

- Live events
 - Is the Live Events feature free with the package here at UK?
 - Yes
 - We are limited to up to 40 active Live Events going across the organization simultaneously
 - Can Users external to UK join Live Events and regular meetings
 - Yes, and they do not need a Microsoft account or Teams on their computer to join
 - Meetings are very secure, the only way someone can join the meeting is if they have the specific link.
- Chat
 - Can you restrict participants from chatting?
 - Not in a Teams meeting. If you want more control over this a Live Event might be a better solution
 - Is there a way to “declutter” the chats or just view a more focused chat?
 - Not really, however, there is great search functionality built into Teams, so if you are looking for something specific within a long chat you can search for that particular message
 - Can you delete chat history or does it persist forever? Is there a general “archive” of the meeting or meeting notes?
 - Teams meeting notes and chat are persistent, so they will always be there unless you delete the Team. There is currently no separate “archive”
 - Can you remove the notification sounds every time someone posts in the chat?
 - Yes, click your badge icon, click Settings, then Notifications. You can update all of your notifications there.
- Meeting Features
 - How can I remove the bar in the presentation window that shows the meeting options (Mute Mic, Leave Meeting, etc.)
 - This has changed in the new meeting experience which you can access that by clicking on your avatar at the top of the Teams window, click Settings then on the Settings tab, click the Turn on new meeting experience checkbox. This will require a restart of the Teams client.
 - Are there advanced sharing features when sharing your screen?
 - The options currently are, entire desktop, one of the desktops (if you are on multiple screens), or a single window on your screen (such as a browser or Power Point)
 - If you wanted to do the hand raise feature for voting in a meeting, what is the best approach for counting and documenting the vote count?
 - If you select “Show Participants” all participants who have raised their hand will appear at the top of the list with a hand icon next to their name.
 - Is there the ability to send people to breakout rooms or do polls?
 - Breakout Rooms is a feature that Microsoft has said is coming soon, but we don’t know exactly when. There is a functionality for polls, details here:

<https://support.microsoft.com/en-us/office/create-a-poll-in-microsoft-teams-a3f9112c-01e1-4ee4-bd88-25e4e243b80b>

- Notes/Whiteboard
 - Is the Whiteboard editable only by the meeting host or can any attendees edit it?
 - Everyone who is invited to the meeting can edit the whiteboard. Those who join anonymously or externally cannot
 - Does the whiteboard persist after the meeting?
 - Yes, unless you go in and erase the board
 - As an alternative to the Whiteboard, you can create a tab within Teams for OneNote, is there a drawback to this approach?
 - OneNote would be better to use within a Team to use in ongoing work, a Whiteboard would be better suited for an individual meeting for quick notes/sketches
 - You can also use Meeting Notes, these are also very helpful for recurring meetings as they persist across the different meeting occurrences
- Notifications
 - Is there an email notification when someone uploads a file, starts a chat, etc. in the meeting?
 - No email notifications, but there will be notifications within Teams
- Channels
 - Is there a real benefit to using channels?
 - Channels are very helpful outside of the “meetings” environment. You can have one large Team with everyone in it, then have smaller channels within that Team for specific projects or groups of people. You can also set up private channels so that only those users invited to the channel will see it’s contents.
 - Can students or others in a Team channel start a meeting without the meeting organizer?
- Yes
- Misc.
 - If a referenced button or option is not available in your client, it likely means you are not fully migrated to Teams. See this link for more information on migrating to Teams
 - Is there a way to improve sound quality?
 - This is normally to do with the setup on your personal machine. You can test sound quality in Teams by clicking on your avatar, clicking settings then going to the Devices settings and adjusting your audio devices and then click the make a test call button to test the settings and if they are not good, you can adjust and test again.
 - How do you turn on the live captions?
 - Click the “...” for more actions and select “Turn on live captions”
 - Can you edit the captions that are captured with “Live Captions” after the meeting?
 - Live captions do not record, however Stream will do voice to text transcription