

# Microsoft Teams 101

How to meet like a pro





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**100% of respondents described poorly organized meetings as a waste of time or money.**

## **Let's face it – most meetings are aggravating.**

**Why do so many of us get a sour taste in our mouth when we hear the word “meeting”?**

- Executives view more than  $\frac{2}{3}$  of meetings as failures
- Only  $\frac{1}{2}$  of professionals in the U.S. say they play an active role in the meetings they attend
- The top 3 meeting irritations are
  - *Ineffective or poorly organized meetings*
  - *Conference calls with bad reception*
  - *Video meetings with poor reception*
- Unproductive meetings cost more than \$37 billion each year



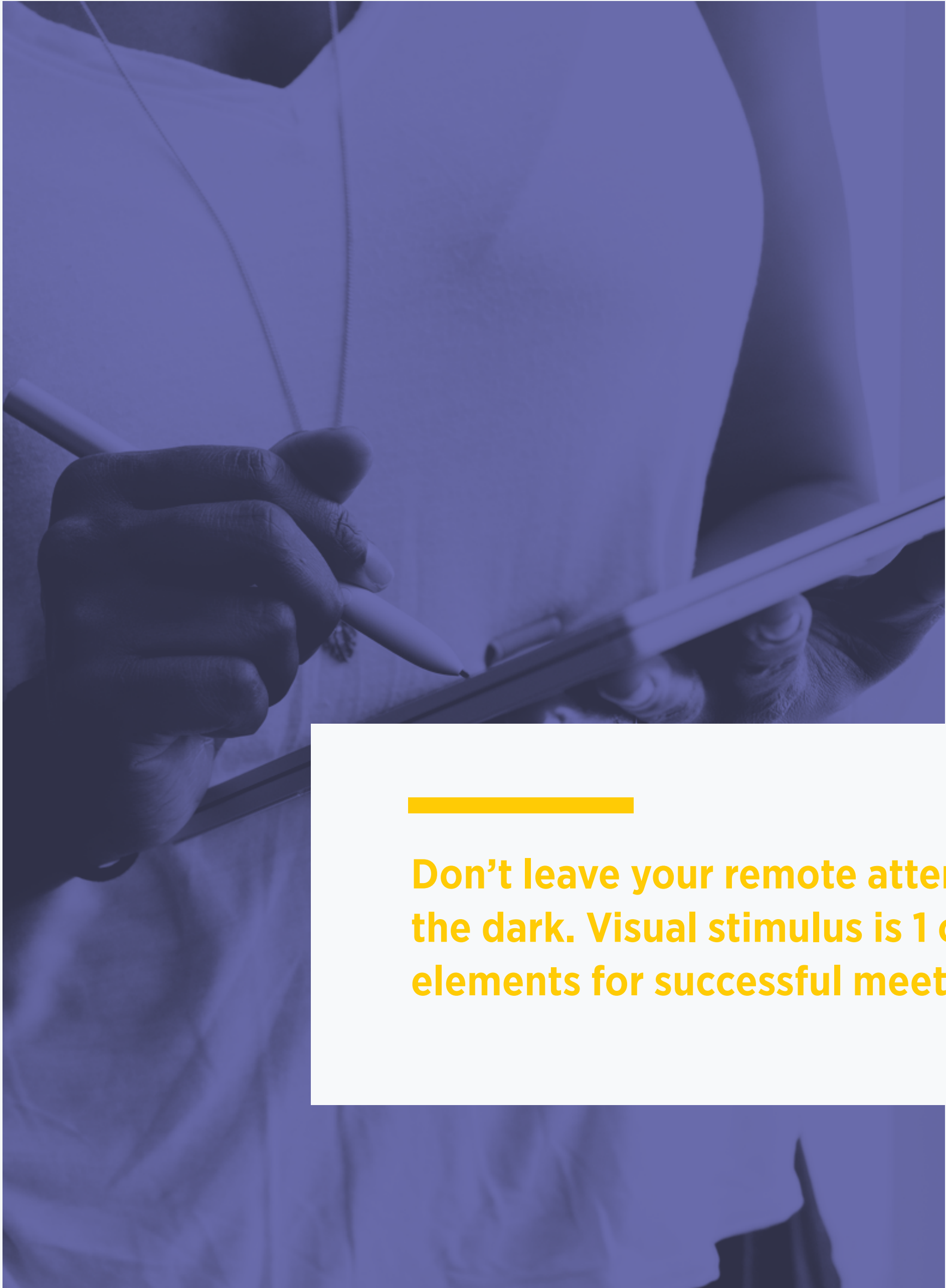
# Microsoft Teams to the rescue



## **56% of meetings include remote attendees.**

**Teams has a lot of interactive collaboration tools built into meetings.**

- Use the whiteboard to digitally share a creative space. Figure out flows, brainstorm ideas, and diagram in your Teams meetings.
- Let your coworkers see what you're seeing by sharing your screen. It's like huddling around your computer, but a lot more comfortable.
- Upload a PowerPoint to the meeting and it'll become the visual focal point. Presentations just got easier.



