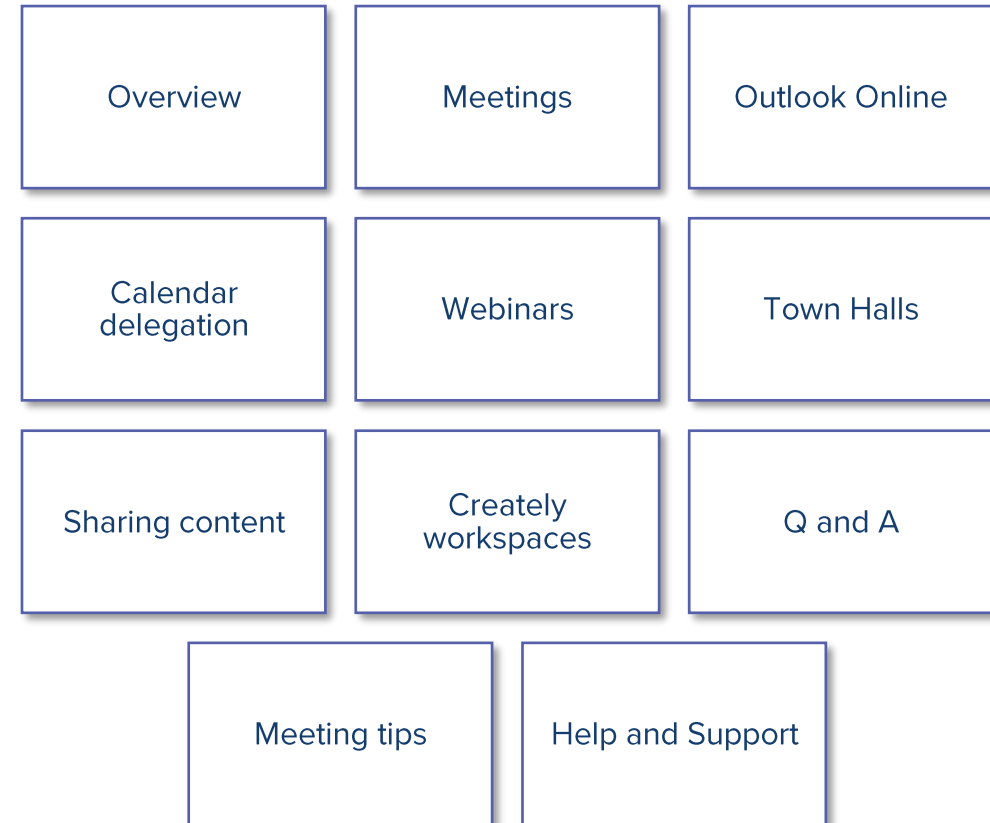


GovTEAMS OFFICIAL

Meetings, webinars and town halls:
Members



Meetings, Webinars and Town Halls



Choose the right tool for your needs

Meeting	Webinar	Town Hall	Virtual Appointment
<p>Meetings support audio, video, and screen sharing for all attendees. They are a collaborative and interactive experience.</p> <p>Meeting options are customised for interactivity but can be changed by meeting organisers before and during the event.</p> <p>Perfect for team meetings, small group training or information sessions.</p>	<p>Webinars are structured meetings where presenters and attendees have distinct roles.</p> <p>They include a customisable registration form and event management facilities.</p> <p>Meeting options are customised to suite large audiences (for e.g. cameras and microphones are disabled for attendees) but can be changed by meeting organisers before and during the event.</p> <p>Best for structured interactive events such as larger audience training or information sessions.</p>	<p>Town halls are events where a small group of presenters address a large audience.</p> <p>Only designated presenters can share content or use their microphone and camera.</p> <p>Best for Auditorium style events where you want complete control of the presentation and where there is limited, to no audience interaction.</p>	<p>Suitable for customer/external stakeholder engagements. For E.G. to conduct virtual interviews with job candidates.</p> <p>External guests receive a tailored invitation and can join from a mobile or web browser. They will be placed in a virtual lobby before the appointment begins.</p>

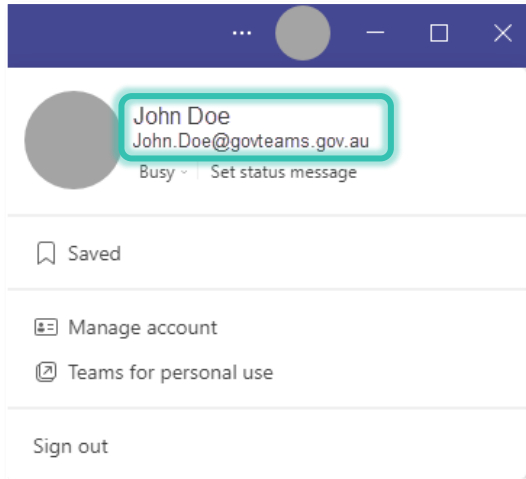
Meetings

Meetings are a collaborative and interactive experience. Structure can be added for larger meetings – for eg disabling audio, video and chat or using breakout rooms.

- Video and audio
- Chat
- File Sharing
- Interactive Whiteboard
- Breakout Rooms
- Closed captions
- Recordings
- And more

How to use multiple accounts in Teams

It's not uncommon for people to have multiple Microsoft 365 accounts, which can sometimes cause confusion when trying to create and join meetings. If you join the meeting with the wrong account, you will be treated as a guest rather than a member. When this happens, you will usually end up in a meeting lobby waiting to be admitted. You will also be limited in what can do or access, both during and after the meeting. It's therefore important to always ensure that you are logged in with your GovTEAMS account when joining a GovTEAMS meeting.



If in doubt, check your account

When accessing GovTEAMS you always need to ensure that you are using your GovTEAMS username - ending in @govteams.gov.au.

You can check by clicking your avatar/initial at the top right-hand corner of Microsoft Teams.

Meeting Best practices



Create and join GovTEAMS meetings directly in Microsoft Teams. Joining a meeting via a link can cause access issues as it may log in with your Agency account instead of your GovTEAMS account.



GovTEAMS accounts are linked to the person's agency/work email address. When you invite someone to a GovTEAMS meeting always ensure that you invite their @govteams account by typing in their name rather than email address. If their name is not found, they don't have a GovTEAMS account, and you will need to invite them using their email address.



Meeting organisers do not receive an email that can be forwarded by GovTEAMS. If you are the meeting organiser and want to sync the meeting with your agency calendar, ensure that you invite your work email address.



RSVP to meetings in Microsoft Teams. This ensures the meeting organiser can see your RSVP.

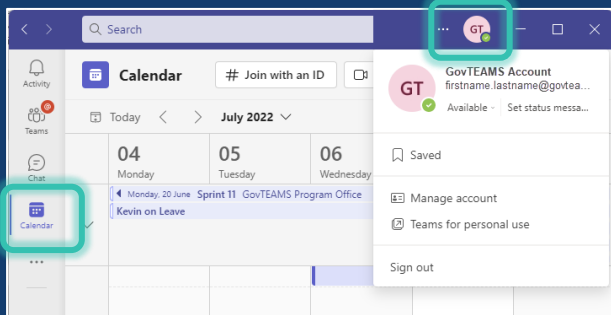


Be mindful of privacy and security concerns when sharing content.

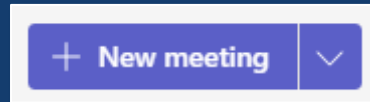
Create a GovTEAMS meeting

Always invite people using their GovTEAMS account if they have one. This ensures that both their agency email and their GovTEAMS calendar receive the invitation. As the organiser you will need to invite your agency email to ensure you receive a calendar invite.

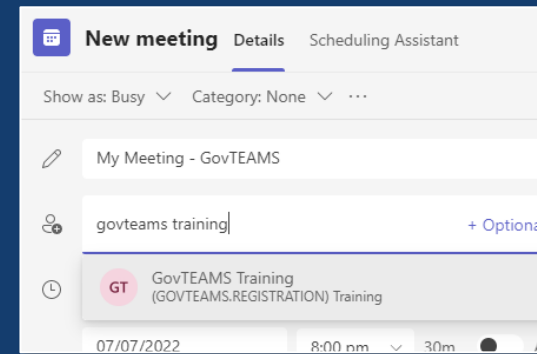
1 Ensure you are logged into Teams with your GovTEAMS account and open your Teams calendar.



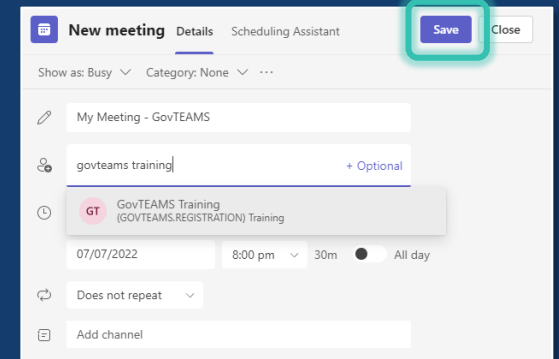
2 Schedule a new meeting.



3 Invite others. Invite your work address Too.



4 Complete the rest of the information and Save.

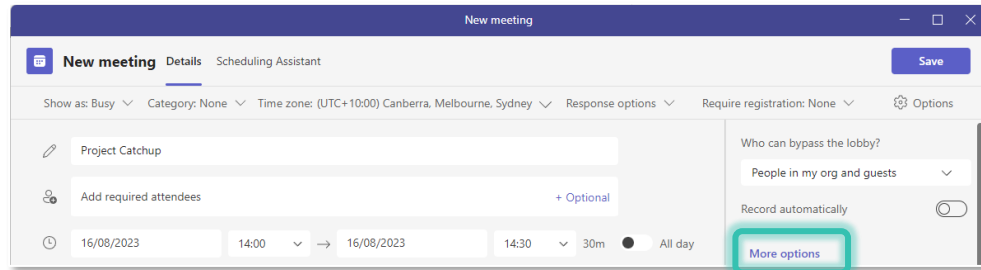


Meeting organisers do not receive an email that can be forwarded by GovTEAMS. If you are the meeting organiser and want to sync the meeting with your agency calendar, ensure that you invite your agency email address.

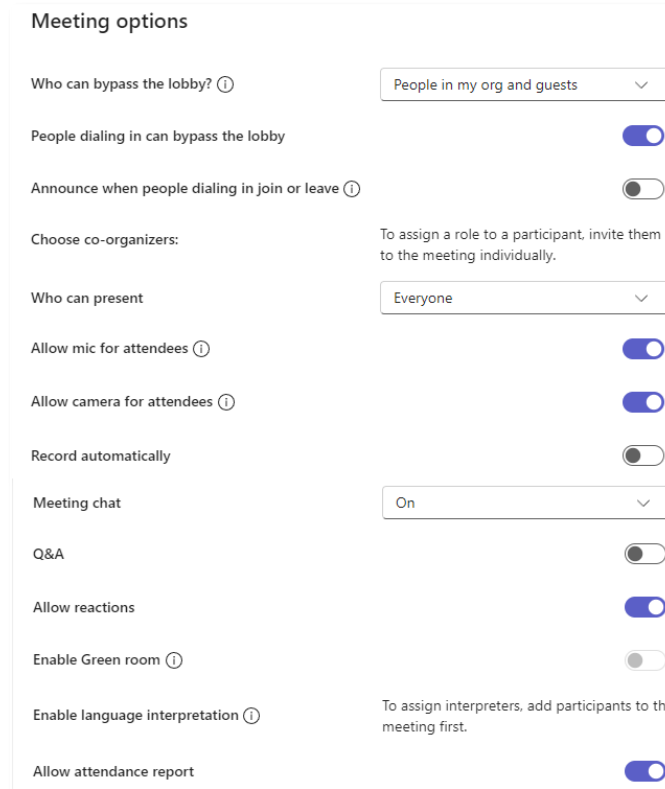
Meeting Options

Meeting options can be changed before and during the meeting.

