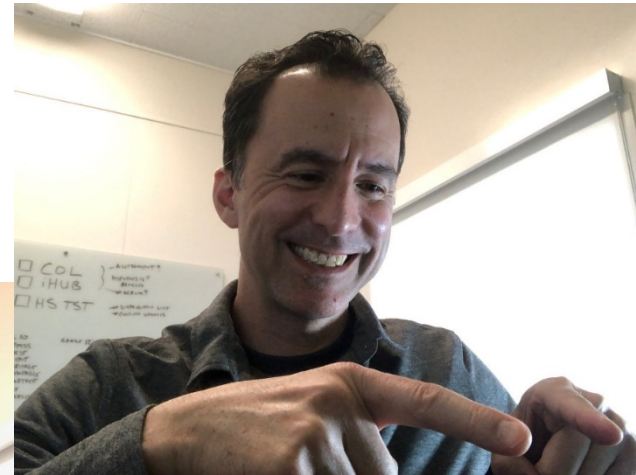


# 4 Quick Tips for running Video Meetings in Microsoft Teams

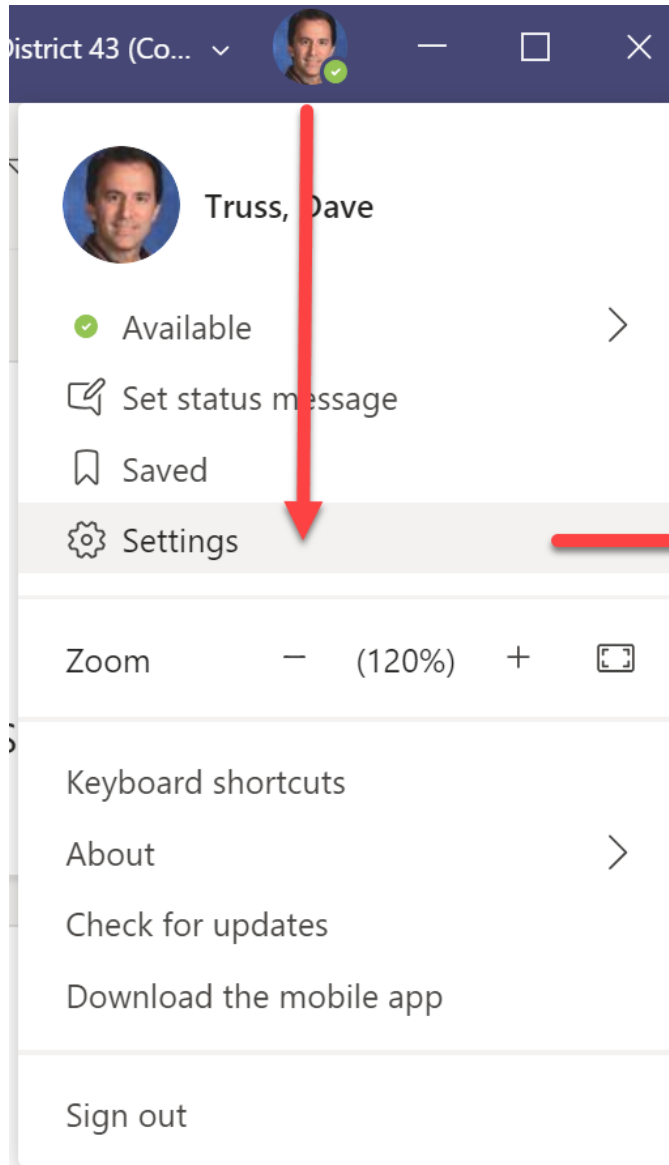


By [David Truss](#) @[datruss](#)

## 4 Quick Tips for running Video Meetings in Microsoft Teams

1. Mute Notification Sounds
2. Mute Chat Conversations
3. For screen sharing, open web-based Chat
4. Use a 'Backchanneller'

