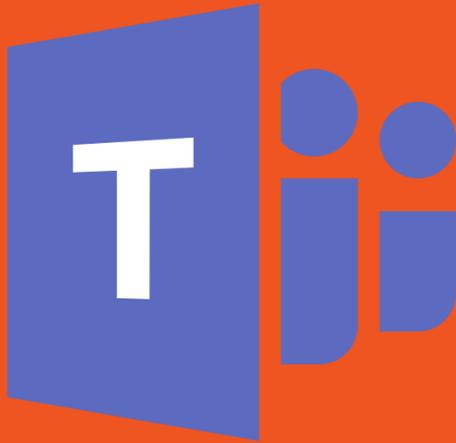


Intro to Teams

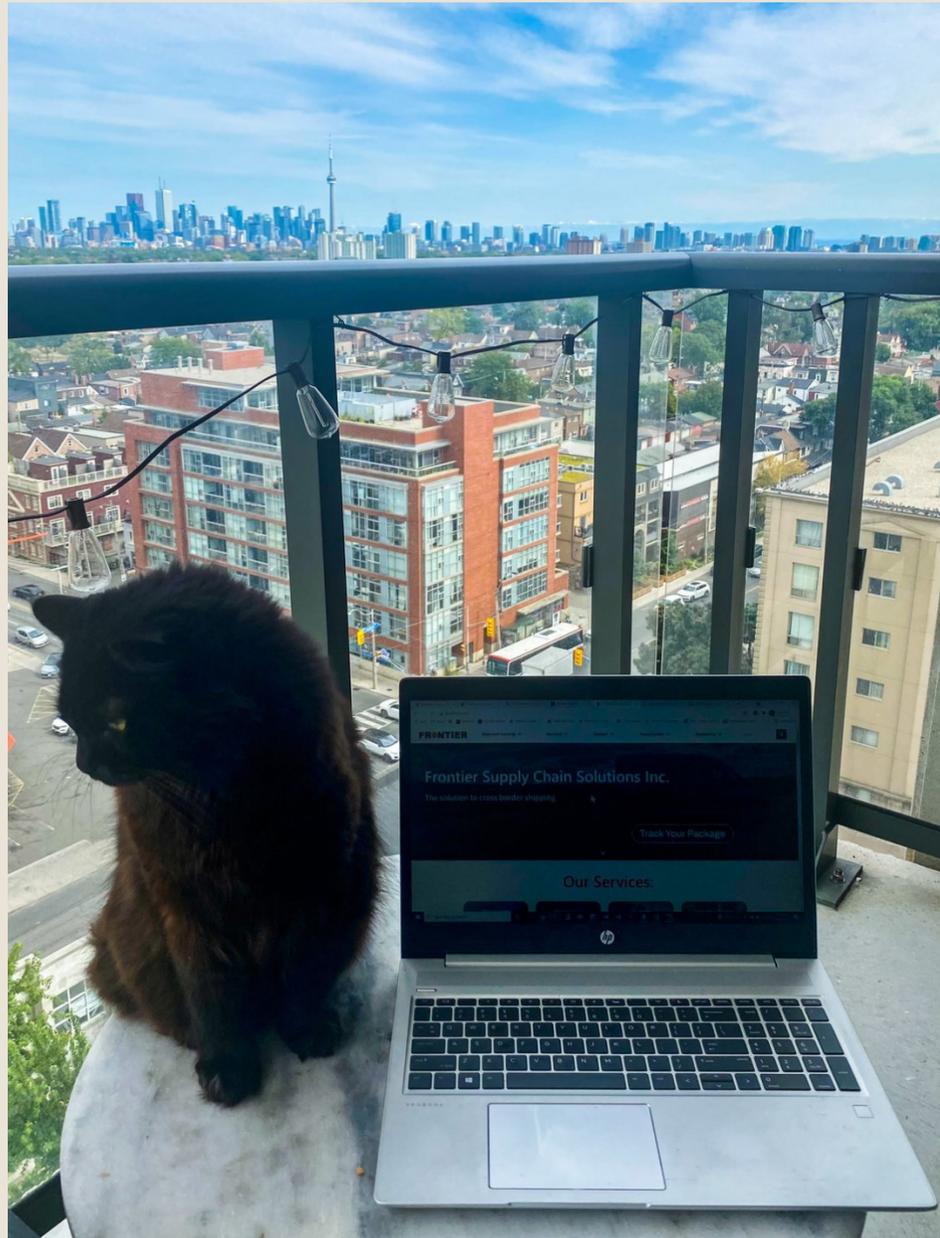


Presented by:
Frontier Supply Chain Solutions Inc.