**Don't leave your remote attendees in the dark. Visual stimulus is 1 of 4 key elements for successful meetings.**



**Discussion leading up to and following your meetings is just as important.**

## **51% of meetings have insufficient follow-up**

**Do it all in one place. Teams seamlessly integrates your meetings with your workspace.**

- Record your meeting. Then use the automatic transcript and keyword search to find relevant information. Let's be real. We all know there are way too many meetings to remember every detail.
- Teams will automatically save the chat from a meeting. It'll appear in your chats list or in the channel you held your meeting in. No need to worry about losing links, documents, or chit chat that was shared.
- Take shared meeting notes before, during, and after the meeting. Link a OneNote notebook to your team and add it as a tab. Get on the same page as your coworkers – literally.

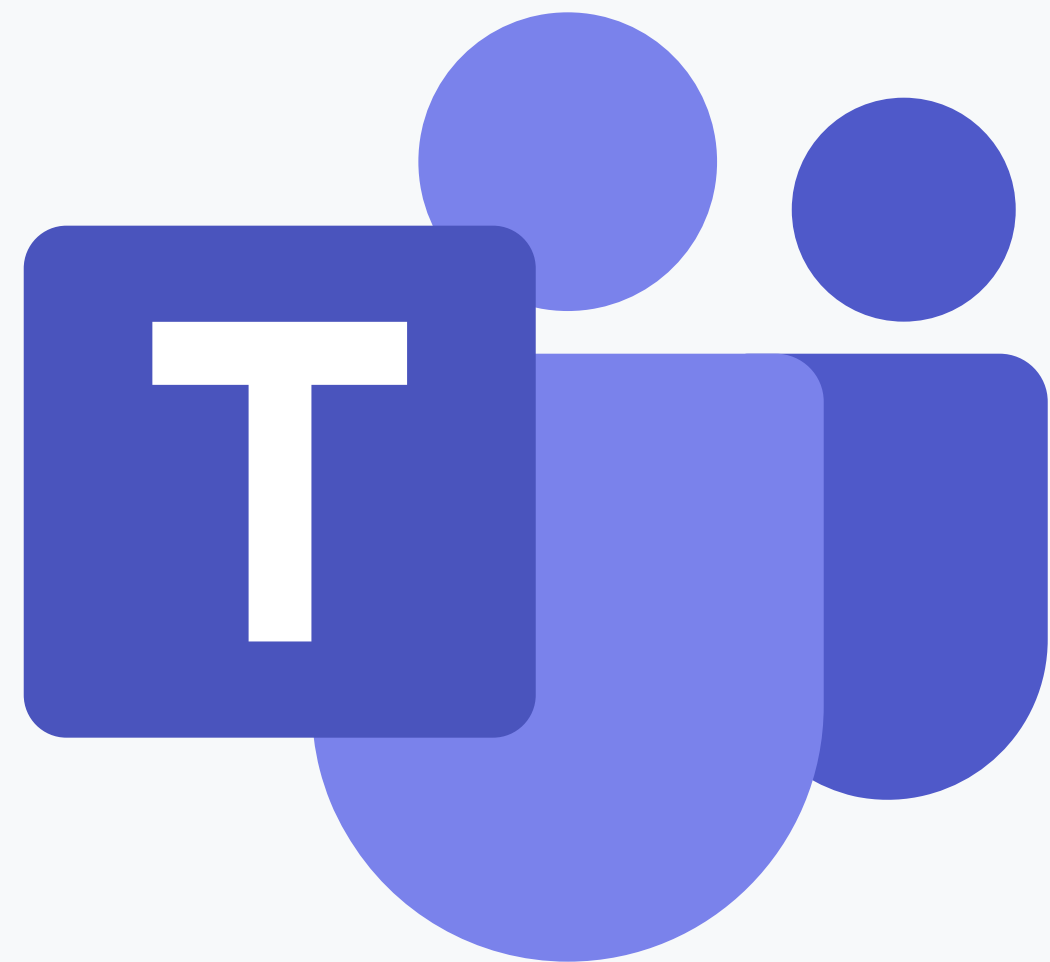
## On average over **5hrs** are spent in meetings weekly.

Get to the important stuff faster.

- Select your video and audio configuration before joining the call. You can also mute yourself or adjust your video to make sure you look and sound your best.
- Fix the problem before it becomes a problem. Teams will alert you about everything from a poor network connection to when you're trying to speak and may have forgotten to unmute your microphone.
- It's easy to rely on a positive experience in Teams. Teams is supported by a new infrastructure that's optimized for online meetings, so you can count on high-quality audio and video.



**No one likes technical difficulties. Set-up, poor call quality, and other distractions absorb valuable time.**



# Learn how to drive adoption with better meetings in Teams.

[Schedule a demo](#)

**Sources**

How much time do we spend in meetings? (Hint: it's scary)  
The state of meetings report 2019  
Meet now with Microsoft Teams  
A one hour meeting is never just a one hour meeting