HEC Montréal Executive Education

Online Training Courses

Instructions for Online Participants

TEAMS Platform

BEST PRACTICES FOR AN OPTIMAL EXPERIENCE

WORKSPACE

Be sure your workspace is quiet, comfortable and distraction-free.

TECHNOLOGY

Before the training course, check that your Internet connection is stable. Make sure you have downloaded **Microsoft Teams**. Make sure your Teams software is up to date by clicking **Check for updates** in the drop-down **Profile** menu on the top right. We highly recommend using a headset with a built-in microphone. Test your video and audio to make sure both are working properly.

TIME MANAGEMENT

To ensure you get the most out of the course, act as though you are actually in the classroom. Avoid working on other things and checking your phone. Stay focused!

MATERIALS

Make sure you have received any training materials mentioned in the email confirmation sent to you prior to the course. If you don't have them, contact the Executive Education Agent assigned to the training course.

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HOW TO PARTICIPATE ONLINE WITH TEAMS

LOG IN TO THE COURSE

Follow the instructions found in the email confirmation you received.

START YOUR VIDEO

Please keep your camera turned on at all times to ensure a good "classroom" dynamic, facilitate discussion and stay engaged throughout the course.

MUTE YOUR MICROPHONE

Keep it muted when you are not speaking. If you have something quick to share, it may be faster to hold down the space bar on your keyboard to temporarily activate your mic. Don't forget to release the bar when you are done to go back into mute mode.

CHANGE YOUR PROFILE PICTURE (OPTIONAL)

Click on your profile at the top right of the Teams screen and select **Change picture**.

SEE WHO YOUR FELLOW PARTICIPANTS ARE

Click **View participants** in the Teams toolbar at the bottom of the screen to open the Participants pane on the right.

USE THE RAISE HAND FEATURE TO PARTICIPATE

This makes it easier to make sure everyone gets a turn. Make sure to click **Lower Hand** once you have finished speaking.

USE THE CHAT FEATURE

The instructor will let you know how and when to use the **Chat** feature (e.g., to comment or ask a question). Keep in mind that whatever you type can be seen by all participants.
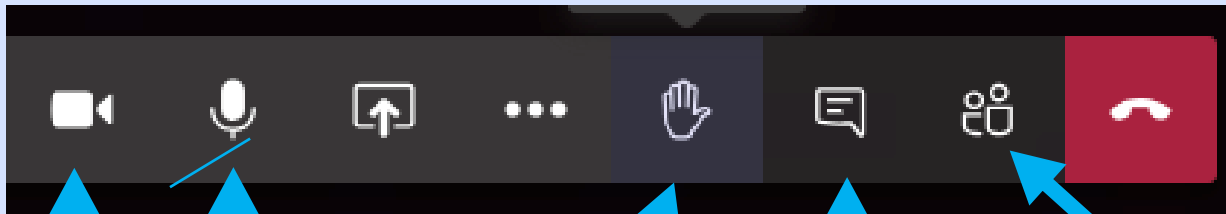
ACTIVATE FULL SCREEN MODE IF YOU WISH

In the Teams toolbar at the bottom of the screen, click on the three dots […] and select **Enter full screen**.

HAVING TECHNICAL PROBLEMS? HAVEN'T RECEIVED THE TRAINING MATERIALS?