TIPS & TRICKS FOR WORKING FROM HOME

In this section we will discuss tips and tricks to help people work from home successfully.



TOPICS OF DISCUSSION:

- Avoiding Distractions
- Reducing Background Noise
- Changing Your Background
- Screensharing With and Without Sound
- Adding Someone to a Video Call

TEAMS:
TIPS & TRICKS FOR
WORKING
REMOTELY



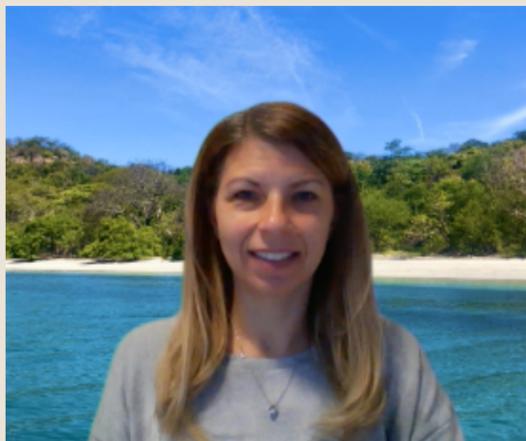
PREVENTING DISRUPTIONS

- Consider having a door lock to prevent disruptions
- Ensure Pets are taken care of
- Power outages and internet disruption are possible. Plan B is needed
- Dedication from household members



REDUCING BACKGROUND NOISE

- Make sure headphones are plugged in properly
- Turn off TV, Music, fans and other noisy items
- Consider closing windows
- Make sure electrical cables are not crossing which can cause interference