# 1. Mute Notification Sounds



## Settings

General

Privacy

Notifications

Devices

Permissions

Calls

## Other

Team membership changes

Team role changes

Notification sounds

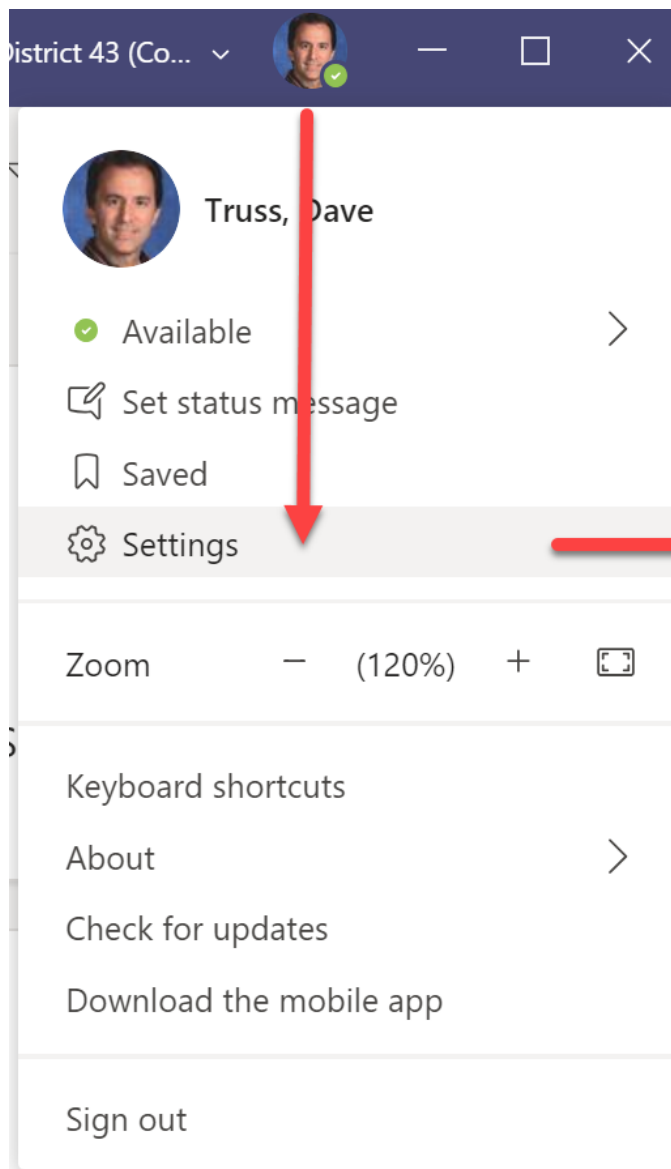
Missed activity emails

Off

Banner

Off

Once every 8 hours



## 2. Mute Chat Conversations

### A) Muting All Banner Notifications

#### Settings

- General
- Privacy
- Notifications
- Devices
- Permissions
- Calls

#### Mentions

- Personal mentions
- Channel mentions
- Team mentions

Only show in feed

Only show in feed

Only show in feed

#### Messages

- Chat messages
- Replies to conversations I started
- Replies to conversations I replied to
- Likes and reactions
- Followed channels
- Trending

