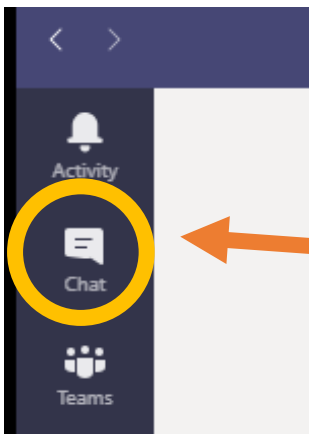


Tips for meeting in Microsoft Teams

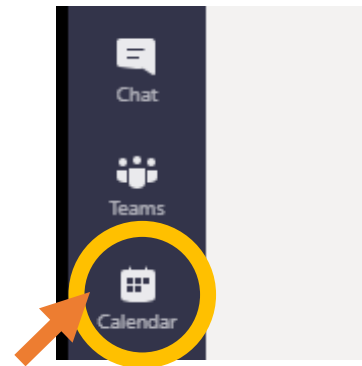
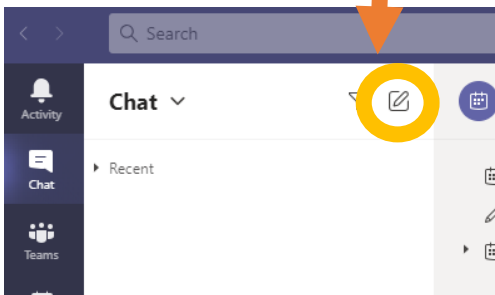
SON Writing Support

Hi all! I know everyone is comfortable with Zoom. I've opted to try something new and use Teams for meetings because it lets us look at your paper together and both make changes or comments in real time while still chatting. I wanted to provide some tips to maximize our success together and decrease time spent figuring out the tech.

Why I am switching to Teams: It will decrease the email back and forth and make it so that we both have access to your document in real time and can work on it together, and enables the chat function – if you are running late, want to send me a link, we want to take notes there, etc. You will be able to access teams to see the document we edited together and comments, changes we made, etc.

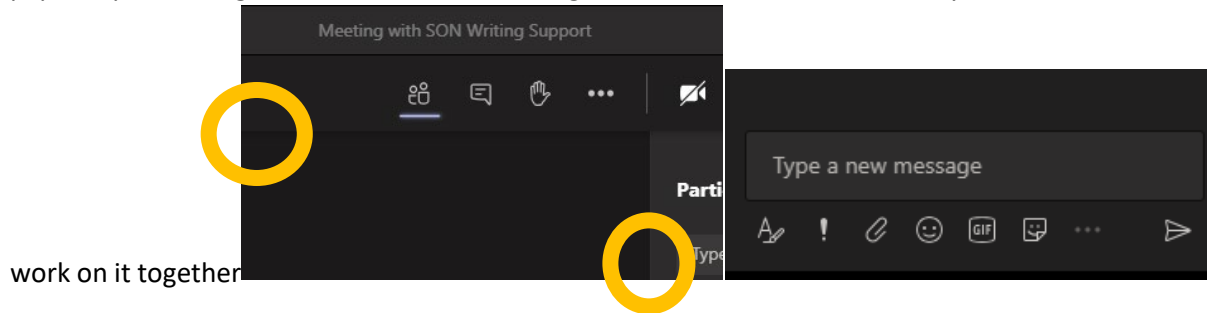


1. Download the Teams app
2. Create an account with your UW ID
 - If you don't do this, we will not have the functionality we need and will have to spend time emailing the paper, etc.
3. **Prior to the meeting**, sign it to the Teams app and go to the chat
 - If I already started a chat, upload your paper there
 - If I haven't started a chat, go to the 'chat' function on the menu bar and click on the pencil to start a new chat with 'sonwriting', then upload your paper or type comments there
 - Prior to the meeting, you can go back to the chat and make any notes or upload a newer draft of the assignment.



4. **To join the meeting**, simply go to the calendar or invitation and click JOIN. Be sure to check your microphone and video settings. My preference is to have both videos on, but I understand if that doesn't work for you.
5. **During the meeting**, you should see two windows for Teams—one has the video call, and the other has the regular app
 - a. Keep the video open (if you like) but also open the window with the regular app and navigate to the paper you uploaded to the chat
 - b. When we both navigate there, you'll be able to see where I'm highlighting and making comments, and you can make your own comments there as we talk

- c. As an alternative, you can upload a document in the “show conversation” function by clicking on the paper clip, choosing the document, and sending. Then we can both click directly into the document and



6. **After the meeting**, you can access and save the document through our chat—it will have all the comments and edits we made during the meeting.