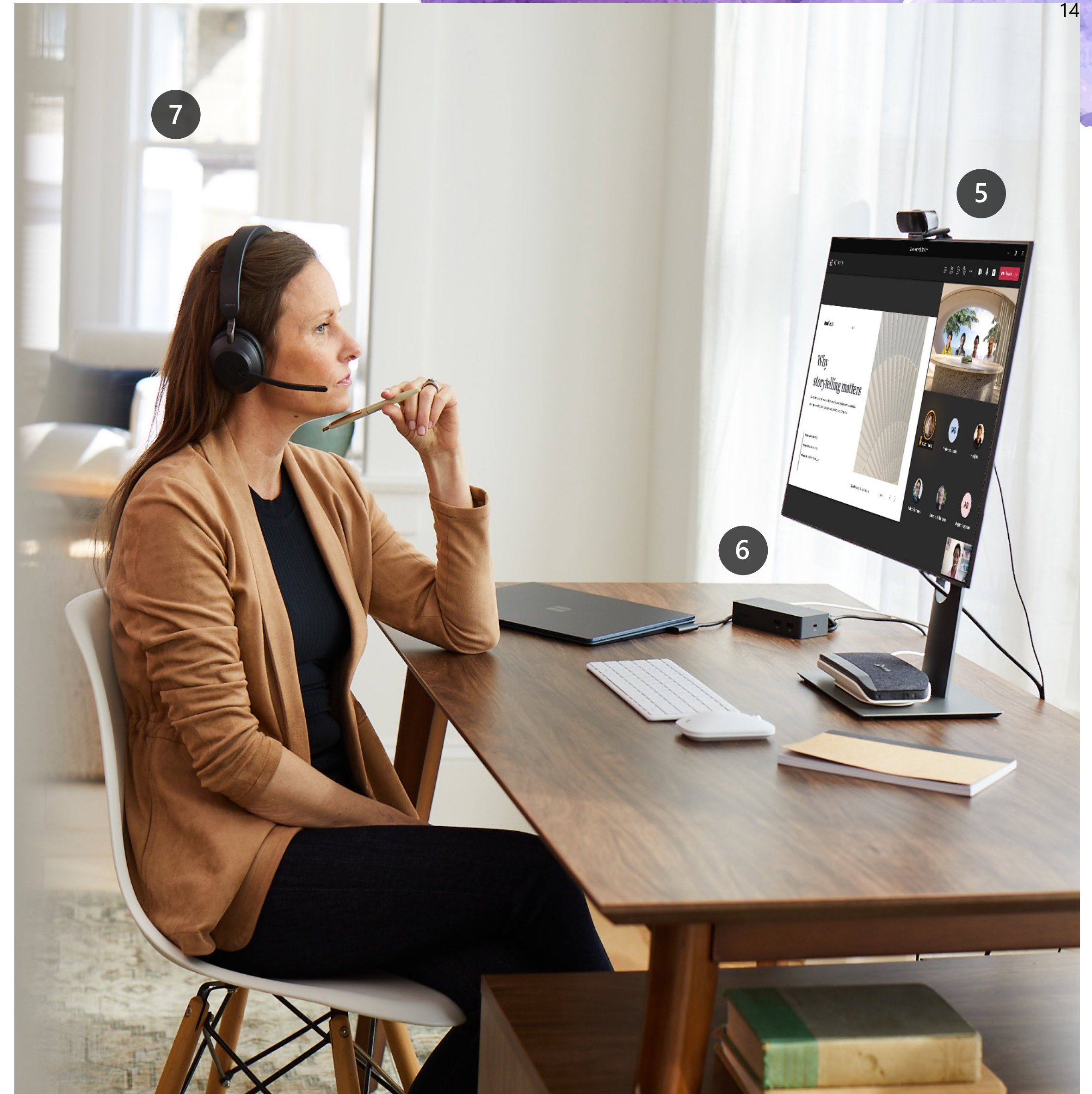
6 Cabling

With a laptop powering compute, second monitors, audio-video peripherals and potentially lighting, a workstation can easily become cluttered with wires. Most audio and video accessories come with a USB dongle, the extra connection optimizes a users connection using Bluetooth and therefore needs to be plugged in before using. A docking station, like the Surface Dock, with ample USB ports can support dongles as well as convert HDMI outputs and power sources in one convenient desktop tool, easily disguisable behind decorations.

7 Mobility

Whether it's to go on a walk, take a hydration break, or simply change of scenery, one of the best ways to stay in the loop is to take advantage of productivity apps for smartphones. Transfer your meetings to your phone from your PC and take a pair of noise cancelling headphones with you to stay connected but maintain well being. Try the Surface Audio Headset or the Bose UC 700.

See how one Microsoft employee works from home

| View their setup |

3.
Technical Meeting Guidance

Enable hybrid scenarios for collaboration

Set your organization up for success by enabling hybrid scenarios for collaboration. With Microsoft Teams Rooms, Phone, and Meetings, your organization will be equipped with the tools to communication and collaborate effectively.

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Deploy Microsoft Teams Rooms:

[Device management interactive guide](#) will walk through the process of creating and configure an account that will be used by Teams Rooms, configuring Microsoft Teams Rooms with the new account, then managing the device in Microsoft Teams admin center.

Deploy Microsoft Teams Meetings:

[Microsoft Teams adoption guidance](#) will provide guidance for rolling out Teams to your entire organization including onboarding and adoption and communication plan templates.

Deploy Microsoft Teams Phone:

[Configure phone system interactive guide](#) will walk through the process of creating and deploying a call queue and auto attendant as part of Microsoft Teams calling.

[Configure direct routing interactive guide](#) will walk through the process of connecting a session border controller to direct routing in Microsoft Teams and set up voice routing by creating policies, routes and usages.

[Configure audio conferencing interactive guide](#) will walk through the process of acquiring a phone number and assigning it as a conference bridge, configuring conferencing bridge settings and set as default, and assigning dial-in phone numbers for users who lead meetings, configure their settings, and notify them.

Protect people and information in Teams

Teams is designed and developed with security, compliance, and privacy in mind. Follow these best practices to ensure your organization and individuals are empowered to have safe and secure meetings.

Security and compliance in Teams:

[Security and compliance guide](#) will walk through best practices for protecting data, identities, and devices for your organization.

Security framework for Teams:

[Microsoft Teams security guide](#) will walk through the Teams security framework and default security measures in place. In addition, the guide provides best practices for administrators to address threats to Teams Meetings.

Privacy in Teams:

[Microsoft Teams privacy guide](#) will walk through the consumption and purpose of data collection within Microsoft Teams.

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Customize your organizational policies

Set everyone up for success by choosing a meeting format that best serves your needs, setting expectations with attendees, and managing roles and access.

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Manage Teams policies:

[Managing Teams policies](#) will walk through the process of assign and managing Teams policies for the organization.

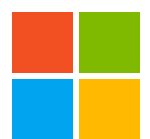**Integrate and manage apps and workflows:**

[Integrating and managing apps guide](#) will walk through the process of integrating and managing Microsoft and third-party apps within Teams.

Manage Teams settings for your organizations:

[Manage Teams settings for your organization](#) like external collaboration, guest access, and other org-wide settings.