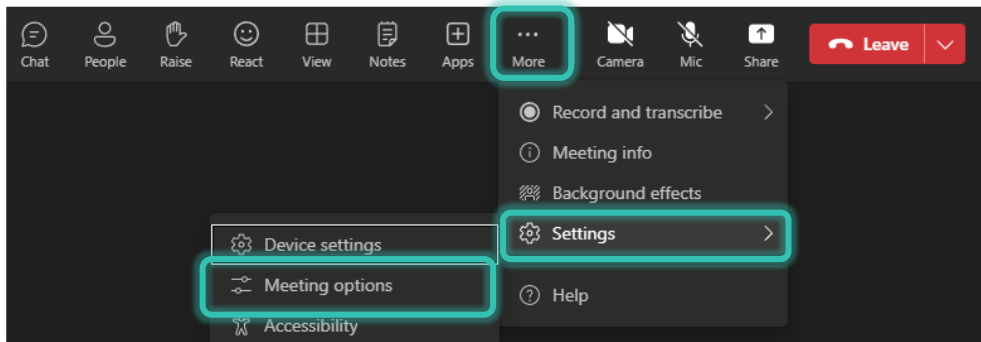
When creating the meeting:



What can be changed:



During the meeting:



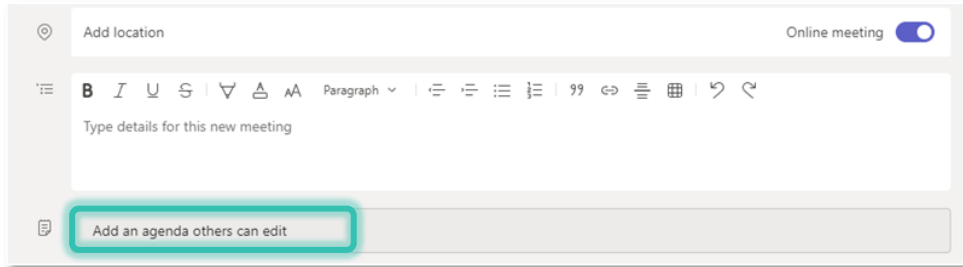
To create a meeting that acts like a webinar, change who can bypass the lobby (so the meeting doesn't start when attendees join) and turn off the mic and camera for attendees. You can always change these settings during the meeting if you need to.

Enable Q&A to manage questions from attendees.

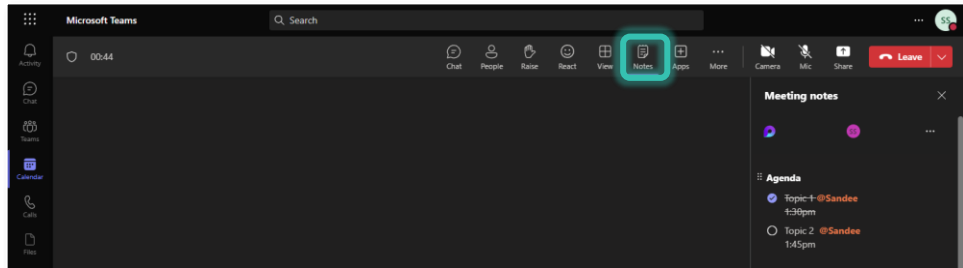
Meeting agenda and notes

Keep your meetings organised and effective by adding agendas, meeting notes and tasks. They can be added and edited before, during or after the meeting.

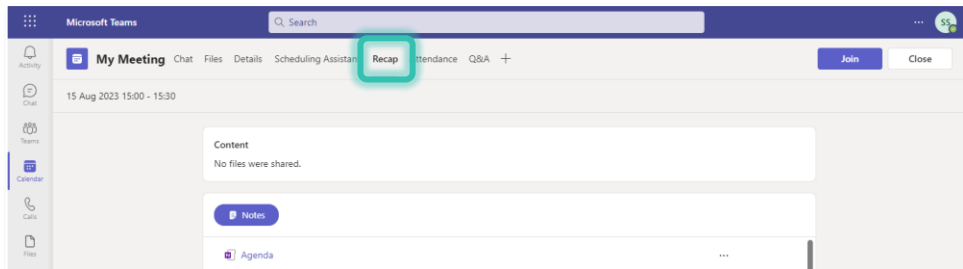
When creating the meeting:



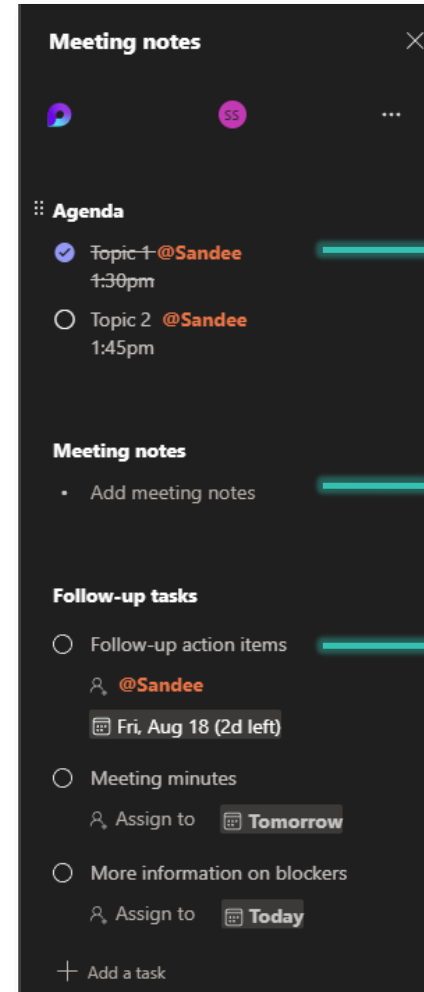
During the meeting:



After the meeting:



Add agendas, meeting notes and assign tasks:



Add topics and use the '@' symbol to select the presenter.

Add meeting notes and discussion points.

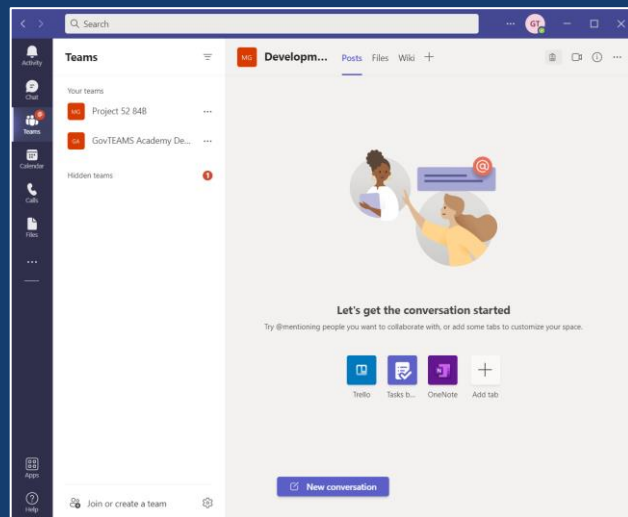
Add and assign tasks.

Join a GovTEAMS meeting from Teams

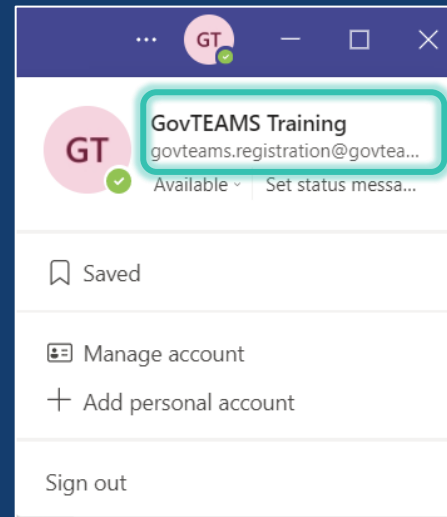
Members

We recommend joining GovTEAMS meetings from your Microsoft Teams calendar as this ensures you are logged into the correct account.

