

Remote Meeting Success – Technology Resources, Recommendations, and Tips

As our operations have now moved to remote learning and working, the use of virtual meetings have become our normal reality. To ensure our meetings and courses retain the same productive and efficient nature, a variety of how-to and best practice resources have been provided. Please review based on what your desires and needs are within the institution and Department during this unprecedented time.

I Want to...	Suggested Platform	Here's Why	Resource for Access
Learn How to Set Up a Virtual Meeting	Zoom	Connect to a single call with high-definition video, audio, and file sharing. One service for video conferencing, virtual meetings, annotation features , screen sharing, breakout rooms (allows for small group discussion) and the ability to record	OIT Zoom Resources Page
	Microsoft Teams	Allows you to streamline work, communicate more effectively , meet virtually, and message seamlessly using Office 365 . Teams also supports file sharing across teams whose system access may vary (e.g. project teams who are working to quickly establish shared files)	University of Colorado, OIT Microsoft Teams Welcome Microsoft Teams – Video Training LinkedIn Learning Microsoft Teams Tips and Tricks

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Learn Best Practices for Managing a Virtual Meeting	LinkedIn Learning <i>32 minute class</i>	Set yourself up for success with videos and short lessons on how to plan, prepare, and host meetings, engage team members, and get work done	Welcome to Better Virtual Meetings
	LinkedIn Learning <i>34 minute class</i>	Covers tips on how to prepare for and run video conferences confidently and professionally. (Tips and guidance for meetings requiring more formality in structure and presence)	Executive Presence on Video Conference Calls
	Center for Creative Leadership	In this quick read, you'll find three tips for managing virtual teams, a checklist for supporting virtual meetings, and 6 best practices for leading virtual meetings.	Best Practices for Managing Virtual Teams and Meetings
	Harvard Business Review	In these 2 quick reads, you'll find useful tips for effectively managing and elevating your presence in a virtual meeting	HBR: Running a Great Virtual Meeting HBR: Elevate Your Presence

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Understand and share tips for virtual meeting etiquette with my team	Culmination of Academic and Business Resources	As you and your teams work remote, ensuring appropriate etiquette will reduce distractions and unintended mishaps to keep a high-level of productivity and efficiency. In these 4 quick reads, you will find many recommendations for proper virtual meeting etiquette	Zoom Video Meeting Etiquette Zoom Meetings: Etiquette and Best Practices Top 10 Tips for Zoom Etiquette in Education HBR: What it Takes to Run a Great Virtual Meeting

I Want to...	Suggested Solution	Here's Why	Resource for Access
Learn Zoom and Microsoft Teams Facilitation Techniques	General Zoom Facilitation Resources	Zoom has a variety of resources that set facilitators up for success. The help center has many tips and recommendations for using one of Zoom's many presentation and facilitation features	Zoom General Resources for Facilitation
	General Microsoft Teams Facilitation Resources	Microsoft Teams has a variety of resources that set facilitators up for success. The help and learning center has many tips and recommendations for using one of Microsoft Team's many presentation and facilitation features	Microsoft Teams Help & Learning Center Microsoft Teams Meetings and Calls Resources Microsoft Teams for Education - Quick Guide
	Breakout Rooms	Zoom feature – enables facilitator to assign participants to specific rooms for small discussion. The group can then come back together for large group discussion	Enabling Breakout Rooms Participating in Breakout Rooms
	Screen Sharing	Zoom and Microsoft Teams feature – screen sharing allows for presentations, webpages, virtual whiteboards, etc. to be shared to all participant screens	Zoom: Sharing your Screen Microsoft Teams: Sharing Content
	Recording	Zoom and Microsoft Teams feature – record meetings/classes to be able to share later on or review	Zoom: Video Recording Microsoft Teams: Video Recording
	Polling	Zoom feature – enables questions for participants that can be answered live. Helps facilitate class discussions and quizzing	Enabling Meeting Polls

	Take Meeting Notes	Microsoft Teams feature – a setting to capture and share notes from before, during, or after a meeting / class	Enabling Meeting Notes
	Building Connections	Regardless of what platform you use consider <i>check-ins/icebreakers</i> for virtual team meetings. For dispersed teams, this can <i>help create connections through real-life happenings.</i>	For example, hold virtual social gatherings, share a snapshot of your life - a snapshot of your office, what is right outside your window(s), or create a virtual team map (where is everyone located)