

BEFORE JOINING THE MEETING

You can schedule a meeting by clicking on Calendar.



You can start a meeting immediately and invite people on the fly by selecting "Meet Now".



You can schedule a meeting in advance by selecting "New Meeting".



DURING THE MEETING



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



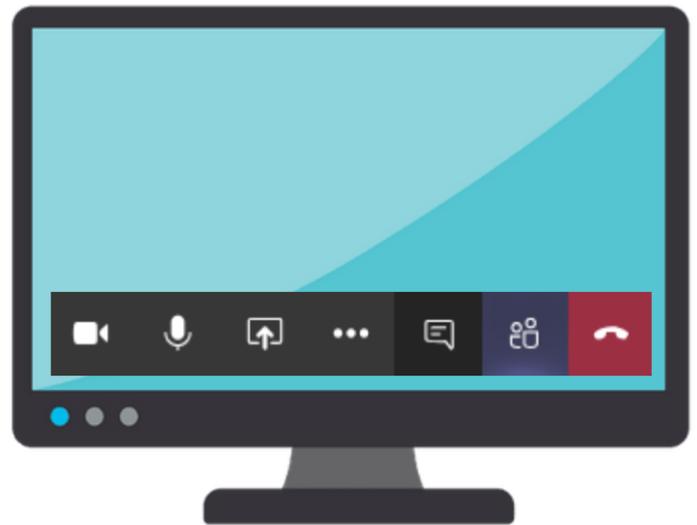
Make sure your audio is turned on.



Share your screen directly.



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



AFTER THE MEETING

When the meeting is over, make sure to hang up.



Your meeting recording will be available in Microsoft Stream.



CHAT



You can chat to any MU staff and student by selecting "Chat".



You can search for MU staff and students by selecting the tab "Search or Type Command".



EXTRA RESOURCES

For more information regarding Microsoft Teams see Maynooth University IT Services; available [here](#).

For more information regarding Programme Choices visit MU website; available [here](#).