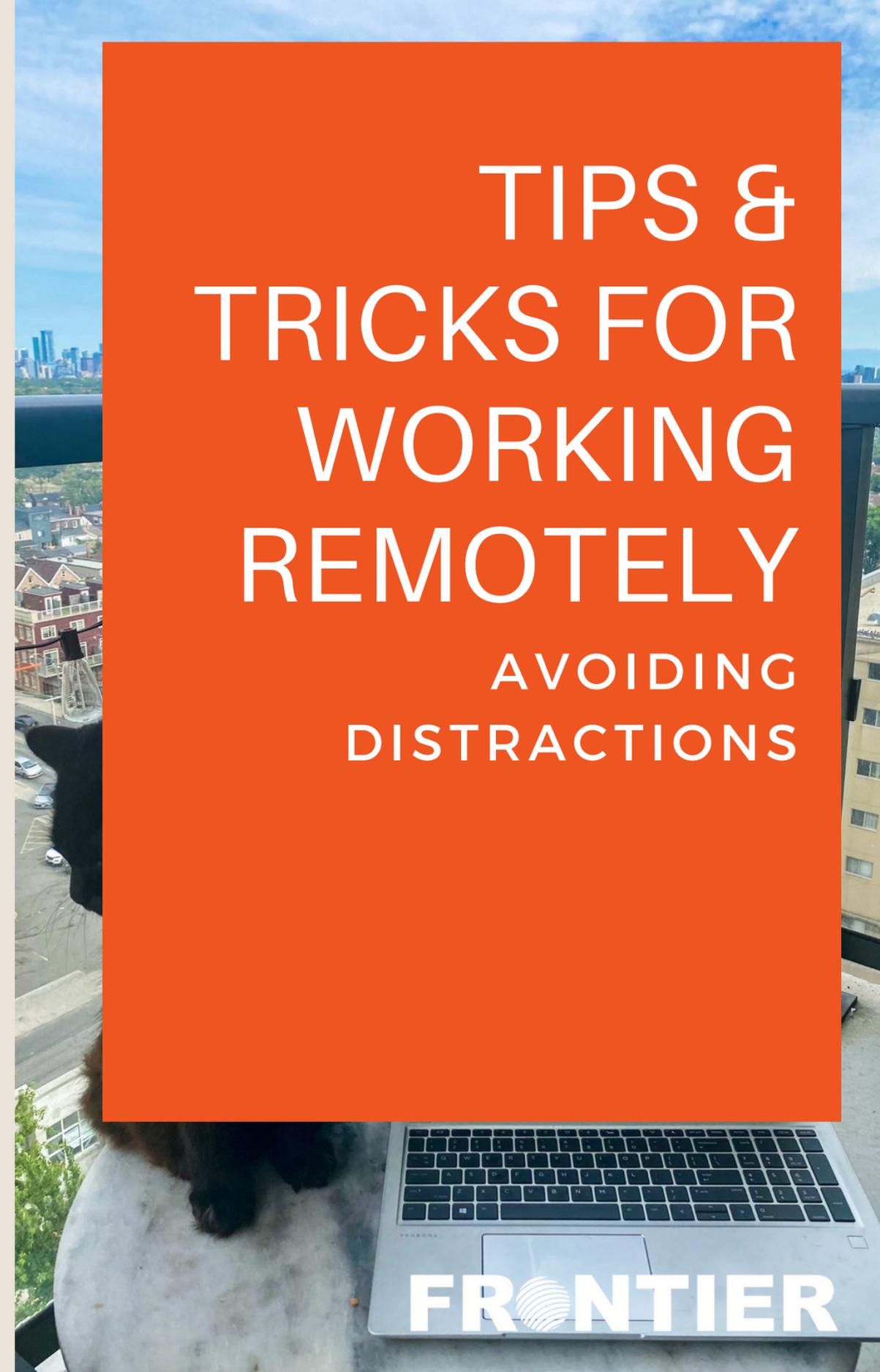


IMPROVE VIDEO CLARITY

- Ensure good lighting
- Prevent direct sunlight onto video camera
- Ensure good internet speed (Microsoft Teams recommends 8MB for best quality)
- Use a custom background

TIPS & TRICKS FOR WORKING REMOTELY

AVOIDING
DISTRACTIONS





REDUCING BACKGROUND NOISE

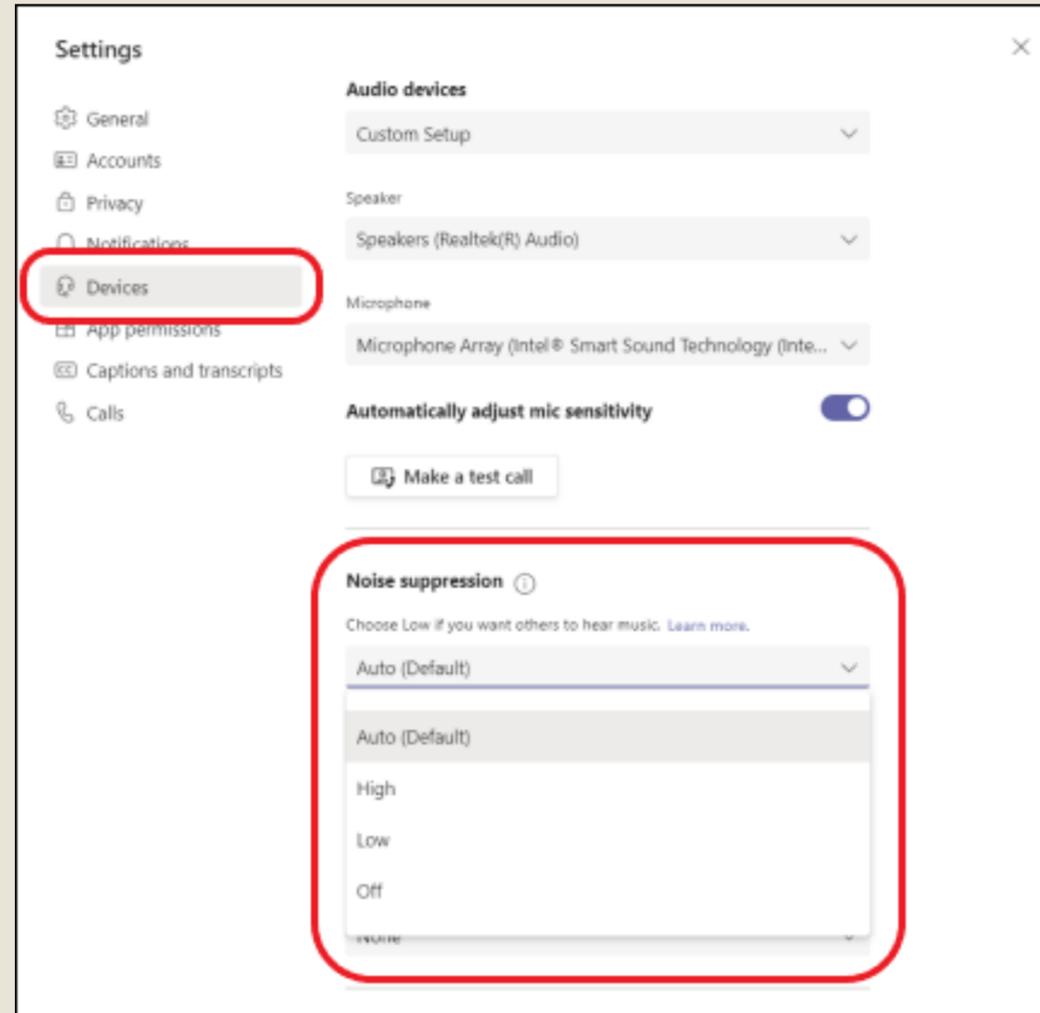
- Changing your settings to drown out background noise