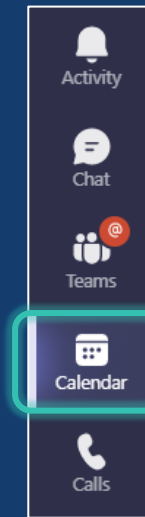
1 Open Microsoft Teams Desktop or web



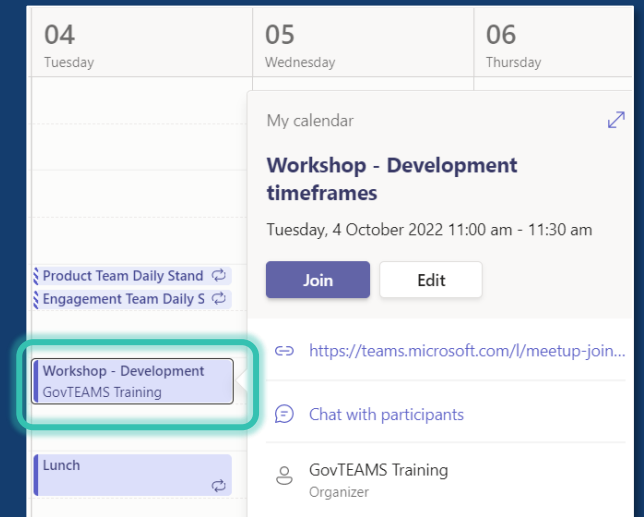
2 Check what account you are using



3 Open Teams calendar



4 Join Meeting



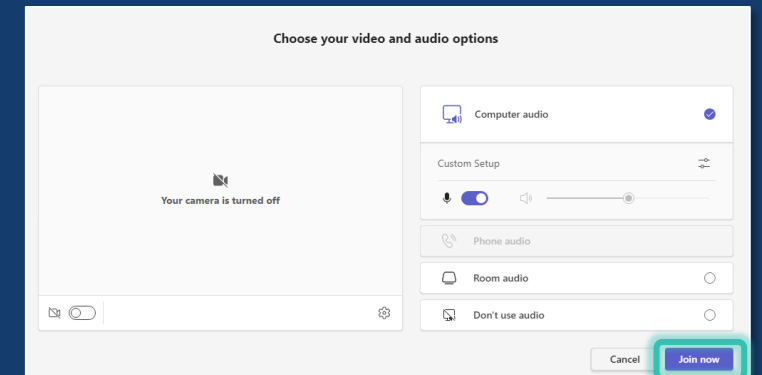
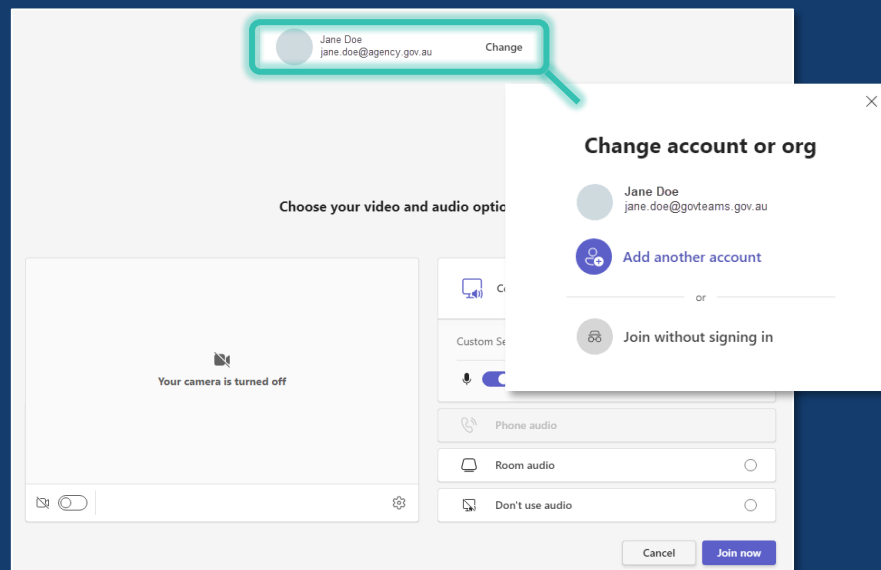
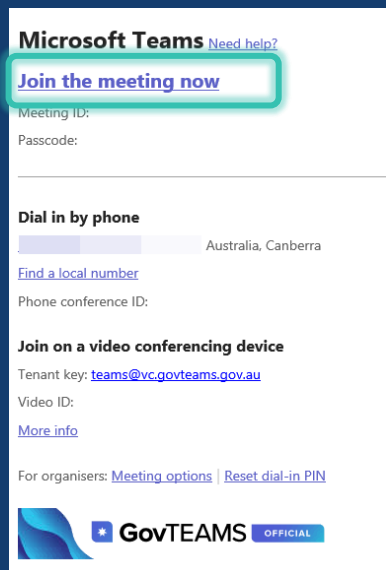
Join a GovTEAMS meeting from link

When joining a Microsoft Teams meeting, you will be prompted to select an account. For GovTEAMS meetings, be sure to select your GovTEAMS account to access the full meeting experience.

1 Select the **Join the meeting now** link in the meeting invitation.

2 Check what account you are using. If needed, select **Change** to swap to your GovTEAMS account.

3 Choose your video and audio options. Select Join Now.



Join a GovTEAMS meeting using audio conferencing or Meeting Room Connect

Audio Conferencing

When creating a meeting, dial-in instructions are automatically added to the invitation. You and your meeting participants can dial-in by telephone – you don't need an internet connection.

To view audio conferencing details, open the meeting in your GovTEAMS calendar and it will appear under the or call in (audio only) heading. Audio conferencing details will also appear in the meeting invitation email.



Microsoft Teams meeting

Join on your computer, mobile app or room device
[Click here to join the meeting](#)

Meeting ID: 465 782 454 62
Passcode: VpSCI
[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device
teams@vc.govteams.gov.au
Video Conference ID: 138 111 709 3
[Alternative VTC instructions](#)

Or call in (audio only)
+61 2 6188 4842 968599278# Australia, Canberra
Phone Conference ID: 968 599 278#
[Find a local number](#) | [Reset PIN](#)

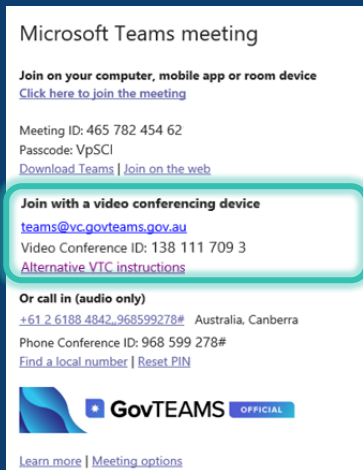
 OFFICIAL

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

Meeting Room Connect

GovTEAMS meeting invitations include instructions on how to join using your existing meeting room video conferencing equipment.

To connect using your video conferencing equipment, follow the standard procedure outlined by your equipment manufacturer and enter the GovTEAMS ID (teams@vc.govteams.gov.au) and the Video Conference ID.




Microsoft Teams meeting

Join on your computer, mobile app or room device
[Click here to join the meeting](#)

Meeting ID: 465 782 454 62
Passcode: VpSCI
[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device
teams@vc.govteams.gov.au
Video Conference ID: 138 111 709 3
[Alternative VTC instructions](#)

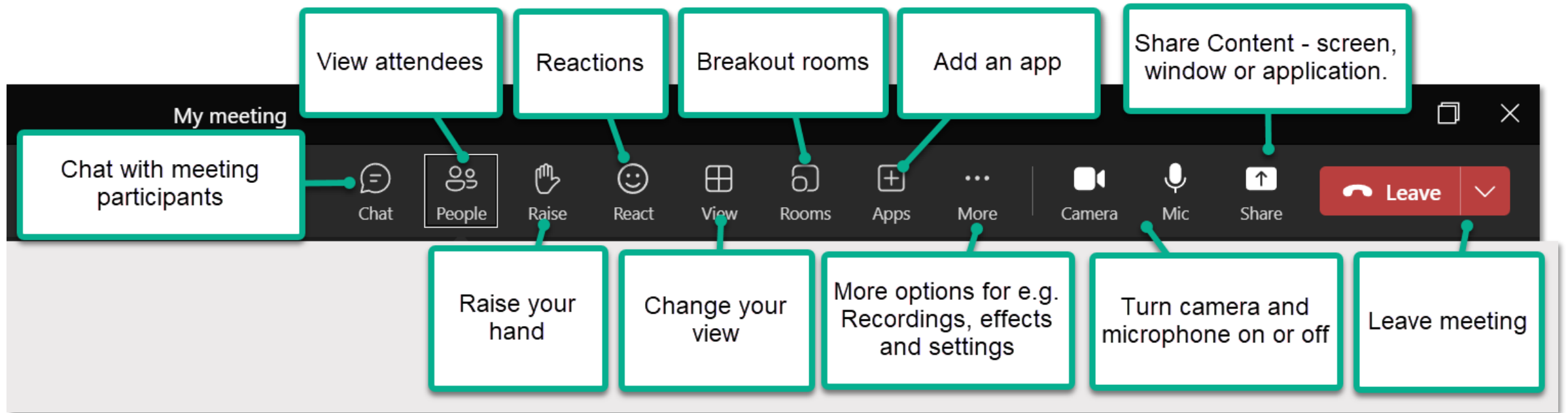
Or call in (audio only)
+61 2 6188 4842 968599278# Australia, Canberra
Phone Conference ID: 968 599 278#
[Find a local number](#) | [Reset PIN](#)

 OFFICIAL

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

[View FAQ](#)

Meeting Controls

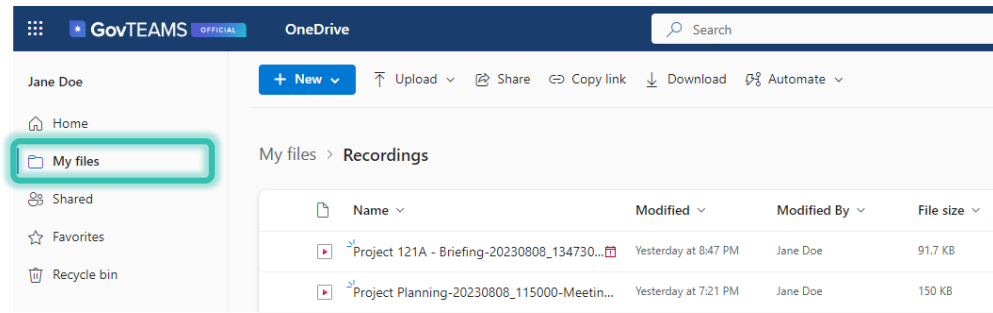


Meeting recordings

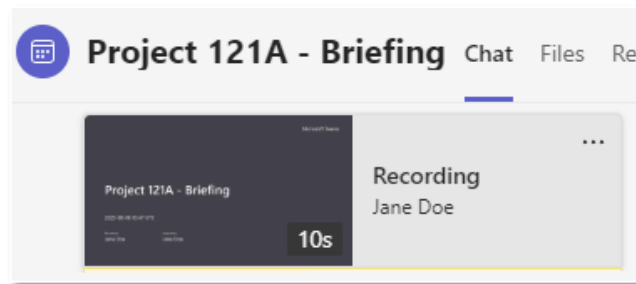
GovTEAMS meetings can be recorded by any member attending the meeting. Meeting recordings will expire after 60 days and move to the recycle bin.

Standard meeting

- Recordings are saved to the OneDrive of the person who started the recording. Its also shared to the OneDrive of meeting attendees.
- Meeting organiser and the person who started the recording can download, manage and share recording
- Meeting attendees can view and share the recording

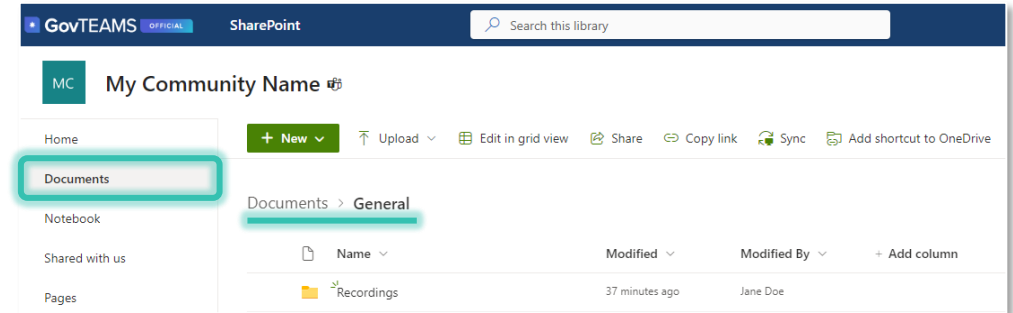


The recording will also be posted to the meeting chat:

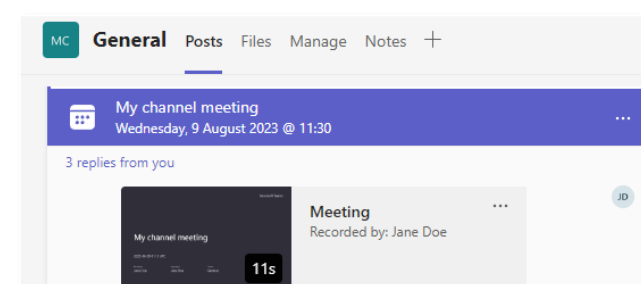


Channel meeting

- Recordings are saved to documents library of the community the channel meeting occurred in.
- Community members and owners can download, manage and share recording.



