



# Using Microsoft Teams as a Defence Chair

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Capability	Organizer	Co-organizer (Chair)	Presenter (Candidate)	Attendee (Examining committee and audience)
Speak and share video	√	√	√	√
Participate in meeting chat	√	√	√	√
Share content	√	√	√	
Take control of someone else's PowerPoint presentation	√	√	√	
Mute other participants	√	√	√	
Prevent attendees from unmuting themselves	√	√	√	
Remove participants	√	√	√	
Change the roles of other participants	√	√	√	
Start or stop recording and live transcription	√	√	√	
Manage breakout rooms	√	√		
Change meeting options	√	√		

## Introduction - Roles in a Microsoft Teams Meeting



# Capabilities of the Chair

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What can you do in Microsoft Teams as the Defence Chair,  
and how to do it?

# Start/join the defence

- In your meeting invite, select **Join the meeting now** to join on Teams for web or desktop.
- If you already have the Teams app, the meeting will open there automatically.
- During the meeting, please keep an eye on your MS Teams chat in case someone sends you a [private message](#). By default, chat notifications may be turned off while you are in a meeting.

## Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID:

Passcode:

### Dial in by phone

United States, Seattle

United States (Toll-free)

[Find a local number](#)

Phone conference ID:

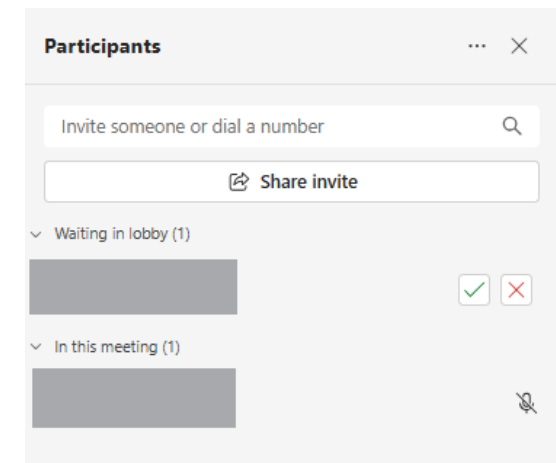
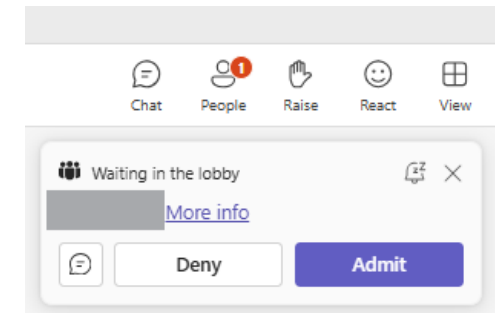
For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

# Admit/deny attendee from the lobby

- People who were invited can get into the defence meeting room directly. Everyone else will wait in the lobby.
- Organizers and co-organizers (defence Chairs) will be notified when people enter the lobby and can let them into the meeting.


To admit or deny audience:

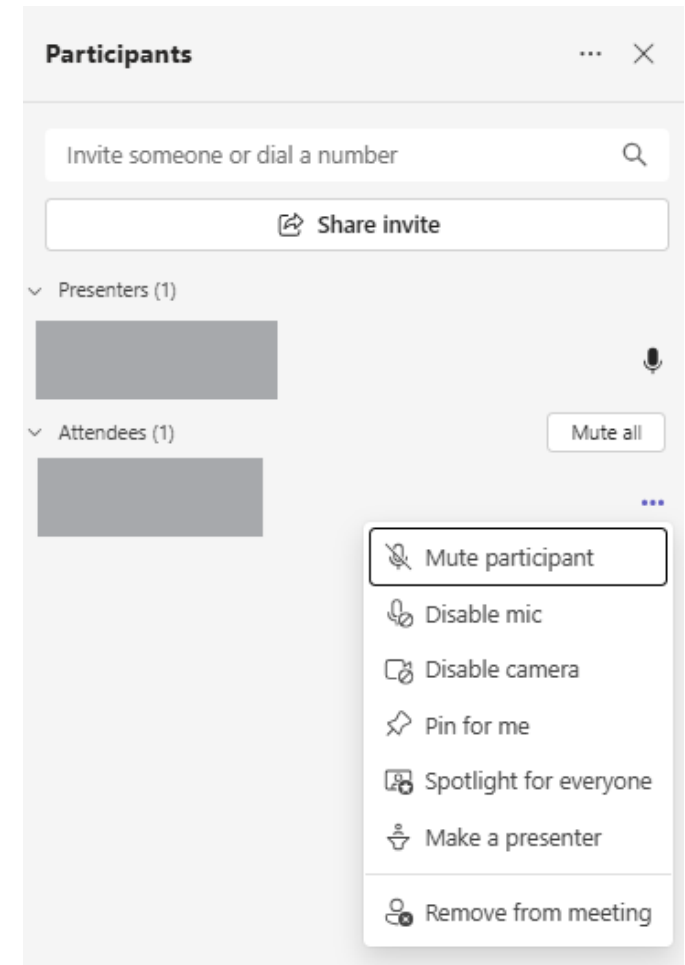
- A small window will pop up under the People icon once an attendee joins, but if you missed that pop-up window, you can:
  1. Select the **People** icon in the meeting control bar on top of your meeting window.
  2. Under **Waiting in the lobby**:
    - Select the check mark ✓ next to someone's name to admit them.
    - Select the X next to someone's name to deny them.
    - Select **Admit all** to let everyone in from the lobby.



# Mute an attendee/all attendees

To mute a specific attendee, without turning off mics:


1. Select the **People** icon  in the meeting control bar.
  2. In the Participants pane, hover over an attendee and the ellipsis icon **\*\*\*** will show up.
  3. Click the ellipsis icon **\*\*\*** and select **Mute participant**.
- To mute all attendees (including the examining committee) without disabling their mics, click the **Mute all** button in the Participants pane. Attendees can signal that they want to speak by raising their hands.

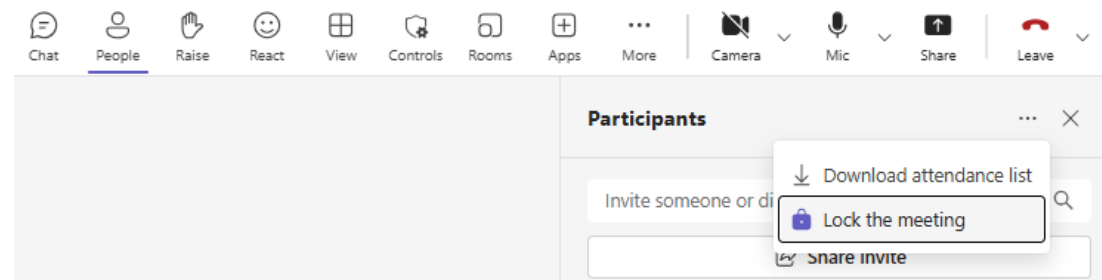


# Lock/unlock the defence meeting room

- *The defence Chair should lock the room 5 minutes after the defence begins/before the presentation begins to avoid disrupting the Candidate.*
- *People who have left or who have been removed from a locked meeting cannot rejoin. Anyone attempting to join a locked meeting will be informed that the meeting is locked.*
- *Once a meeting is locked, the Chair will **not** receive notifications when participants attempt to join. **If a committee member disconnects during the defence, the Chair must unlock the meeting to allow them back in from the lobby.***

## Lock/unlock the meeting room:

1. Select the **People** icon  in the meeting control bar.
2. In the **Participants** pane, click the ellipsis icon **...**.
3. Select **Lock/Unlock the meeting**.
4. Select **Lock/Unlock** in the pop-up window.