STEP 1

Select your profile picture at the top right of Teams and then select Settings.

STEP 2

Select Devices on the left and then, under Noise suppression, select an option.



- Auto (default) The Teams app decides on the best level of noise suppression based on local noise.
- High Suppresses all background sound that isn't speech.

TIPS & TRICKS FOR WORKING REMOTELY

REDUCING BACKGROUND NOISE



CHANGE YOUR BACKGROUND BEFORE A MEETING STARTS

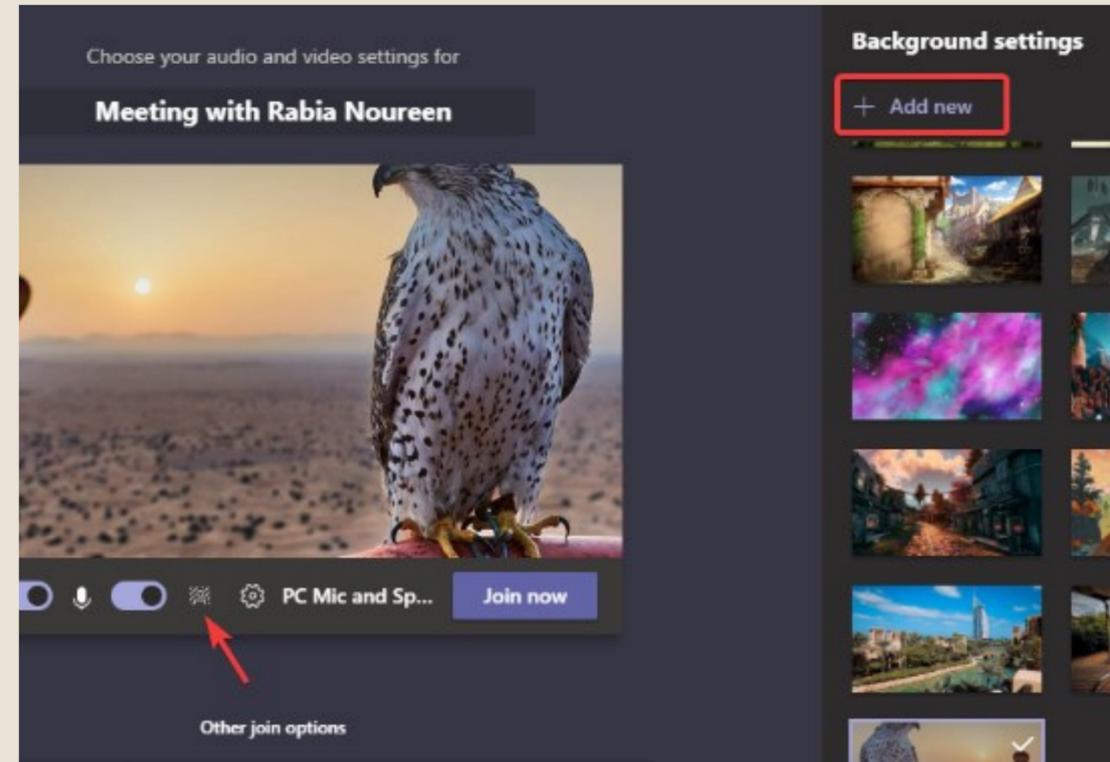
- Microsoft teams has a variety of background options

STEP 1

On the meeting pre-join screen, select the Background effects square icon which is available besides the mic switch.

STEP 2

The background settings will appear on the right side of your screen. Now to upload your own background image, click Add new and then select one to upload from your computer.