Email the Executive Education Agent or online assistant assigned to the training course. Please do not bother the rest of the group with these issues.
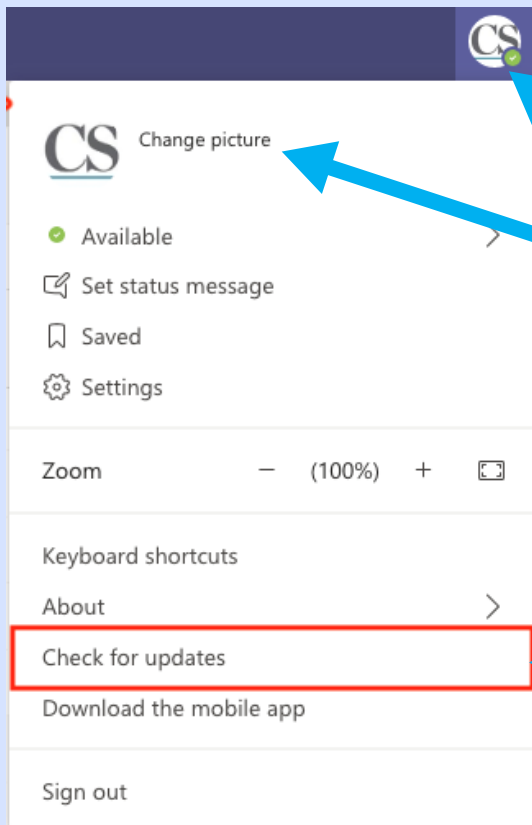
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Mute your mic.

Use the Chat function.

Click to see who else is online with you.

Turn your camera on.

Raise your hand to participate in the discussion.

+

Lower your hand once you are done speaking.

CS

CS Change picture

● Available

☑ Set status message

🔖 Saved

⚙ Settings

Zoom   — (100%) + ⛶

Keyboard shortcuts

About

Check for updates

Download the mobile app

Sign out

Click your profile to change your picture if you'd like.

Check to make sure the latest Teams updates have been downloaded.

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Show device settings

Show meeting notes

Show meeting details

Enter full-screen

Start video with blur

Turn on live captions (preview, English US only)

Keypad

Start recording

Turn off incoming video
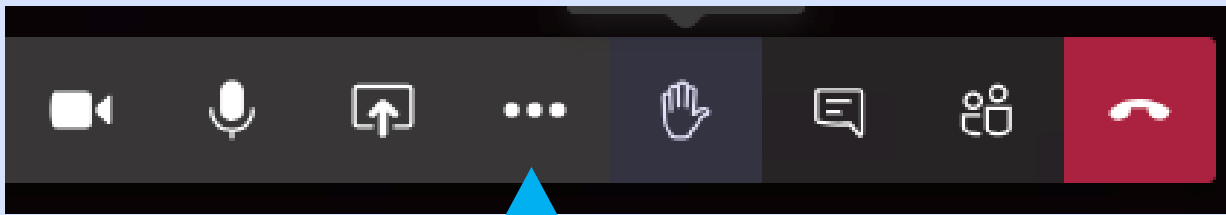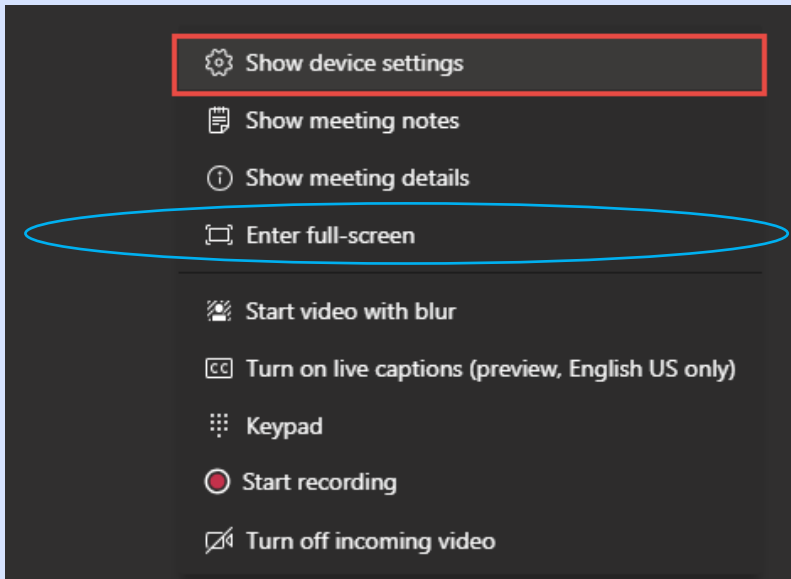
Click on the three dots for more options, including Enter full screen**.**