The recording will also be posted to the channel:



Download a meeting recording

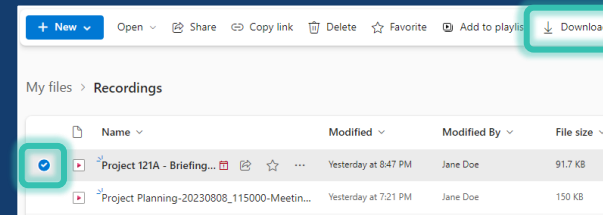
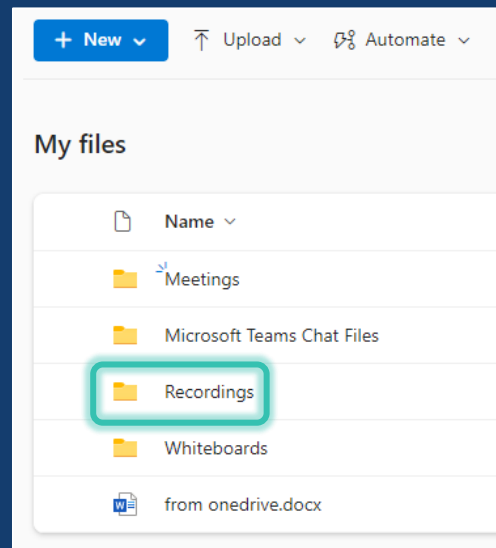
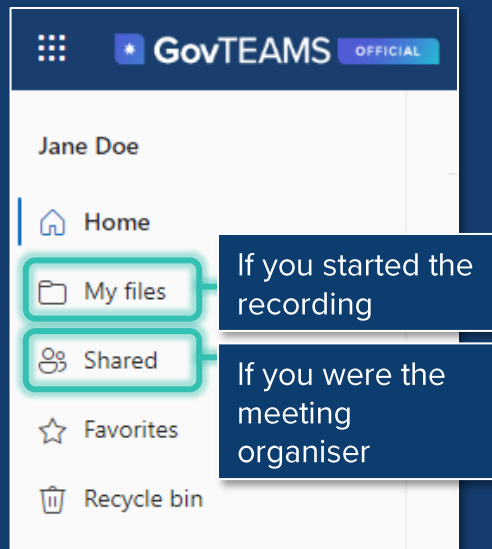
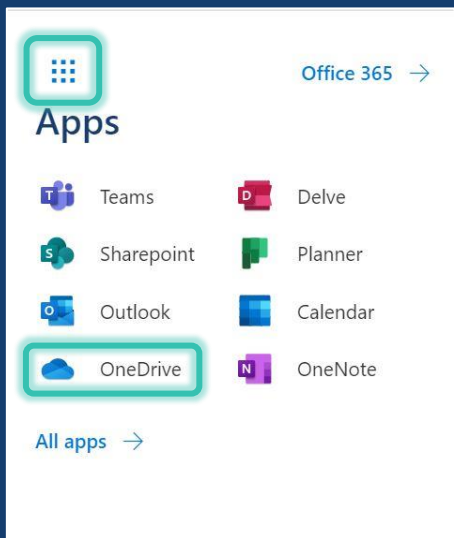
To modify or download a meeting recording you must be the meeting organiser or the one who started the recording. Recordings are saved to the OneDrive of the person who started the recording and are shared to the OneDrive of GovTEAMS members who attended the meeting. Meeting attendees can view the recording but not edit or download.

1 Log in to your [GovTEAMS dashboard](#). Select the Apps waffle menu in the top left corner and choose OneDrive.

2 If you started the recording, select My Files.

3 Select Recordings.

4 Select the recording(s) and download.



For channel meetings, the recordings are saved to the community's SharePoint documents library.

Change Recording expiration

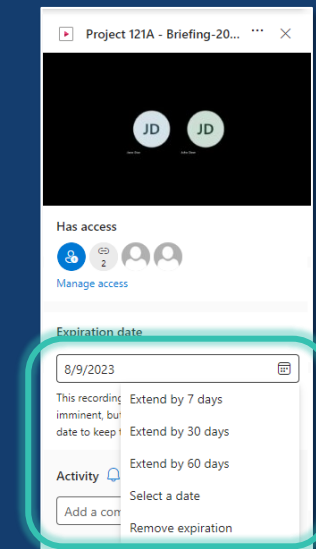
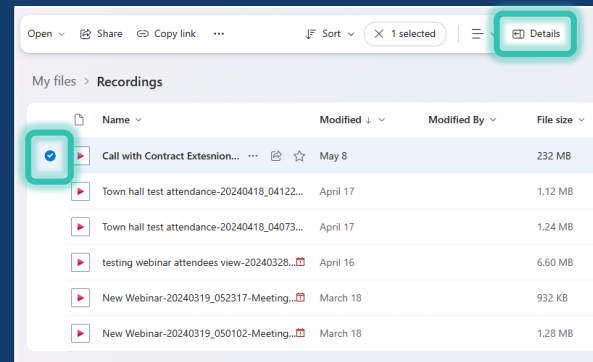
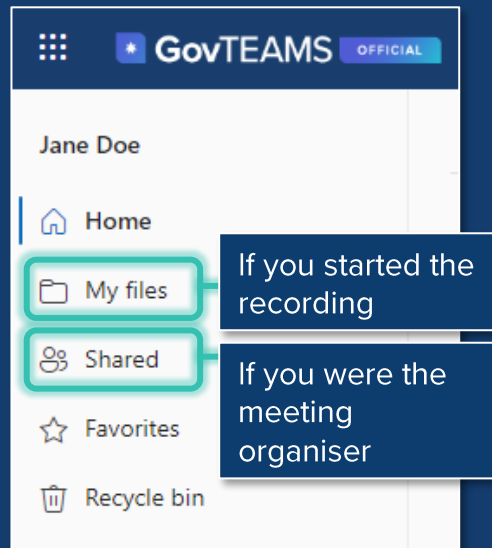
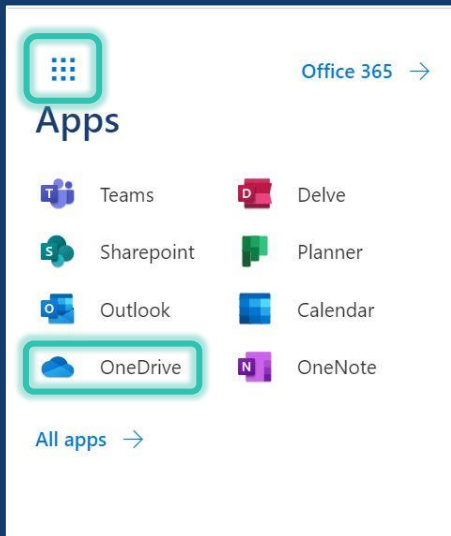
By default, meeting recordings will expire after 60 days. The meeting organiser and the one who started the recording can change the expiration settings. Recordings are saved to the OneDrive of the person who started the recording and are shared to the OneDrive of GovTEAMS members who attended the meeting.

1 Select OneDrive from the apps waffle menu in the [GovTEAMS dashboard](#).

2 If you started the recording, select My Files. The select the Recordings folder.

3 Select the recording then click Details.

4 Click the expiration date and make your selection.



For channel meetings, the recordings are saved to the community's SharePoint documents library.

Outlook Online

Use Outlook Online to create meetings that can be managed and rescheduled by multiple people. It can be used to appoint calendar delegates and set the classification of emails and meetings.

Create a meeting that can be rescheduled by others

Members

Group meetings can be rescheduled and administered by all members of your community. They are like channel meetings in Microsoft Teams, but you have the flexibility to choose whether to invite community members. You can also set the security classification of the meeting.

1

Log into [Outlook Online](#). Under the **Groups** heading, select the group you want to create the meeting in.

2

Double click on the meeting date/time. Make sure the **name of your community** is shown. If incorrect, select the down arrow.

3

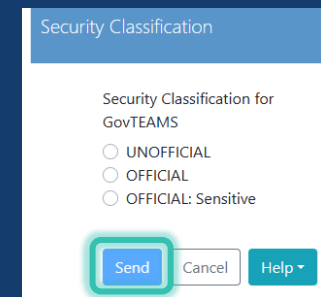
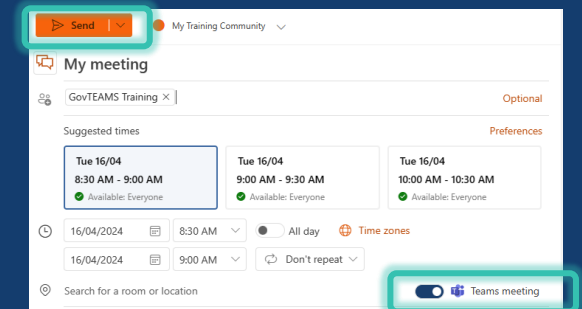
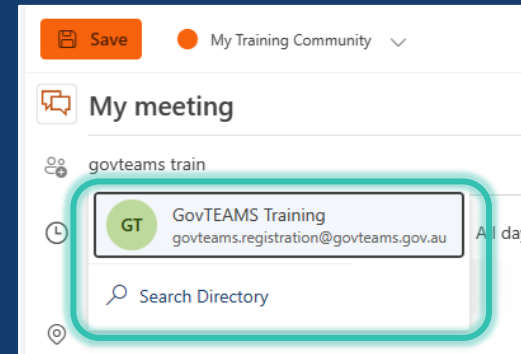
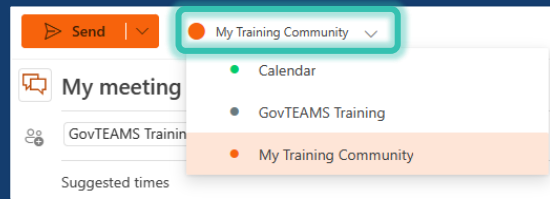
Invite others by typing their **name** (GovTEAMS members and guests) or entering their full email address (externals). Invite your GovTEAMS account too.

4

Toggle **Teams meeting** to **On** and select **Send**.
Select the **meeting classification** and **send**.