Off

Only show in feed

Only show in feed

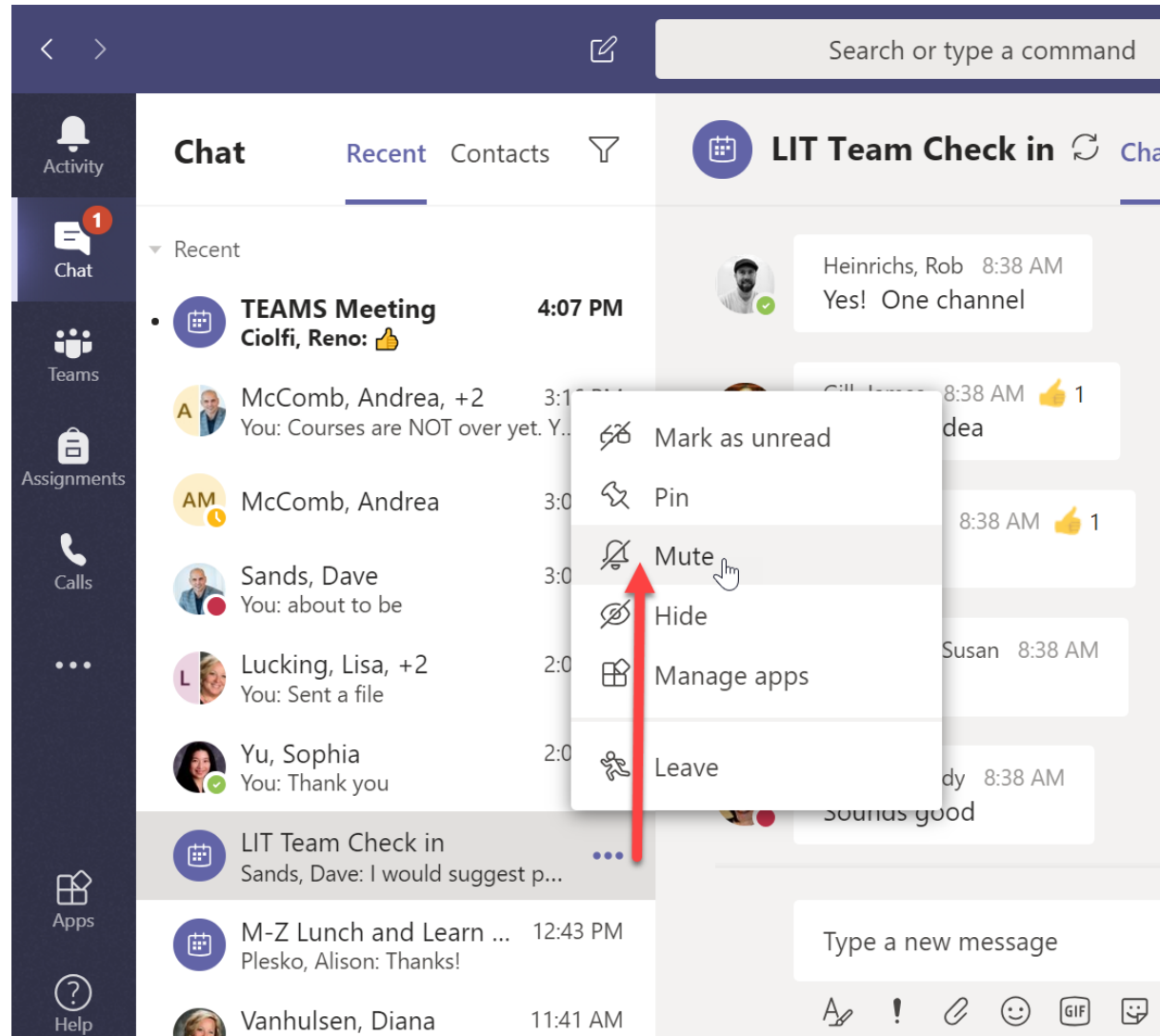
Off

Only show in feed

Only show in feed

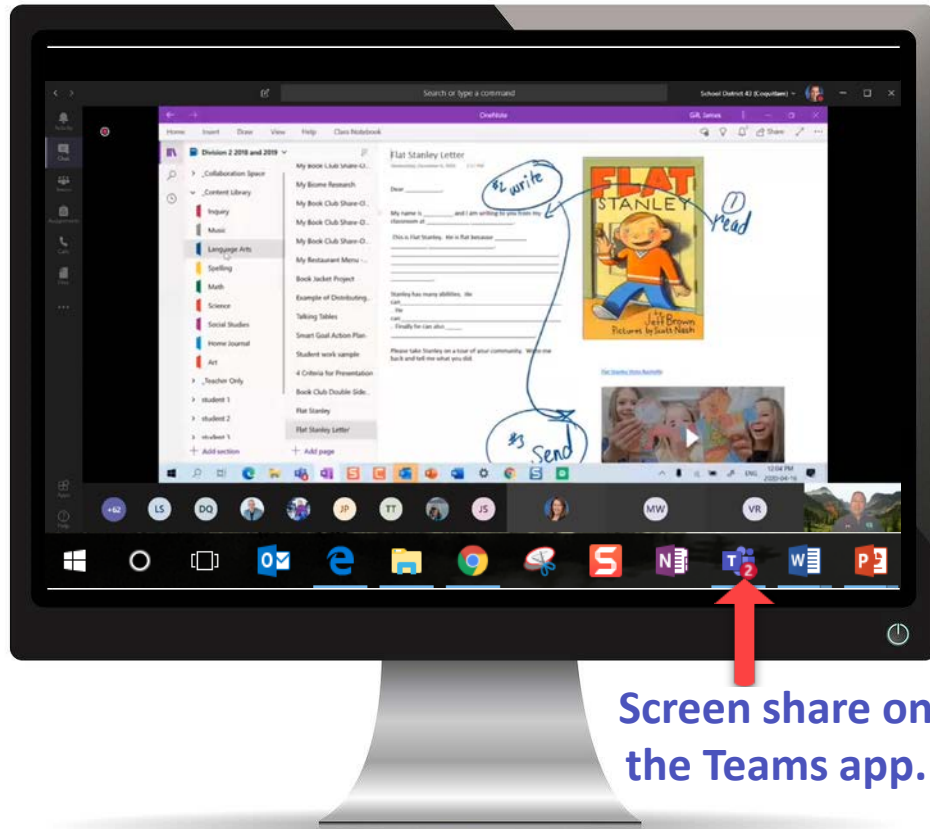
## 2. Mute Chat Conversations

### B) Muting One Conversation

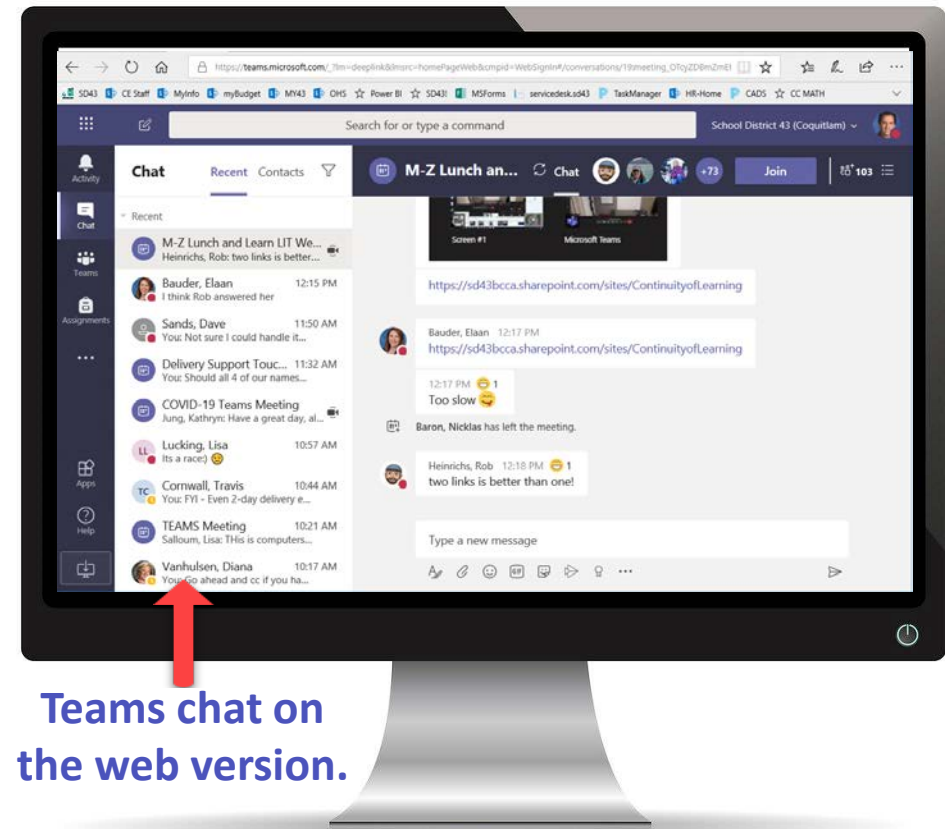


### 3. For screen sharing, open web-based Chat

You can't see 'Chat' when sharing your screen...



Screen share on  
the Teams app.



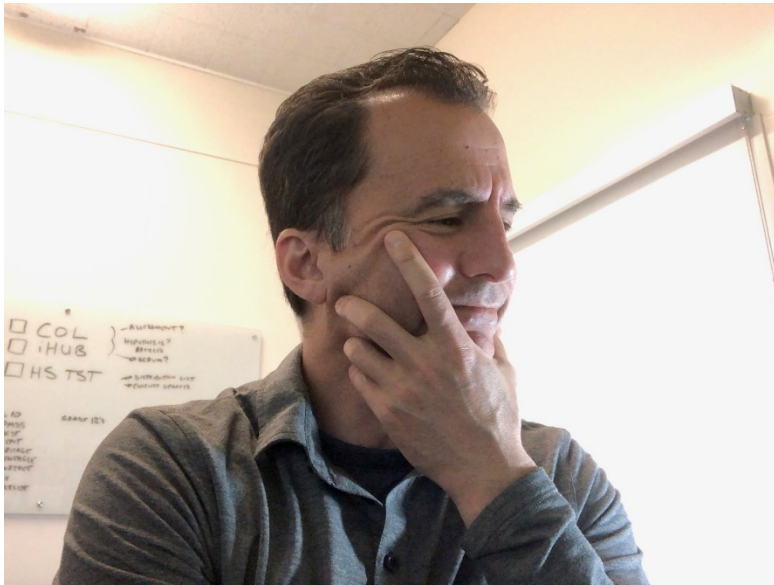
Teams chat on  
the web version.

But if you have 2 screens you can open chat in your web browser version of Teams.

## 4. Use a 'Backchanneller'

Running a Teams meeting and also taking care of the chat can be overwhelming!

Get someone to be a 'Backchanneller':



- Help manage the conversation
- Mute microphones
- Answer or direct you to questions
- Interrupt only to assist
- Share links and resources

<https://2di.me/backchanneller>

# 4 Quick Tips for running Video Meetings in Microsoft Teams

Watch the video:

<https://2di.me/4msteamstips>

Get the PDF version:

<https://2di.me/4tips4teams>

Learn more about back channel support:

<https://2di.me/backchanneller>