

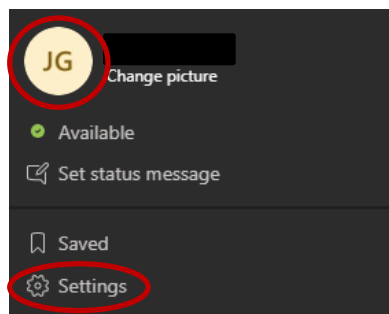
Online Product Training

Webmeeting Etiquette

Advice and behavioral recommendations for web meetings in Microsoft Teams

1 Preparation

- Use suitable hardware (laptop / PC and headset are recommended).
- If possible, install the Microsoft Teams app. **This is especially recommended if you want to share your screen.**
- Set up your hardware as follows before starting the web conference. Under "Devices", test the various options for microphone and loudspeaker.



2 Immediately before the web meeting

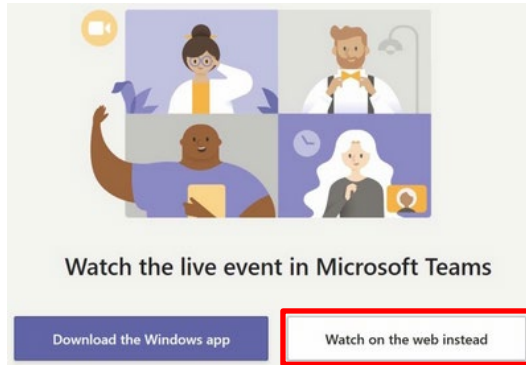
- Open the e-mail with the appointment invitation or the calendar entry in the app.
- Click "**Join Microsoft Teams Meeting.**"

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

- If the Teams app is installed, the session will start automatically.

- If you don't have the Teams app, a new window will open in your browser. Click **“Watch on the web instead”**.

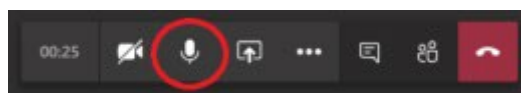


- When logging in, be sure to use **names that clearly identify you**. Using initials or abbreviations is not enough.
- Please note that all participants will be muted at the beginning of the session.

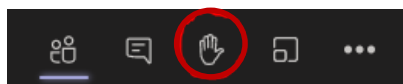
3 Rules of conduct at the web meeting

Web meetings with 20 or more participants require discipline and we ask you to adhere to the following rules:

- Please always **switch off your microphone** when you are not speaking to avoid background noises.

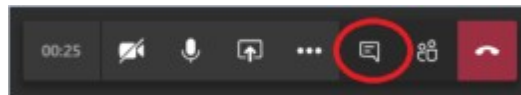


- Please use the chat function for requests to speak. Open the chat function. Write **“Comment”** and wait for the moderator to ask you to speak. Only then turn your microphone back on.



- After you have finished with speaking, please switch the microphone off again.

- Questions can also be posted directly in the chat and will be answered collectively after each lecture. In case of time constraints, the questions will be answered in writing afterwards. You will also receive an elaborated questionnaire after the training week.



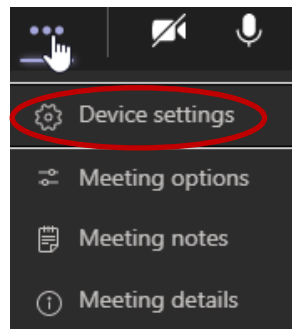
- If you only take part in the meeting by telephone, you will have the opportunity to ask questions at the end of each lecture.

If you experience problems with the sound during the session, you can access the settings as follows:

- Use the three points to get to the menu.



- Select “Show device settings”.



- Try the various options “Audio Devices” and “Speakers”.