

Enable inclusive meetings with three “ABC” practices

Audio

To ensure everyone can be heard when speaking, use a Microsoft Teams certified speaker puck when the room doesn't have a centralized A/V system.

Bring your laptop

When you are in-person, bring your laptop and join the meeting with your camera on, and your microphone and audio-off. Everyone can participate via chats, live reactions, and raise hands, which has become a new meetings standard.

Collaborate

Assign a meeting facilitator who is in the room for every hybrid meeting. The facilitator ensures participation and collaboration amongst all attendees by moderating the meeting chat, raise hands, and content to be directly shared through the Teams meeting.

Get the [Microsoft Teams meetings guide](#) for a deeper look at the best practices for before, during, and after a meeting.

