

Hybrid Meetings

Hybrid work guidance



Before the meeting

Set everyone up for success by choosing a meeting format that best serves your needs, setting expectations with attendees, and managing roles and access.

Choose the right space:

Determine the outcomes you want to deliver and [book the right space for it](#). Or, if brainstorming consider a space with a whiteboard. Or, if presenting consider a space with a clear camera angle of the presenter, so in-person and remote participants can follow along.



Take five to transition:

Schedule meetings with a [five-minute break](#) at the beginning or end of the hour or half hour. This allows for a quick break between meetings to improve focus and engagement.



Stay in the loop:

With [Fluid components](#), everyone invited to the meeting can collaborate on the agenda to ensure the goals are clear and the meeting is efficient. Open the meeting details to view and collaborate the agenda before the meeting kicks off.



Begin the meeting as soon as live participants enter the room:

When you enter the room, join the meeting from the conference room console before natural chatting and social interactions between attendees in room start, so remote attendees can participate.



Join meetings from your personal devices in the room:

Bring your personal device to the room to use the companion experiences like [raise hand](#), [chat](#), and [live reactions](#). Also, feel free to join the meeting with video if you want to be more visible in the meeting.



During meeting

Make good use of attendees' time while leading meetings that reflect your culture and use tools that make the experience more engaging.



Find the optimal viewing experience:

Choose between gallery views in the room, such as [together mode and large gallery](#), to ensure the best layout for presenting to and viewing the audience, especially those joining the meeting remotely.



Stay on track:

With [Fluid components](#), attendees can easily follow along the agenda and collaborate on the meeting notes and tasks right in the meeting. If you are assigned tasks during the meeting, you can access them across apps, such as Planner and To Do.



Keep inclusion in mind:

Check-in on remote participants and keep an eye on the chat window for questions or shared insights. Turn on [live transcriptions](#) and [record the meeting](#) to enhance the experience in real time, and for those who couldn't attend and are reviewing it later.



Keep meetings interactive and engaging:

Use [raise hand](#) to give everyone a chance to speak up, chat and [polls](#) to track questions and comments, a moderator to facilitate discussion and track participation, and [breakout rooms](#) to encourage small group collaboration.



Brainstorm effectively in real time:

Use a shared [digital whiteboard](#) across room and remote participants. Or, if using a physical whiteboard, make sure the [content camera](#) is turned on in the room to clearly capture what's written.



Make co-presenting seamless:

Use [PowerPoint Live](#) in Microsoft Teams to smoothly transition to co-presenters, whether they're in the room or participating remotely. Also, people who join late can scroll through content to catch up.

After the meeting

Make sure progress continues after your meeting ends, and that the right people are informed of decisions and outcomes.



End the meeting strong:

Use the 5-minute alert banner to wrap up and align on next steps. Include next steps in the meeting chat or in the [notes tab](#) in the Teams meeting.



Keep everything in one place:

With [Fluid components](#) and [meeting recap](#), notes and tasks are automatically shared within the context of the meeting, along with the recording, transcript and the shared content.



Continue the conversation:

Participants can continue the discussion in the meeting chat to check on updates within the context of the meeting and any recurring meetings.