Deselecting your calendar will hide your own calendar entries, making it easier to view and manage other calendars



Add a calendar delegate

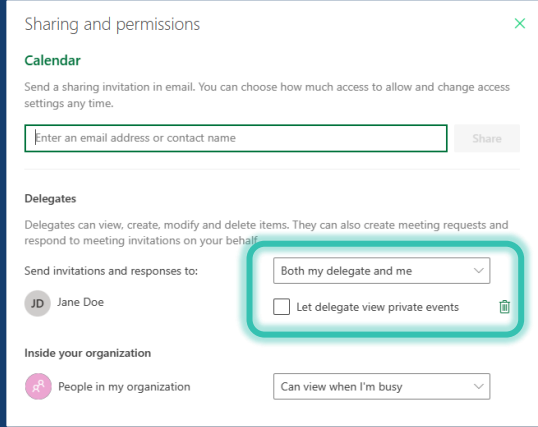
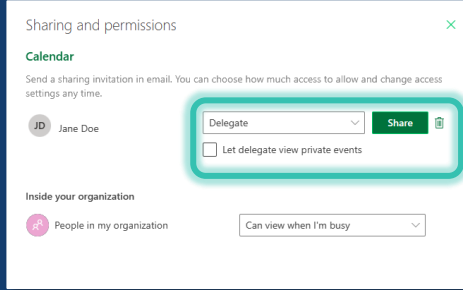
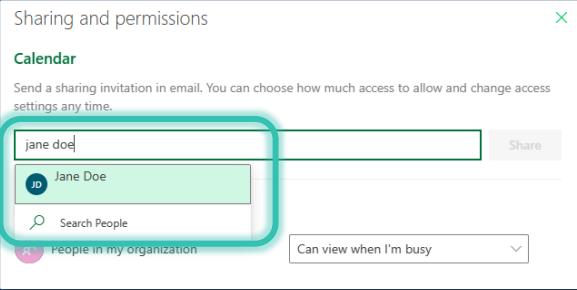
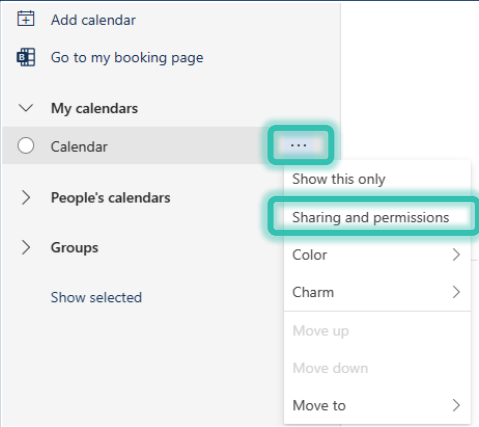
Outlook Online can be used by delegates, such as Executive Assistants, to manage your GovTEAMS meetings and calendar. Adding someone as a delegate will allow them to view your GovTEAMS calendar and create, respond to, and modify meetings on your behalf. The delegate must be a registered GovTEAMS member.

1 Log into [Outlook Online](#). Select the **three dots** next to your calendar then **Sharing and permissions**.

2 Start typing the **name** of the person you want to give delegate access to. Select their name from the list provided.

3 Select **delegate** for **Can View all details**. Select **Share**.

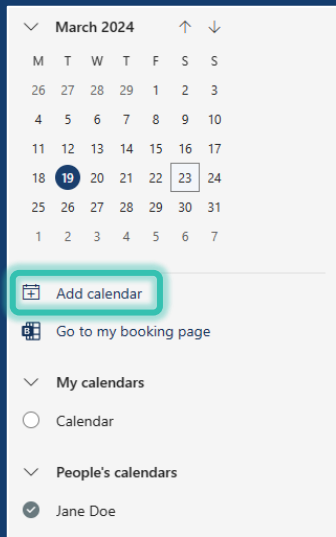
4 Make sure that **Both my delegate and me** is selected for **Send invitations and responses to**. Click **X** to close the window.



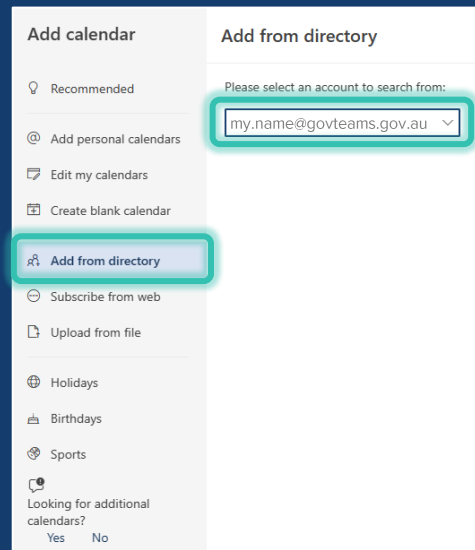
Calendar Delegates - Manage calendar

Use Outlook Online to create, respond to, and modify meeting invites on someone's behalf. You need to be added as a calendar delegate before you can manage their calendar.

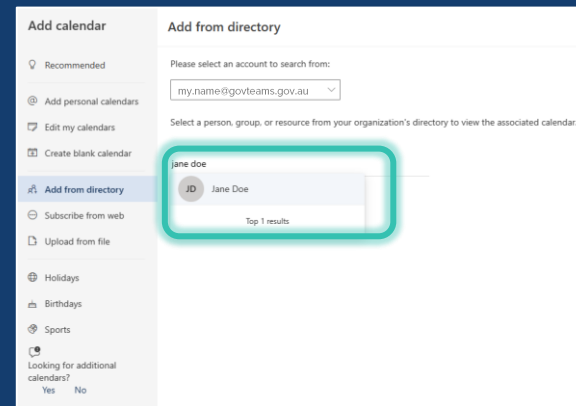
1 Log into [Outlook Online](#). Select Add Calendar.



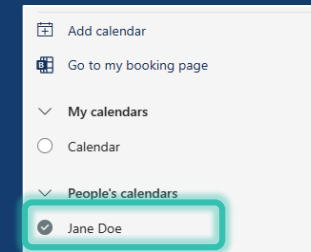
2 Select **Add from directory**. Select your GovTEAMS account.



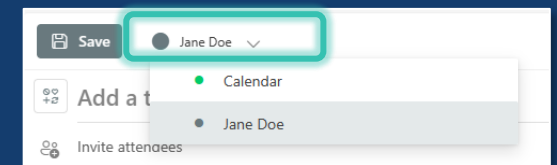
3 Enter the name of the person whose calendar you want to add.



4 You can begin accessing and managing the calendar by selecting it under the **People's calendars** heading.



When creating meetings on behalf of the calendar owner, make sure you select their name as the meeting owner.



Webinars

Webinars are structured virtual events where presenters and attendees have distinct roles. By default, audio and video permissions are turned off for attendees but can be changed by organisers.

Common scenarios for webinars include training, product demonstrations, announcements, and showcases.

Webinars have a capacity to host up to 1,000 attendees and include a custom registration form.

Webinars are currently available for all GovTEAMS users. To ensure ongoing access [contact us](#) for a membership upgrade.

Before you start

Webinars should be structured, coordinated and planned

Create a run sheet

Clearly detailing who is presenting, what they are presenting and when.

Practice

Create a test event. Make sure everyone involved knows the controls and their role in the event.

Interactivity

What audience interaction do you need? Webinars can be configured to allow cameras, microphones, breakout rooms, polls, reactions, chat and Q&A.

Know your access options

The access option **cannot be changed** once the event is published.

Public

Anyone with the link to the event can register.

Your organisation

Attendees must have a GovTEAMS account (Members, Partner, State Owner or Guest) to register.

Tips

Organisers and co-organisers must have a GovTEAMS membership (Full Access Member, Partner or State Owner).

Always invite presenters using their GovTEAMS username if they have one. Doing so will prevent potential access problems. Presenters who do not have a GovTEAMS account can be invited using the External Presenters function. External presenters will receive a unique link that they must use to access the event.

Make sure you select End Meeting to end the event.

Create a Webinar

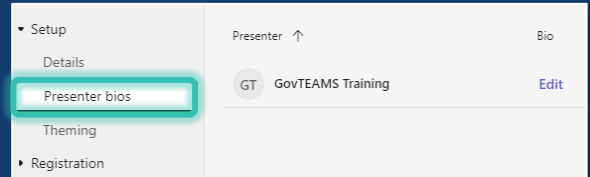
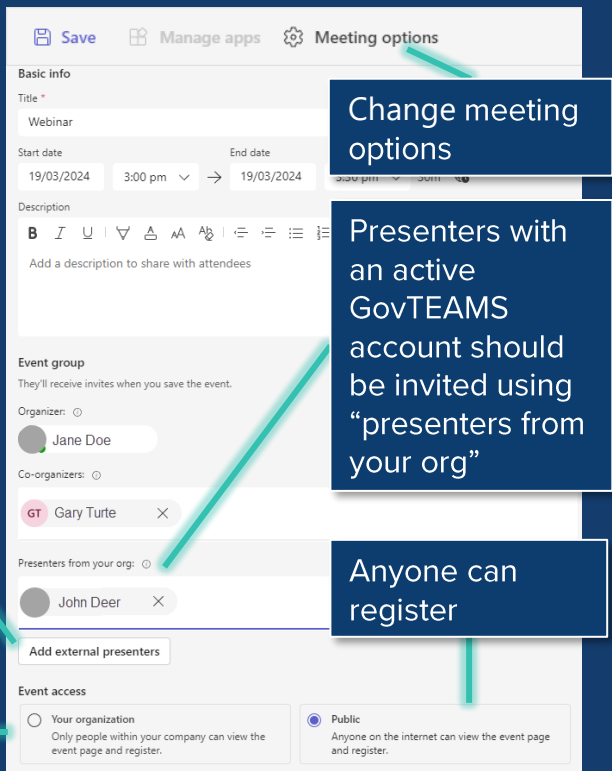
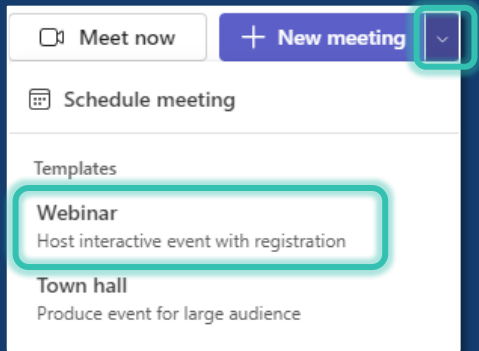
Webinars are structured virtual events where presenters and attendees have distinct roles. Co-organisers must have a GovTEAMS membership and can edit registration forms, change meeting options and view reports. They cannot reschedule. To ensure ongoing access, [contact us](#) to arrange a membership upgrade.

1 Open your GovTEAMS calendar. Click the arrow next to the **New Meeting button** and select **Webinar**.

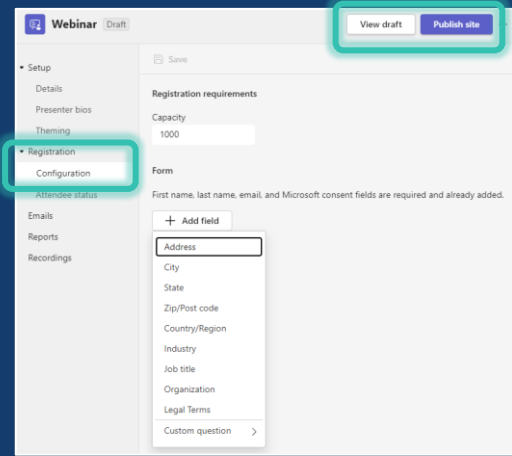
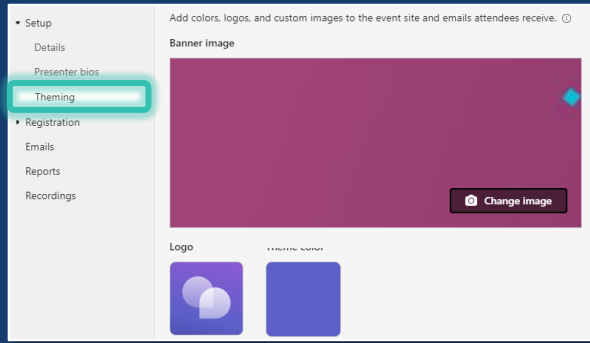
2 Complete the basic info. Select your co-organisers and presenters. Set the event access (this cannot be changed once published). Save and send invites.

