



Microsoft Teams is a great tool for meetings, but can be a little tricky for online sessions, webinars and workshops. Please make sure you've followed the tips below to make things run smoothly.

MS TEAMS REQUIREMENTS

WITH ALICIA MCKAY

We strongly prefer Zoom as a platform for webinars and online workshops.

Teams is a great platform for virtual meetings, but it does require a few things to be aware of for workshops and presentations with external providers.

EMAIL PERMISSIONS

First of all: please make sure that Alicia's email address has been granted the permissions listed below.

This will make sure your security settings don't limit screen sharing.

INVITE EMAIL	alicia@aliciamckay.co.nz
PERMISSIONS REQUIRED AS GUEST USER	<ul style="list-style-type: none">• Allow IP Video• Screen Sharing Mode - Entire Screen• Edit/ Delete Sent Messages• Chat On

BREAKOUT ROOMS

You will need to someone from your team who is comfortable with managing breakout rooms online, as MS Teams does not allow an external user to set these up.

The ideal breakout room size is 4 people, and we prefer them to be automatically assigned.

For a quick start, [take a look at this online guide.](#)

HELPFUL RESOURCES

- [Guest Experience in Teams](#)
- [Collaborate with Guests in Teams](#)
- [Guest Access](#)

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