

Tips and Rules of the Meeting Space

If you have any issues, call Joanna Lee at 408-334-5279 or Margarita Mesones at 305-301-4162.

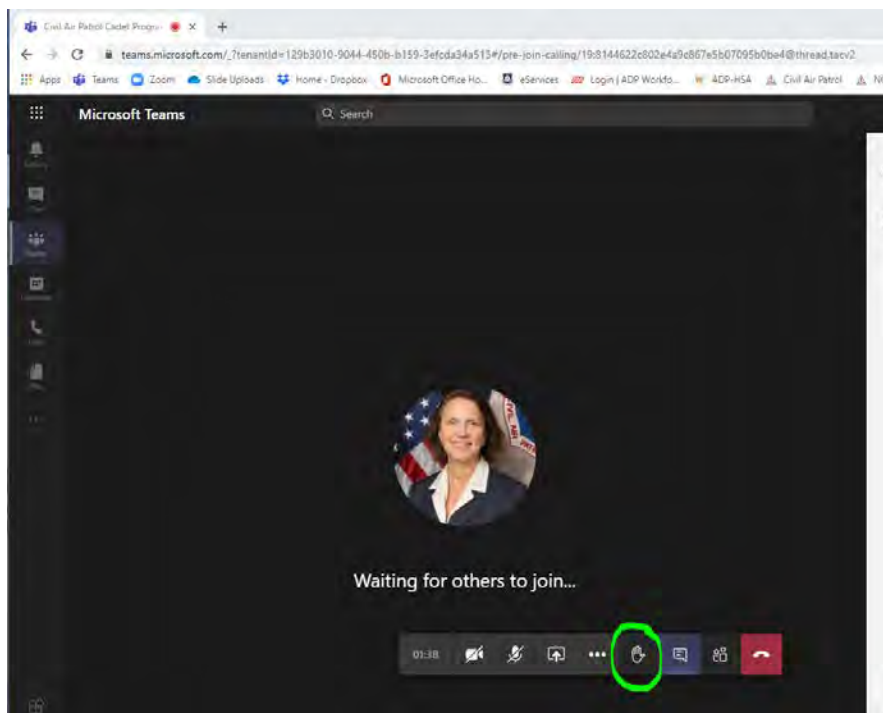
All times on schedules are Central time.

Accessing Team and Meeting Space: Login to Microsoft Teams using Chrome or Microsoft Edge, RS2 or later. You also can use the Team app. Login on a desktop or laptop versus a phone or other mobile device. Many Team and Teams Meeting features are not available on mobile devices. We recommend stacking your meeting and Team next to each other so that you can access chat features as well as the meeting space.

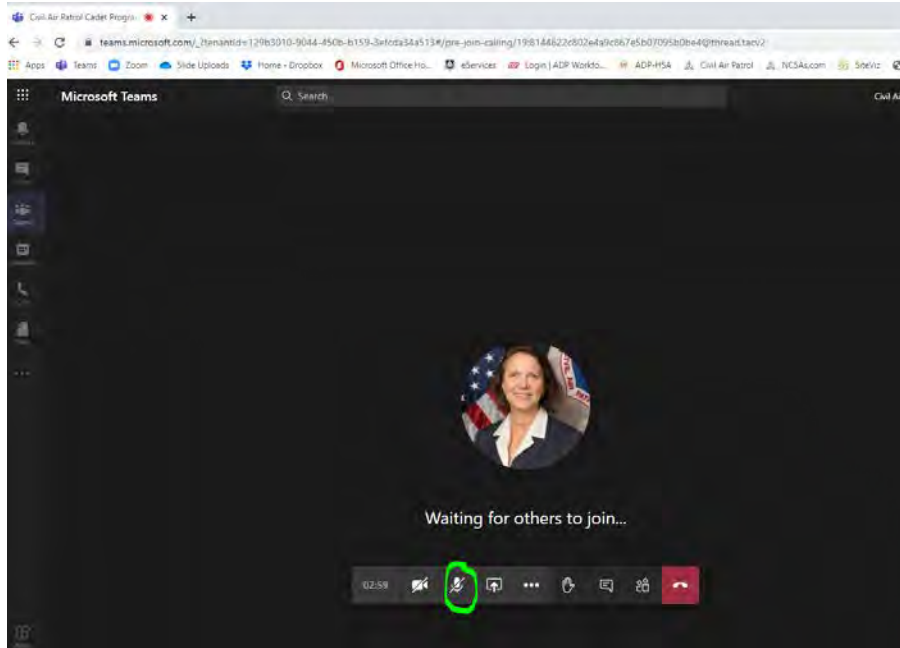
Mute & Video Off: Stay muted and with your video off, unless checking in or invited to unmute/turn on your video.