TIPS & TRICKS FOR WORKING REMOTELY

CHANGING YOUR BACKGROUND

FRONTIER



CHANGE YOUR BACKGROUND DURING A MEETING

How to change your background during a meeting, start or join a Microsoft Teams meeting, from the Mac or Windows desktop application.

STEP 1

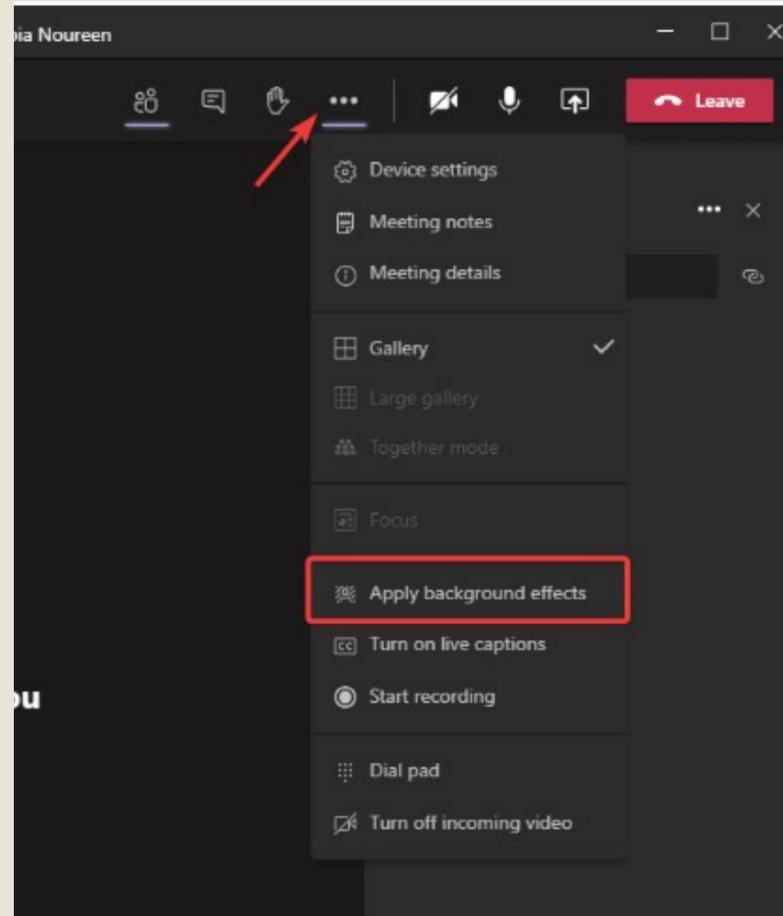
Navigate to the top of your screen and go to your meeting controls and click the More actions (...) button and then select Apply Background Effects.

STEP 2

Click "Add new", select the image you want to use as a background and click "Open". You can now preview your chosen background to see how it looks.

STEP 3

If you like the background, hit the Apply button.



TIPS & TRICKS FOR WORKING REMOTELY

CHANGING YOUR BACKGROUND

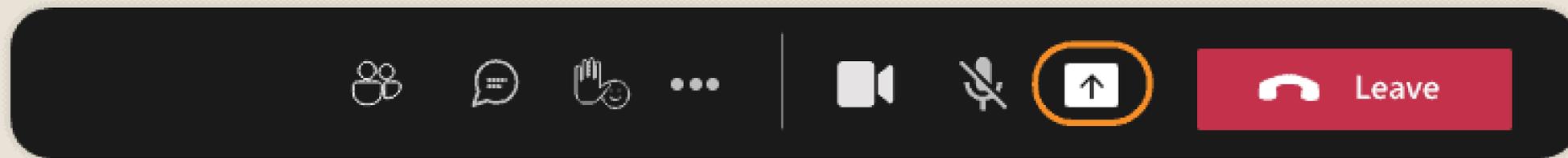
FRONTIER

HOW TO SHARE YOUR SCREEN **WITHOUT** SOUND:

Screen sharing is a great way to communicate with your coworkers. It helps keep everyone on the same page! It's perfect for when working remotely or communicate among the various offices locations.