3 Edit the presenter biographies.

4 Customise the registration form. Preview your site and Publish when ready.



Select Theming to add logos and banners.



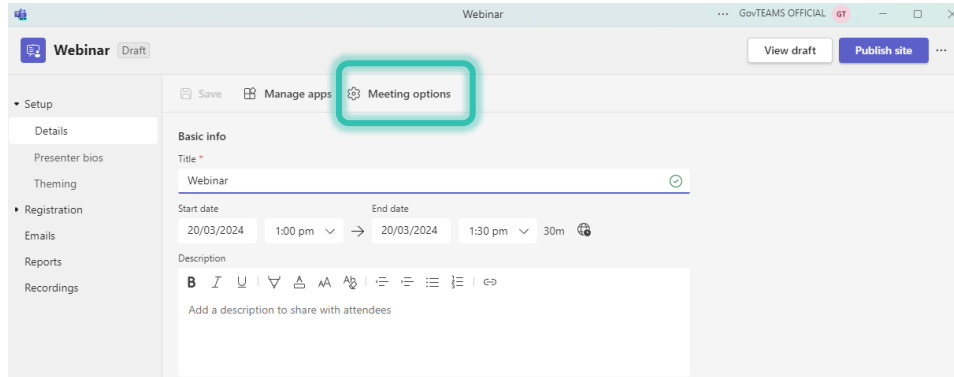
Choose "Add external presenters" for individuals outside of GovTEAMS. They will receive a personalised invitation with their own unique join link.

Only GovTEAMS members can register.

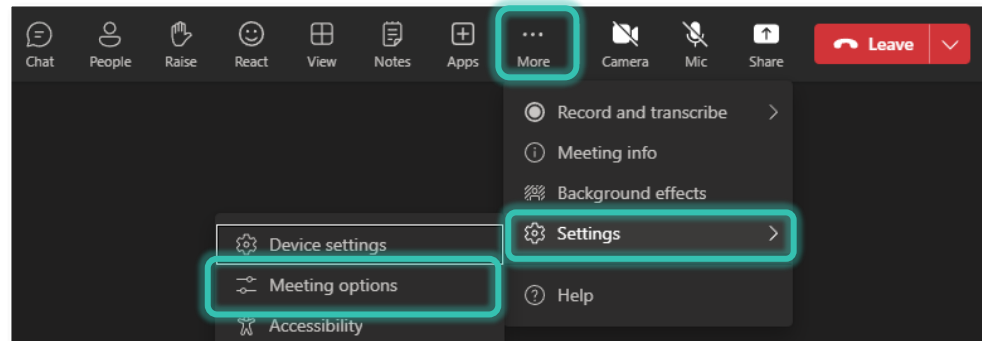
Webinar Options

Webinar options can be changed before and during the meeting.

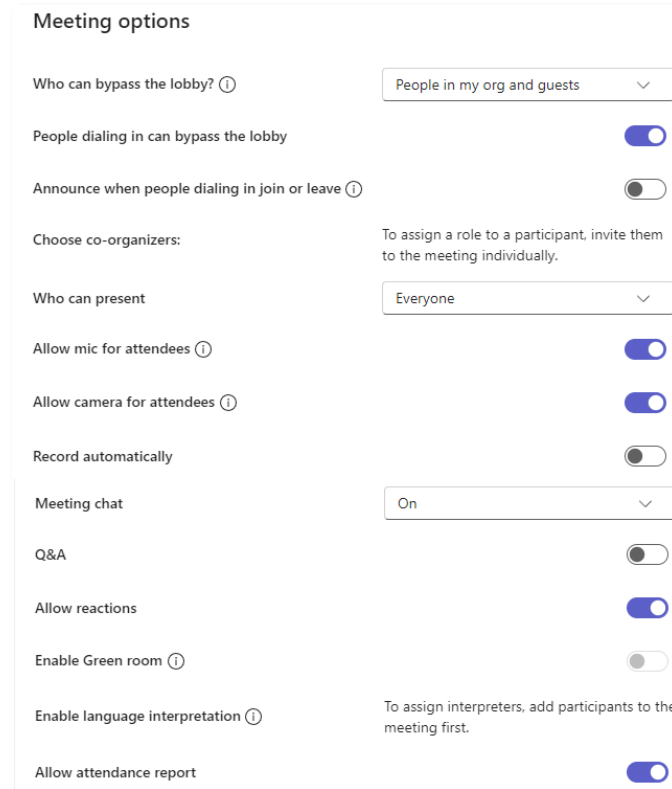
When creating the webinar – if adding a Q&A, the webinar must be saved before selecting webinar options.



During the webinar:



What can be changed:



Q&A allows meeting organisers and co-organisers to manage questions from attendees. It works best for large, organised meetings like town halls and webinars, where presenters answer questions from the audience in real-time. Click [here for information on how to configure the Q&A](#).

You can choose between moderated or unmoderated Q&A and features like replies and anonymous posting can also be enabled.

Webinar Presenter Controls

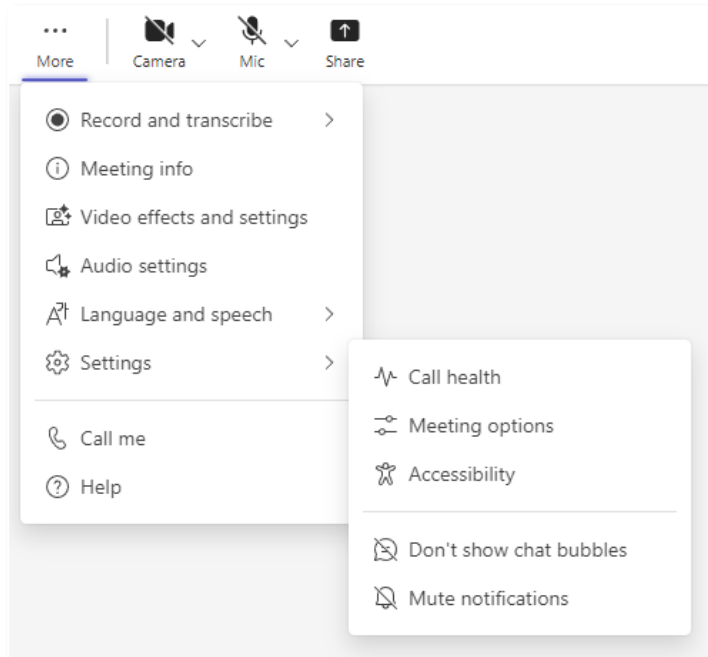
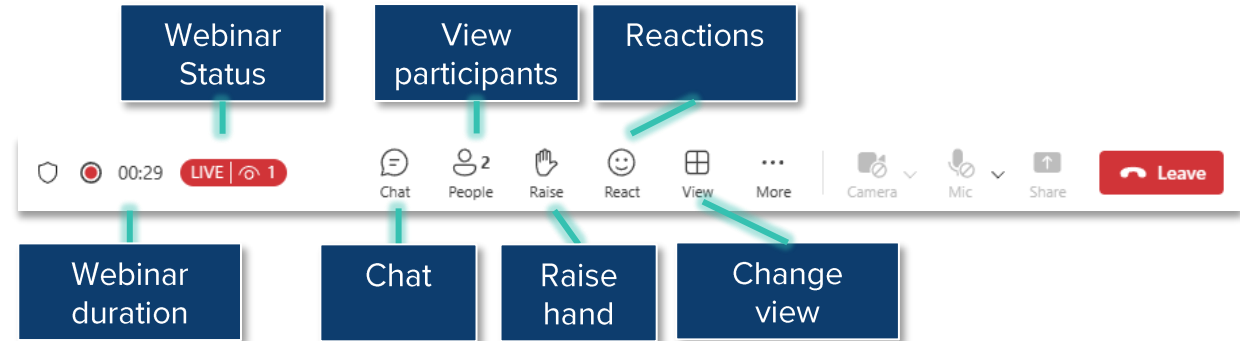
The image shows a screenshot of a webinar presenter control bar with various icons and buttons. Callout boxes provide detailed explanations for several of these controls:

- Webinar Status:** Points to the 'NOT STARTED' indicator and the '0' participant count.
- Webinar duration:** Points to the '01:37' timer.
- View attendees:** Points to the 'People' icon.
- Reactions:** Points to the 'React' icon.
- Notes and agenda:** Points to the 'Notes' icon.
- More options:** Points to the 'More' menu, which includes options like 'Record and transcribe', 'Meeting info', 'Video effects and settings', 'Audio settings', 'Language and speech', 'Settings', 'Call me', and 'Help'.
- Turn camera and mic on or off:** Points to the 'Camera' and 'Mic' icons.
- Attendees will see holding screen until webinar has started:** Points to the 'Start meeting' button.
- Chat with participants:** Points to the 'Chat' icon.
- Raise hand:** Points to the 'Raise' icon.
- Change your view:** Points to the 'View' icon.
- Breakout rooms:** Points to the 'Rooms' icon.
- Share content:** Points to the 'Share' icon.
- Leave or end webinar:** Points to the 'Leave' button, with a note: 'Note: to end the webinar you MUST select End Meeting'. A dropdown menu is shown below the 'Leave' button with 'Leave' and 'End meeting' options.

Webinar Attendee Controls

Attendees must register for the webinar before they can join. Once registered they will receive an email containing a link to join the webinar.

They will be presented with a holding screen until an organiser starts the webinar.



The webinar organiser determines whether attendees can use their audio or video and access the chat function.

Organisers and co-organisers can adjust these settings before or during the webinar by editing the meeting options. For example, you may want to enable microphones during question-and-answer time.

Town Halls

Town halls are most suitable for scenarios where a small number of presenters address a large audience, and direct interaction via chat or voice isn't required. Attendees don't use their cameras and microphones.

Good for Auditorium style events where you want complete control of the presentation and where there is limited, to no audience interaction.

Town Halls are currently available for all GovTEAMS users. To ensure ongoing access [contact us](#) for an account upgrade.

Before you start

Town Halls should be structured, coordinated and planned

Get Support

For a professional outcome we recommend liaising with your agency's audio-visual team – particularly if you are using a theatre, auditorium or large conference room to deliver your event. You will likely need their assistance to set up the AV equipment and connections.

Create a run sheet

Clearly detailing who is presenting, what they are presenting and when.

Practice

Create a test event. Make sure everyone involved knows the controls and their role in the event.

Know your access options

The access option **cannot be changed** once the event is published.

Public

Anyone with the link to the event can join.