Questions or Comments. To communicate with presenter or moderator you can “Raise Hand: and be called on or type in Meeting chat/channel conversation.

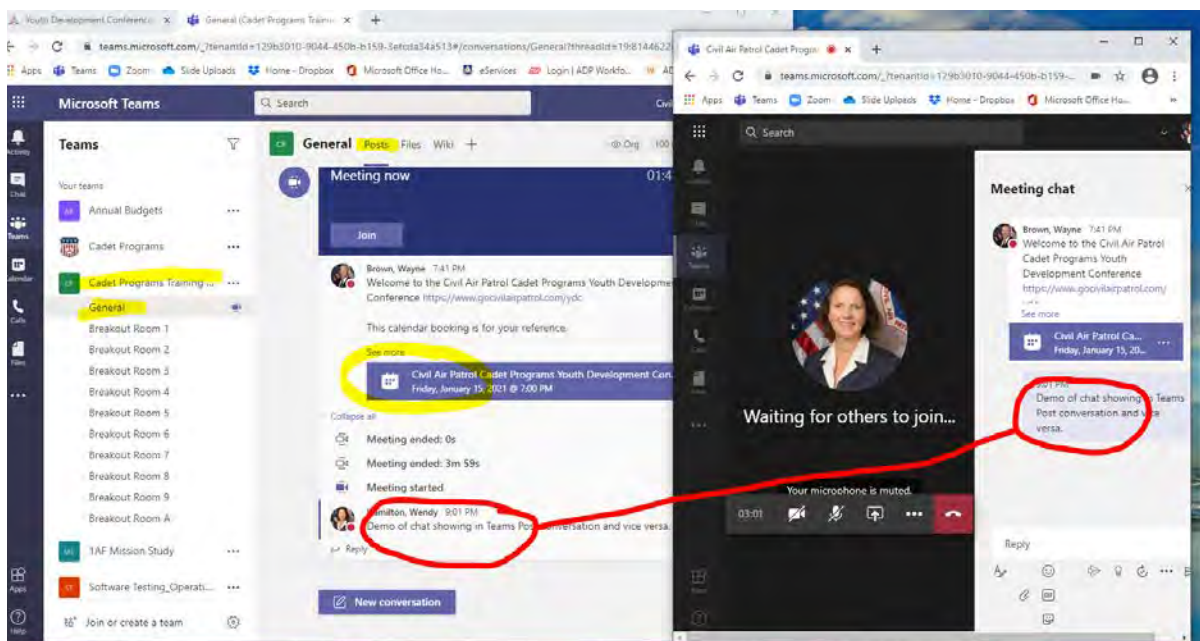
- If you would **like to speak**, use the **raise hand button** (the hand will turn gold indicating it is raised) in your meeting tool bar, and wait to be acknowledged by presenter or the moderator.



Unmute yourself using the microphone button. Once your question is answered be sure the press the raise hand button again to turn it off. This tool bar may be at top, bottom or side of your screen and may not be visible until you place your cursor within the meeting space.

