

Run Online Meetings Like a Pro

The before, during and after guide

TeamsLink 



Share your meeting agenda

To help increase engagement, ensure your participants are on the same page by preparing an agenda with clearly defined meeting goals ahead of time.



Invite internal and external participants

Need to connect with someone outside your organisation? No problem. TeamsLink lets you invite anyone with a valid business or personal email address, without the need to download Teams to join the meeting!



Access previous meeting notes

If it's a recurring meeting, you can easily access previous meeting notes and recordings in the same meeting thread. And you can chat with other invitees before the meeting to update them on relevant topics.



Use Rooms to start your meeting

There's nothing worse than fumbling with conference room equipment and starting your meeting late. Microsoft Teams Rooms helps to provide a consistent user experience for all your spaces.



Record your meeting

Written minutes or a recording will enable people to catch up who couldn't attend and also help resolve conflicts about outcomes or action items.



Adjust your settings before you join

Enable your camera to provide a personal touch to enhance your connection and the effectiveness of the meeting. Make sure you consider your background and noise and adjust your settings beforehand.



Share your content and collaborate

Share documents from your desktop or Teams files with participants through high-fidelity screen sharing. You can co-edit and collaborate on Microsoft documents and use the meeting chat to gain feedback from colleagues.



Use integrated audio conferencing

Attendees can call in from a phone directly to the TeamsLink meeting. You can also dial out to add attendees using their phone number.



Share meeting recordings and notes

Re-engage participants with a recording to recap and follow up with a brief summary in the project channel. Remind participants of next steps, key takeaways, deadlines and actions.



Schedule follow-up meetings

A meeting's effectiveness is best measured by the follow-up and outcome. Before the meeting is over, schedule another, if necessary, to answer any outstanding questions and clarify next steps.