

FAQs

What is a hybrid meeting?

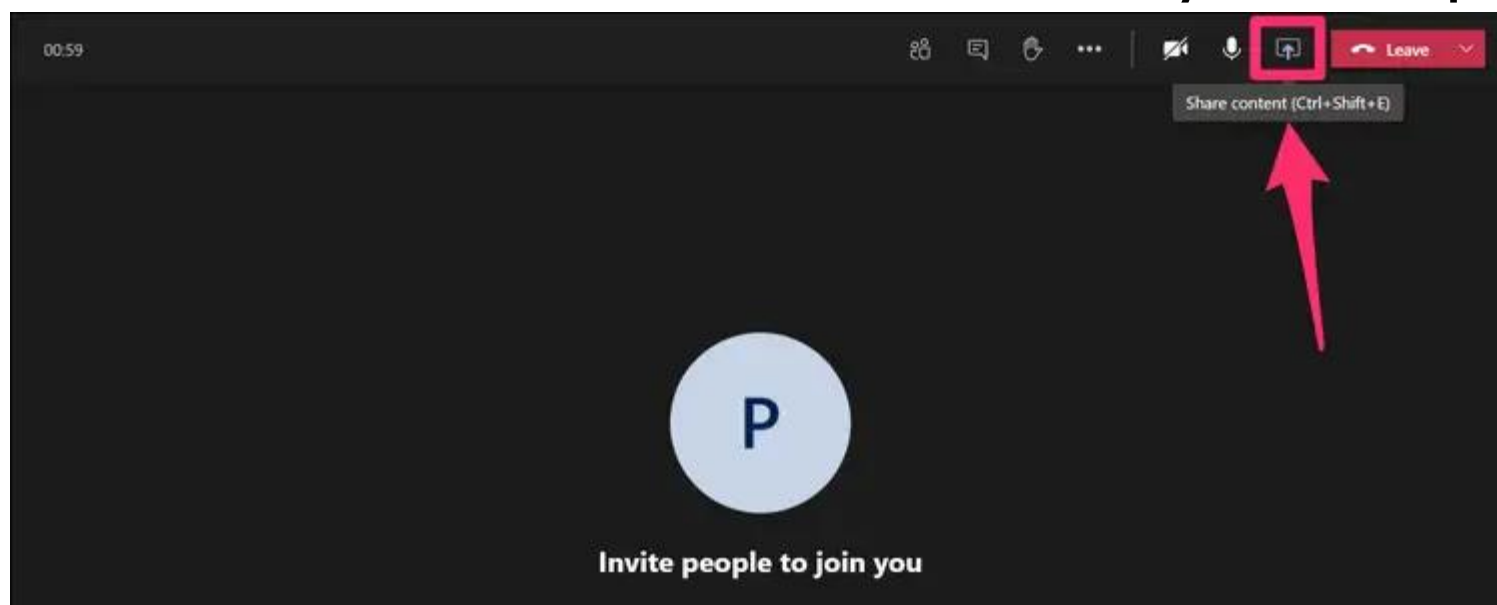
Hybrid meetings are meetings that feature at least one group of face-to-face attendees connecting virtually with other meeting attendees.

Did you book your meeting on Outlook?

If you need to add someone to the meeting, amend and add the invitees in your Outlook calendar Team's invite.

Do you need to share content in your Team's call?

Please use the share button on your Laptop within Microsoft Teams.



Sharing your screen in Teams call?

Make sure to mute your Laptop audio/microphone. This will prevent audio from looping or having static feedback.

IT Support – Who to contact?

Contact Omotayo Ogunyemi via email or call 07540 284 343.

Is your meeting only with people physically in the room?

You do not need to set up a Teams meeting, but you can for sharing purposes.

Do you need to share content to those present in the room only?

Please use Teams or Mersive Solstice.