Your organisation

Attendees must have a GovTEAMS account (Members, Partner, State Owner or Guest) to attend.

People and groups

Only invited people and groups (community members) can attend.

Tips

Organisers and producers must use the Teams desktop app to present a Town Hall.

Organisers and co-organisers must have a GovTEAMS membership (Full Access Member, Partner or State Owner).

Always invite presenters using their GovTEAMS username if they have one. Doing so will prevent potential access problems. Presenters who do not have a GovTEAMS account can be invited using the External Presenters function. External presenters will receive a unique link that they must use to access the event.

Make sure you select End Meeting to end the event.

Create a Town Hall

Town halls are events where a small group of presenters address a large audience. Attendees cannot use their microphone or camera but can interact via Q and A. Presenters and organisers **must** use the Teams Desktop app. To ensure ongoing access [contact us](#) to arrange a membership upgrade.

1 Open your GovTEAMS calendar. Click the arrow next to the **New Meeting button** and select **Town Hall**.

2 Complete the **basic info**. Select your **co-organisers** and **presenters**. Set the **event access**. Save and send invites.

3 Select **theming** to add logos and banners.

4 Check your event access settings. These cannot be changed once saved. **Publish**.

Change meeting options

Presenters with an active GovTEAMS account should be invited using "presenters from your org"

Choose "Add external presenters" for individuals outside of GovTEAMS. They will receive a personalised invitation with their own unique join link.

Anyone can attend

Only GovTEAMS members can attend.

Only those invited can join



Invited attendees will receive an invitation.

Others may join via link, depending on the event's access settings.

Town Hall Presenter Controls

The screenshot displays the Microsoft Teams Town Hall Presenter Controls interface. At the top, a navigation bar includes buttons for Duration, Attendees, Q & A, Raise hand, Notes, Your camera & mic, and Share content. Below this is a secondary toolbar with icons for Chat, Q&A, People, Raise, View, Notes, More, Camera, Mic, and Share. A yellow 'NOT STARTED' indicator is visible next to the time 06:56. A 'Start meeting' button is highlighted in yellow, and a 'Leave' button is highlighted in red. A dropdown menu is open from the 'Leave' button, showing options for 'Leave' and 'End meeting'. A 'Q & A' panel on the right shows a 'Start a discussion' button and a 'Q & A settings' gear icon. The main content area contains a 'Bring presenters on screen and share content that you want attendees to see.' instruction. A 'Share presenter's video' callout points to a video thumbnail with 'Pin for me' and 'Bring on screen' options. A 'Share presenter's video' callout also points to a video thumbnail with a 'Pin for me' and 'Bring on screen' menu. A 'Change view' callout points to the 'View' icon in the toolbar. A 'Participants' callout points to the 'People' icon in the toolbar. A 'Chat with presenters' callout points to the 'Chat' icon in the toolbar. A 'Event status' callout points to the 'NOT STARTED' indicator. A 'Q & A settings' callout points to the gear icon in the Q&A panel. An 'End meeting' callout points to the 'End meeting' option in the dropdown menu.

External presenters must use Teams desktop. Web and mobile join for external presenters is currently not supported.

Town Hall Attendee Controls

Attendees will be presented with a holding screen until an organiser starts the Town Hall.

The screenshot displays a Microsoft Teams meeting interface. On the left, a slide titled "Create a Town Hall" is visible, detailing the steps for creating a town hall event. The slide includes four numbered steps: 1. Open your GovTEAMS calendar, click the arrow next to the New Meeting button and select Town Hall. 2. Complete the basic info. Select your co-organisers and presenters. Set the event access. Save and send invites. 3. Select theming to add logos and banners. 4. Check your event access settings. These cannot be changed once saved. Publish. The slide also features a "Members" button and a "Click to add notes" prompt. On the right side of the meeting interface, a Q&A panel is open. At the top of the panel, there are buttons for "Captions", "Q&A", and "Leave". The Q&A panel shows a list of questions and answers. The first question is "Are town halls replacing live events?" asked by "Anonymous User (G...)". The second question is "Hello, yes they are." asked by "GovTEAMS Training". Below the questions, there is a "Respond to this question" button. The Q&A panel also includes a "Members" button and a "Click to add notes" prompt.

Attendees can post questions into the Q and A.

Town hall organisers can change the Q and A settings to moderate posts and prevent anonymous posting.

Sharing Content

There are several ways that content can be shared within a Teams meetings, webinars and town halls.

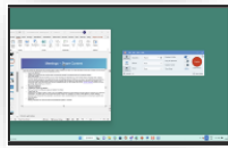
Sharing Content – Teams Desktop

There are several ways that content can be shared within a Teams meeting using the Teams desktop app. The option you chose will depend on the type of content you are trying to share and how much interactivity you want your attendees to have.



Application/Window

Allows you to share an application that you have open – for E.g. Microsoft Word.



Your entire screen

Meeting participants will see everything on your screen including any alerts that pop up (for example email or message alerts), desktop shortcuts, desktop background, and any apps that are open. We therefore recommend that you use one of the other sharing methods, unless you have a specific need to display your entire desktop. If choosing this option, there are privacy and security considerations that you need to be aware of. [Use the checklist](#) to ensure you don't accidentally share anything you shouldn't.



Microsoft whiteboard

Interactive whiteboard.



Content from camera or webcam

Share a document or whiteboard using your webcam or camera.



PowerPoint Live

PowerPoint Live makes it easier to create a rich and engaging experience. Presenters can control the presentation, view slides notes, and use the laser pointer, pen, highlighter, or eraser to draw attention to content. Meeting participants can skip forward or back and personalise their viewing experience (including live captions and slide translation).



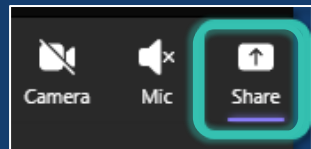
Excel Live

Meeting participants can view and edit Excel spreadsheets together in real-time.

Sharing Content – Teams Desktop

There are several ways that content can be shared within a Teams meeting using the Teams desktop app. The option you chose will depend on the type of content you are trying to share and how much interactivity you want your attendees to have.

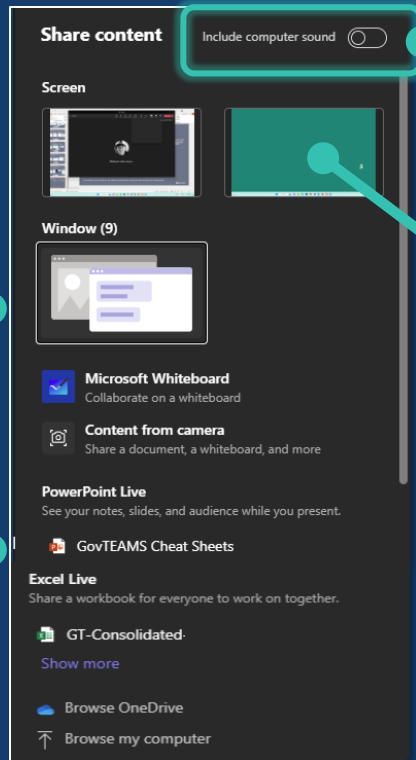
1 Join your meeting and click the share icon.



Share an application that you have open. For eg Word.

Use PowerPoint Live and Excel Live to create a rich and engaging experience when sharing PowerPoints or Excel spreadsheets.

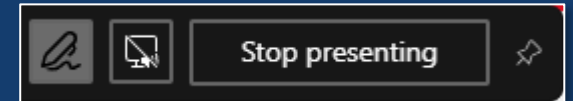
2 Select the content you want to share. Pay attention to what you are sharing (is it personal or classified?) and the audience you are sharing it with (is it appropriate for them to see the content?).



Toggle the **include computer sound** switch if sharing anything that requires your computer's audio – e.g. a video.

If sharing your screen, anything that is visible on your desktop will be seen by attendees. This includes notifications, email alerts, desktop content and open applications. Make sure you check what's visible on your desktop and turn off email, Skype and Teams alerts prior to selecting to share.

3 To stop presenting, hover your mouse over the top border of your shared content to display the presenter controls.

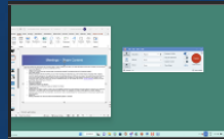
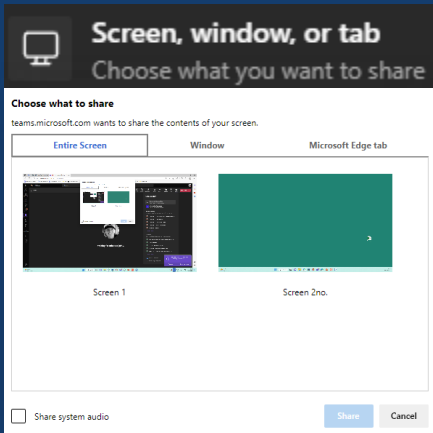


Alternatively, you can select the stop sharing icon from the main meeting window.



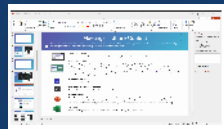
Share Content – Teams on the Web

Screen, window or tab



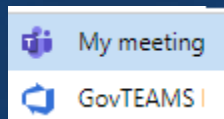
Entire Screen

Meeting participants will see everything on your screen including any alerts that pop up (for example email or message alerts), desktop shortcuts, desktop background, and any apps that are open. We therefore recommend that you use one of the other sharing methods unless you have a specific need to display your entire desktop. If choosing this option, there are privacy and security considerations that you need to take into account. [Use the checklist](#) to ensure you don't accidentally share anything you shouldn't.



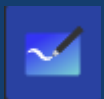
Application/Window

Allows you to share an application that you have open – for Eg Microsoft Word.



Microsoft Edge tab

Select a Microsoft Edge tab to share.



Microsoft whiteboard

Interactive whiteboard.



PowerPoint and Excel Live

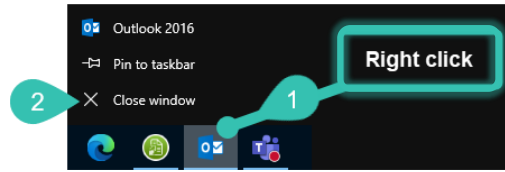
PowerPoint Live makes it easier to create a rich and engaging experience. Presenters can control the presentation, view slides notes, and use the laser pointer, pen, highlighter, or eraser to draw attention to content. Meeting participants can skip forward or back and personalise their viewing experience (including live captions and slide translation).



Use Excel Live to view and edit Excel spreadsheets together in real-time.

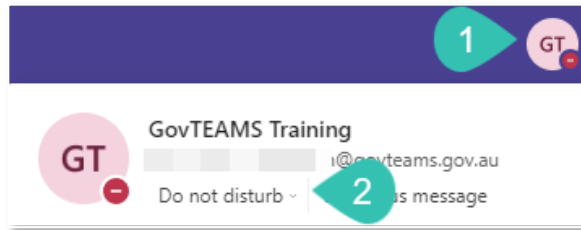
Full Screen sharing - Checklist

If you decide to share your entire screen, meeting participants will see everything on your screen including any alerts that pop up (for example email or message alerts), desktop shortcuts, desktop background, any apps that are open and anything else that is visible on your screen. Use the checklist below to ensure you don't accidentally share anything inappropriate.



