

How to Master Modern Meetings in



STARTING THE MEETING



Turn on your camera to have a **"face to face"** conversation.



Utilize tools such as **background blur** to keep the focus on you



Minimize all other applications and silence your phone to **avoid distractions**

DURING THE MEETING



Record your meeting to capture **audio, video** and **screen sharing** activity.



Share your desktop, a specific app, or PowerPoint slides directly



Multitask within Teams during your meeting – the shared screen/video will minimize to the corner of your screen



AFTER THE MEETING



Your meeting recording will be made available in **Microsoft Stream**



Utilize the **speaker track** and **searchable transcription** to gain additional insight on what happened during the meeting



Coming soon: allocate tasks based on action items from the meeting

MAKING IT WORK



Adapt to modern practices and technologies. **Train your team** to utilize all the meeting tools Microsoft Teams makes available

To know more please reach to us at IT-feedback@synechron.com.

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