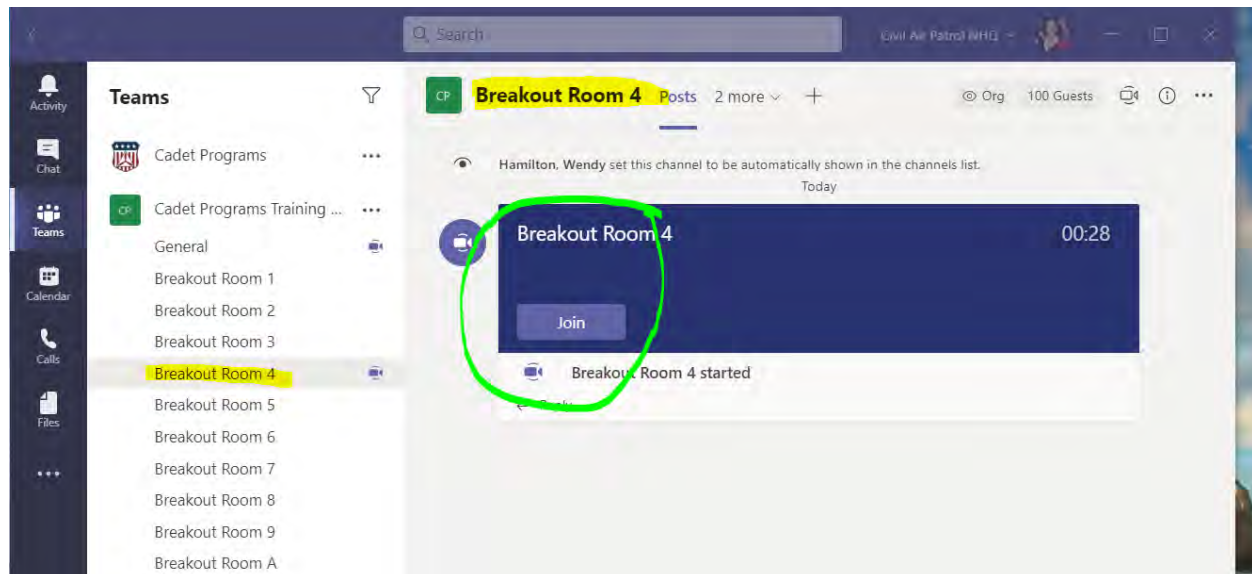


- If you prefer to **type your question or comment**, you can via the meeting chat or channel conversation. Most of you will not have the ability to type in the chat area of the meeting space because you are guests in the channel meeting. Instead you should access the “Posts” area of the general channel and type there. You will see that the chat typed in the meeting will show under the meeting post in the conversation area. See below. Likewise, if you type something as a reply to the meeting announcement in the conversation, it shows in the “chat” area of the meeting. This limitation is only for the General session meetings. When you go to breakout rooms, everyone should have access to the chat feature within their meeting.



Breakout rooms. When directed to go to your breakout room, select the channel with the same name of the breakout room by your name in the “Attendee List” assignments found in the “General” channel files or on the <https://www.gocivilairpatrol.com/ydc> website.

When you get to the Breakout Room channel, wait to see the join button appear in the :posts section. Then you can joining the meeting. To return to the General session, simply leave your breakout room or select the red telephone handset icon and then select the general tab and relaunch the General meeting session.



Team Leads Responsibilities. You have four responsibilities. 1) You will start the Breakout session meeting for your group. 2) You will facilitate whatever discussion or project you are to work on during the session. 3) You will keep your team on time and end meeting as directed to get back to the general session. 4) You will report or post results of your breakout group back in the general session if asked to do so.

Team Lead how to start breakout meeting. We will use the “Meet Now” function in the breakout rooms. Be patient, sometimes it takes a bit for everyone to get in when several channels are meeting at the same time. Go to the correct channel for the team you are assigned to. Select the dropdown arrow next to the “Meet” button and select “Meet now.” Then just wait for people to join you. You will not need to invite anyone in. Once you click on meet now and the session starts the “Join” button will appear for everyone else who is in the channel. To end the meeting select “leave” or the red telephone handset icon.

Breakout Room 4 (Cadet Programs) x

teams.microsoft.com/_?tenantId=129b3010-9044-450b-b159-3efcda34a513#/conversations/Breakout%20Room%204?threadId=19:790068c04bf34b1180caf3c0bb4c7383@thread.t... Civil Air Patrol NHQ

Microsoft Teams

Breakout Room 4 Posts Files Wiki +

Org 100 Guests Meet

Meet now

Schedule a meeting

Activity Chat Teams Calendar Calls Files

Your teams

- Annual Budgets
- Cadet Programs
- Cadet Programs Training Classr...
- General
- Breakout Room 1
- Breakout Room 2
- Breakout Room 3
- Breakout Room 4
- Breakout Room 5
- Breakout Room 6
- Breakout Room 7
- Breakout Room 8
- Breakout Room 9
- Breakout Room A

Let's get the conversation started

Try @mentioning people you want to collaborate with, or add some tabs to customize your space.