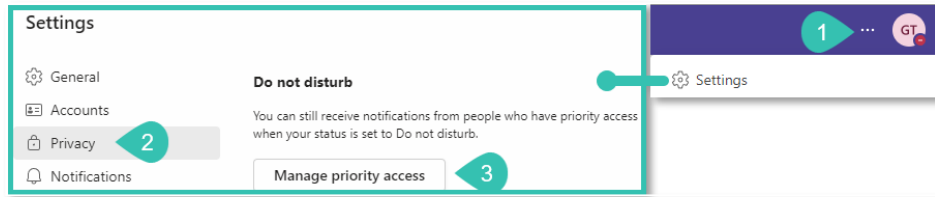
Turn off outlook and Skype

Prevents email and Skype popups/notifications from appearing on the screen. Right click on the Outlook or Skype icon in your taskbar and select **Close window**.



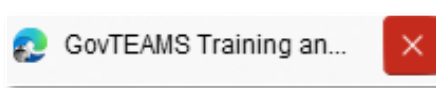
Set Teams status to Do Not Disturb (DnD)

By default, your status changes to do not disturb when sharing content. Notifications are silenced when in DnD. Click your **avatar** in Microsoft Teams to change your status if needed.



Remove users from priority access

Alerts from your Priority Access Users are displayed even when you have a status of Do not Disturb. Clearing your list will prevent unwanted notifications. Select the **three dots > settings > privacy** (*you may want to re-add after the meeting)



Close any apps that are not relevant to your presentation

Make sure all unnecessary applications are closed. Anything visible on your screen will also be visible to others.



Check shortcuts, background, taskbar and everything else

To ensure that nothing inappropriate will be shared.

Creately workspaces in GovTEAMS meetings

Members

Share your Creately workspace with meeting attendees prior to the meeting. If they don't have a GovTEAMS account (Member, Partner or Guest) they will need to create one **at least one hour before** the workspace can be shared with them. GovTEAMS guests will also need to create a Creately account **at least one hour after** they have created their GovTEAMS guest account.

1

Share your workspace with meeting attendees. They must have a GovTEAMS Member, Partner or Guest account.

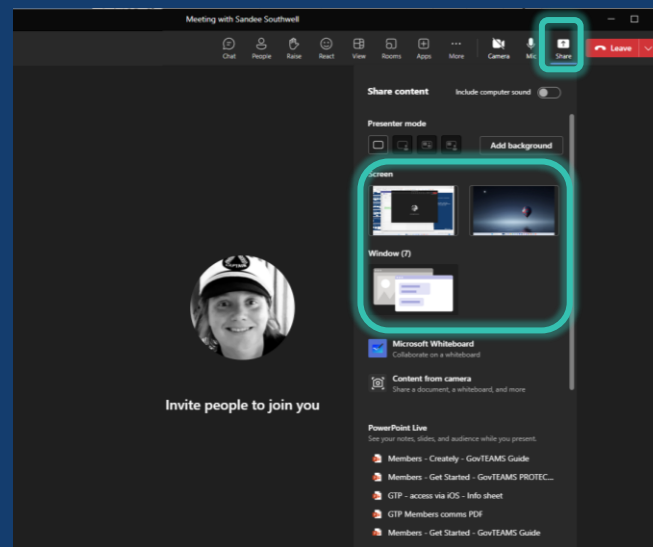
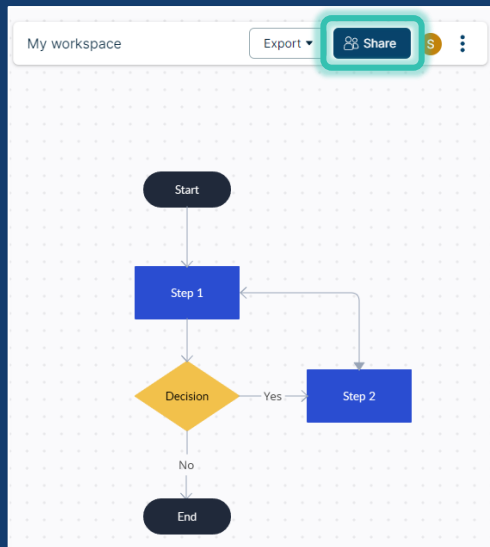
2

[Log into your workspace in Creately](#). During the GovTEAMS meeting, select Share and choose the relevant screen or window.

3

Attendees will need to [log into Creately](#) to actively participate in the workspace.

Members and Partners should enter their GovTEAMS username (ending in govteams.gov.au). Guests will need to log in with the email they registered their GovTEAMS guest and Creately account with.



A screenshot of the Creately "Sign In" page. The page features the Creately logo at the top, followed by the "Sign In" heading. Below the heading are two buttons: "Sign in with Google" and "Sign in with Microsoft". Underneath these are links for "Sign in with SSO" and "Other". A text input field for "Email" is highlighted with a red box, containing the text "name@company.com". At the bottom of the page, there is a "Create an account" link and a "Continue" button.

Q and A

Q&A allows meeting organisers and co-organisers to manage questions from attendees.

It works best for large, organised meetings like town halls and webinars, where presenters answer questions from the audience in real-time.

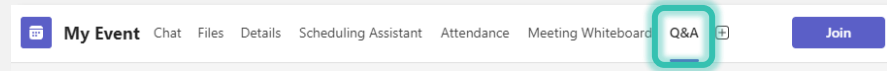
You can choose between moderated or unmoderated Q&A and features like replies and anonymous posting can also be enabled.

Q&A

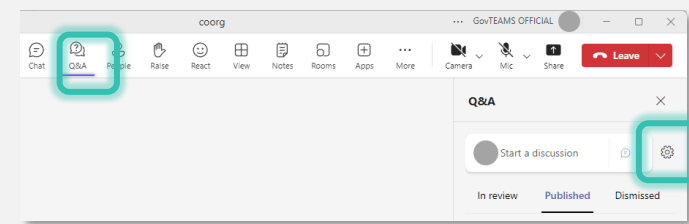
Town halls have Q&A enabled by default. Q&A can be enabled for meetings and webinars before or during the event from the meeting options. Event organisers can change the Q&A settings to moderate posts and prevent anonymous posting.

Change Q&A settings

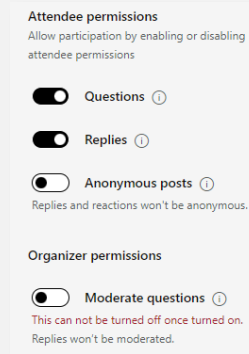
Before the event - Open the event and select the Q & A tab



During event – Open the Q&A tab, click the cogwheel.

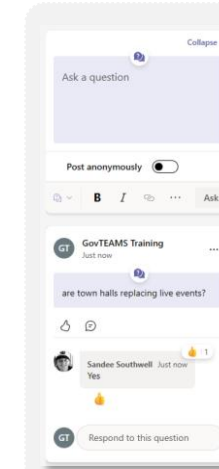


What can be changed



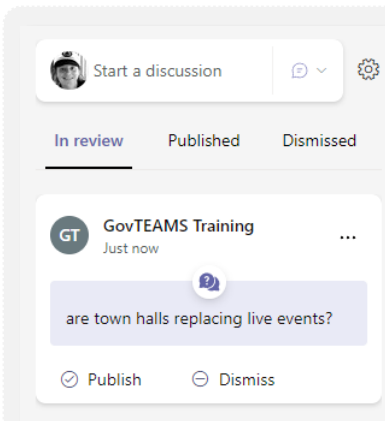
Attendee view

Attendees can ask questions and see responses. Depending on the Q&A settings they may also be able to respond to replies.

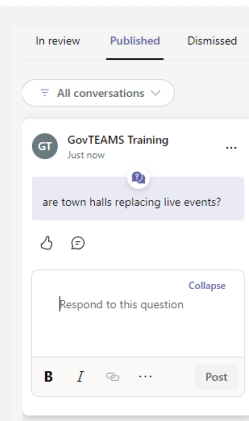


If the Q&A is moderated, they will only see published responses.

Organiser and co-organiser view



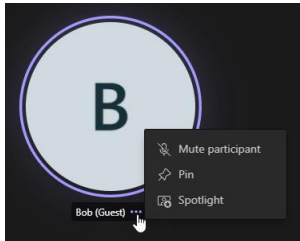
If the Q&A is moderated, submitted questions will show 'In review'. Organisers can choose to publish or dismiss the question. Once published they can respond publicly from the published tab.



Meeting Tips

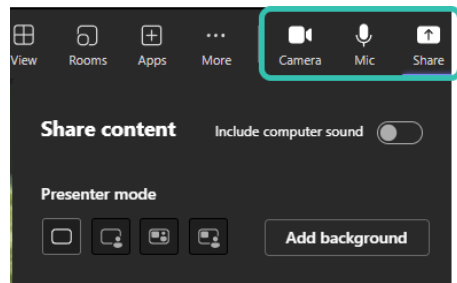
Background noise

If you're not talking, mute your microphone. You can mute other people's microphones by selecting the three dots next to their name.



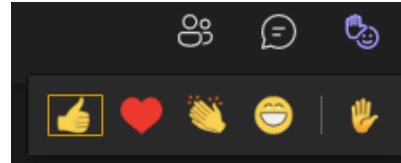
Make it engaging

When presenting turn on your camera and select a presenter mode.



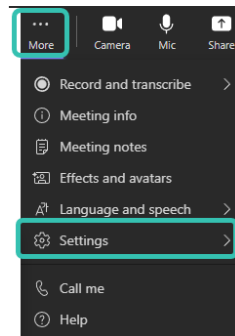
Use reactions

For larger meetings, using the raise hand and reactions/emoji's is often better than jumping in the moment you want to say something. Raise your hand to let people know you have something to say.



Technical problems?

Check your device settings and call health.



Change meeting options to suit your needs

Meeting options

Who can bypass the lobby?	People in my org and guests	▼
People dialing in can bypass the lobby		<input checked="" type="checkbox"/>
Announce when people dialing in join or leave		<input type="checkbox"/>
Choose co-organizers:	To assign a role to a participant, invite them to the meeting individually. Learn more	
Who can present	Everyone	▼
Allow mic for attendees		<input checked="" type="checkbox"/>
Allow camera for attendees		<input checked="" type="checkbox"/>
Record automatically		<input type="checkbox"/>
Meeting chat	On	▼
Allow reactions		<input checked="" type="checkbox"/>
Enable language interpretation	To select interpreters, send the invite from Outlook and then refresh this page	

Help & Support

Learn how to use GovTEAMS, Microsoft Teams, SharePoint, MS 365 apps and more: [GovTEAMS Academy](#)

Get involved with the [GovTEAMS community](#).

Need help: [Contact us](#)

Support ticket tips:

Provide as much information as you can.

Attach screenshots – keep them big enough to read

Describe:

- What you were doing
- How you were doing it
- What you expected to happen
- What did happen