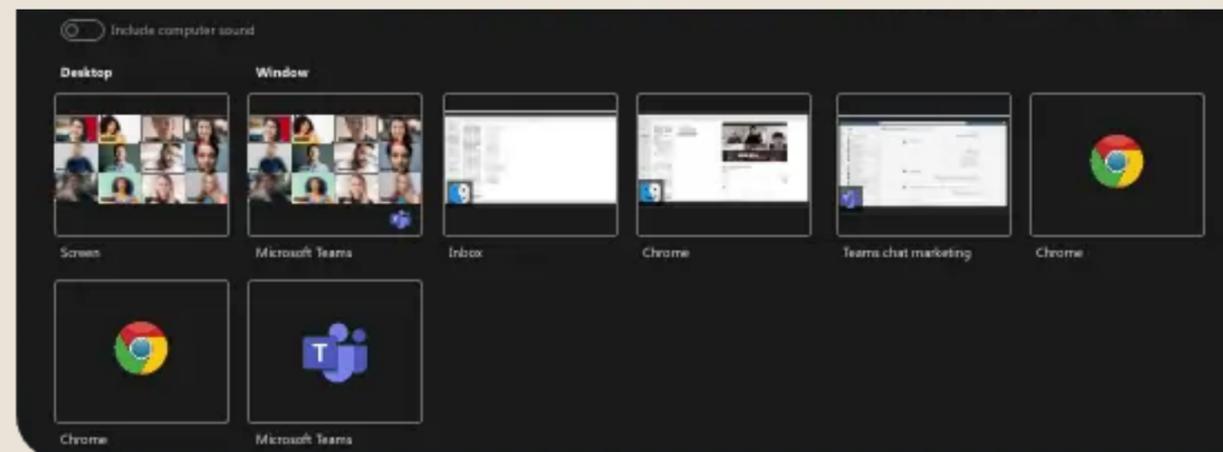
STEP 1

Click on the share icon in the call menu.



STEP 2

If you have more than 1 screen, a window will pop up asking you to select the right page.



TIPS & TRICKS FOR WORKING REMOTELY

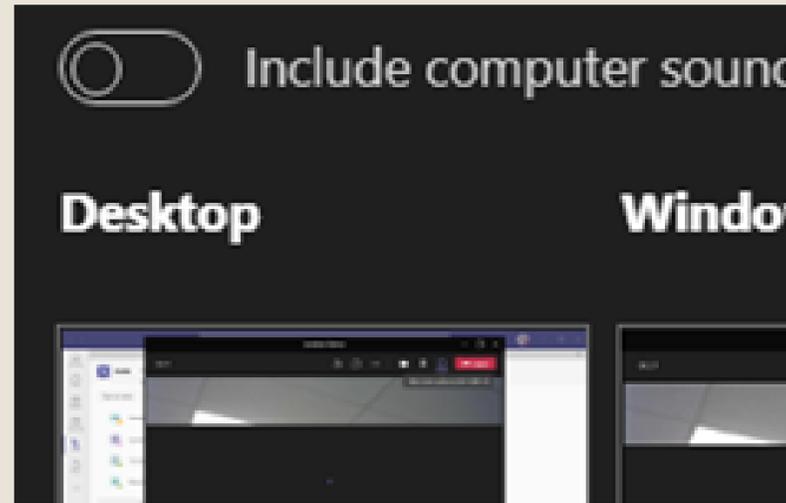
SHARING A VIDEO WITHOUT SOUND

SHARING A VIDEO **WITH** SOUND YOUR SCREEN:

Sometimes you want to share something that includes sound. Here's how to ensure everyone else in the video call can hear it as well.

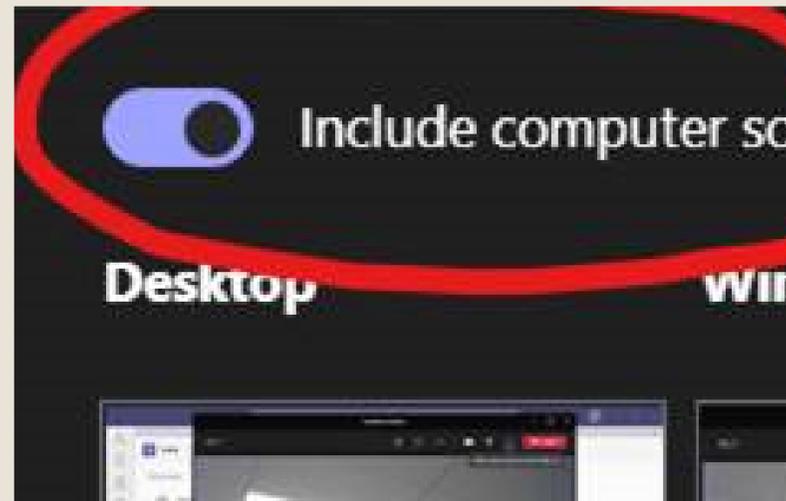
STEP 1

After you click the share content button the screen to the right pops up:



STEP 2

Use this little switch to enable your computer's sound and then select the video you want to share.



