

Microsoft Teams Meeting Protocol

E-Government National Centre
Ministry of Transport and Infocommunications

Teams Meeting Protocol

For Teams Meeting Organizer

Preparation before meeting

1 Send Meeting Teams Invite

*via calendar invite



[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

2 Alert meeting protocols to members

*via email

3 Assign presenter

*ensure all related documents are shared via email or Sharepoint

4 Test before call

*ensure all audio and video quality is good

During Meeting

1 Remind meeting protocols

*all participants mic and camera off

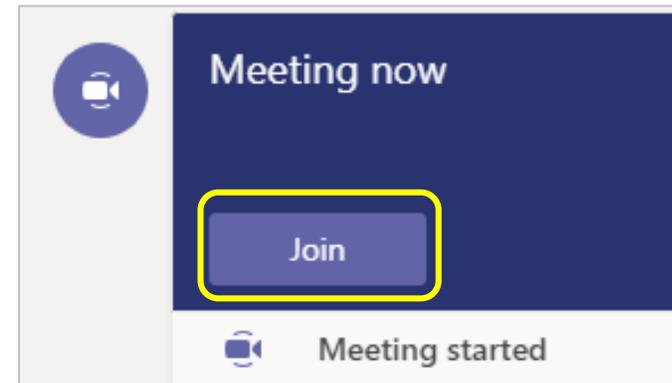
2 Be alert

*all participants can ask questions via chat

*organizer to response via chat/audio

3 Lost connection

*join back using the invite link or your Teams group (Meeting now)



Teams Meeting Protocol

For Participant who are invited to Teams Meeting

Preparation before meeting

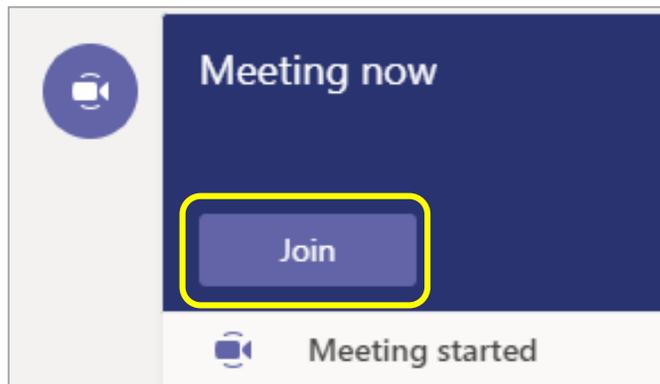
1 Be ready **5 minutes** before the meeting

2 **Accept call from the organizer**

*via link in calendar invite or from your Teams group (Meeting now)

[Join Microsoft Teams Meeting](#)

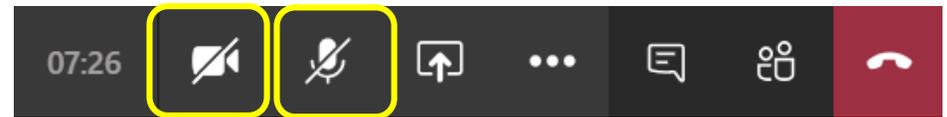
[Learn more about Teams](#) | [Meeting options](#)



During Meeting

1 **Keep Mic and Camera Off when meeting begins**

*only the chairman (organizer) has Mic On



2 **All interactions will be via chat**

*except if the organizer invited any participant to speak



3 **Organizer will invite the presenter**

*to either share the screen or file

4 **Comment/question send via chat**

*organizer will address the question after each topics

5 **Lost connection**

*join back using the invite link or your Teams group (Meeting now)

*or alert organizer via one-to-one chat for call back

For support:

Helpdesk
E-Government National Centre
Ministry of Transport and Infocommunications
Brunei Darussalam

Tel: +673 2424959; Fax: +673 2424940

Email: helpdesk@egc.gov.bn

Website: www.egnc.gov.bn