TIPS & TRICKS FOR WORKING REMOTELY

SHARING A VIDEO WITH SOUND

ADDING SOMEONE TO A MEETING

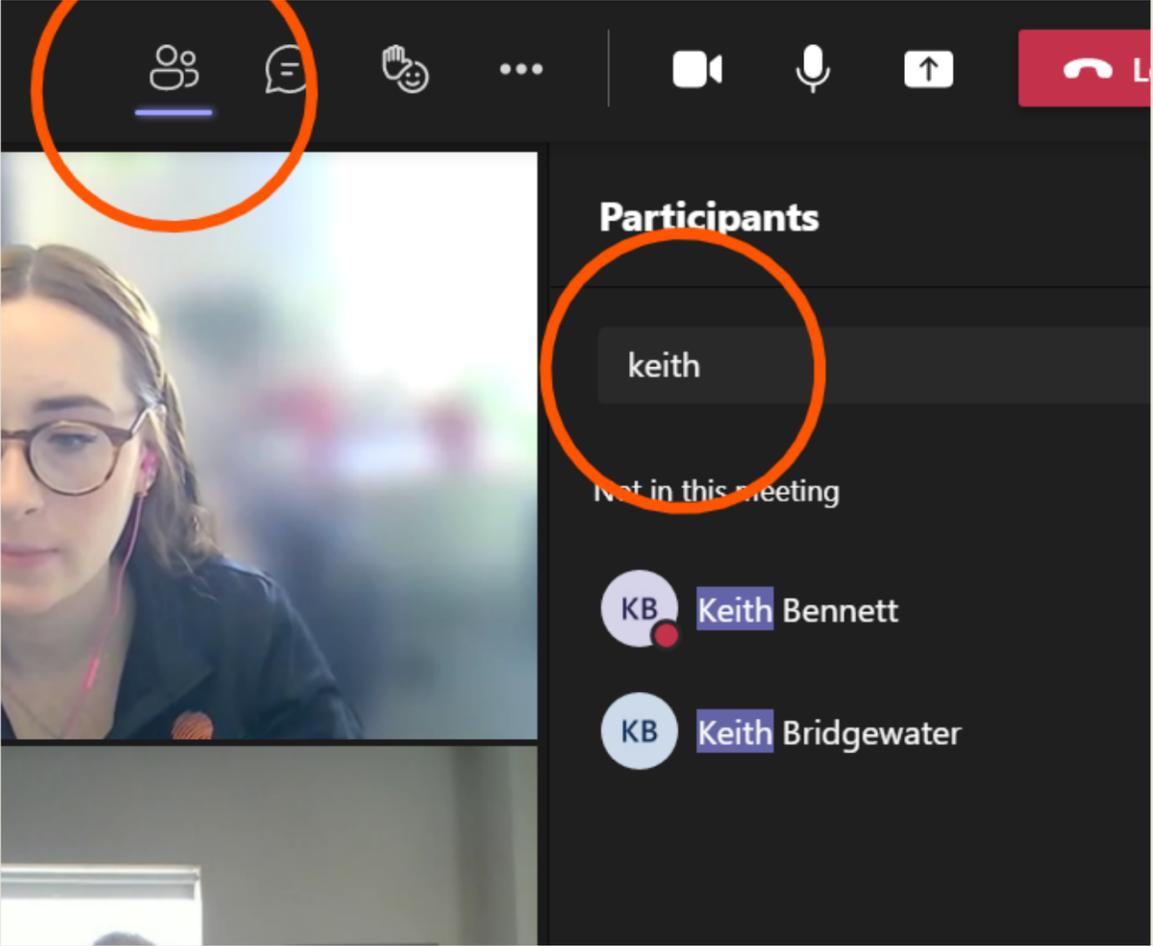
This will help you when you're already in a video call/meeting and you want to include someone else.

STEP 1

After you click the share content button the screen to the right pops up:

STEP 2

Type in the person's name and select "request to join"



TIPS & TRICKS FOR WORKING REMOTELY

ADDING SOMEONE TO A MEETING