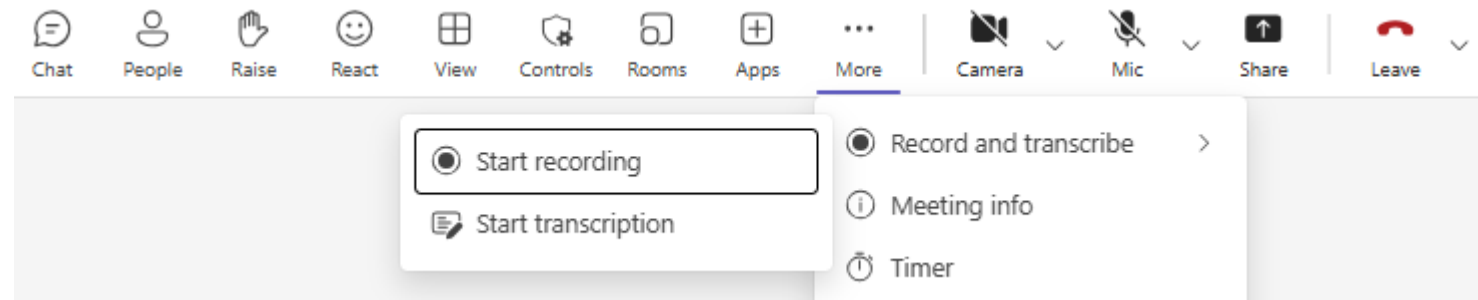


# Manage meeting recordings (if applicable)

*Any recording requests must be submitted to our office and approved by the entire examining committee and the Candidate **before** the defence. The Chair will be notified in advance if the defence requires recording.*

To start a meeting recording:



1. Select the More icon \*\*\* in your meeting control bar.
2. In the drop-down menu, select **Recording and transcribe**.
3. Select **Start recording**.

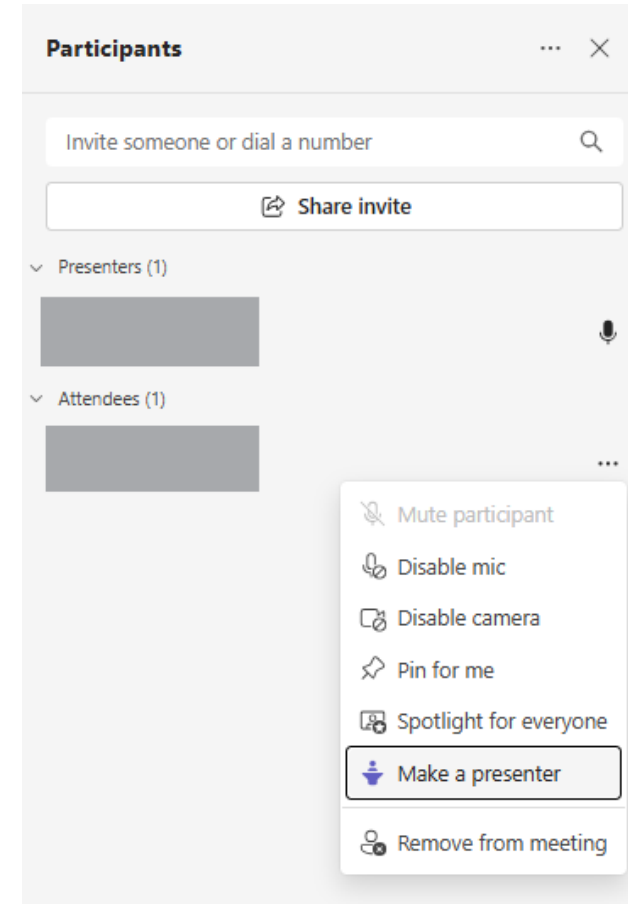


# Managing presenter vs attendee roles

*After the presentation and the Q&A, the Chair may switch the Candidate's role to attendee if needed. We suggest keeping the Candidate as a presenter during the Q&A so they can revisit slides. If their presentation does not work, the Chair may ask a committee member to share the presentation for the Candidate and adjust roles accordingly.*

There are two ways to **change someone's role** during a meeting:


1. Select the People icon  in the meeting control bar. Hover over a name and click the ellipsis icon **...**. Select **Make a presenter** or **Make an attendee**.
2. Change in the Meeting Control Options:
  - Select Controls icon  in your meeting control bar. In the drop-down menu, select **View more options**.
  - In the left menu of the Meeting options window, select **Roles**. Select **Specific people** from the **Who can present** dropdown menu. Search the presenter in the dropdown menu below and click **Save**.

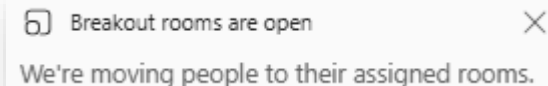


# Open a breakout room

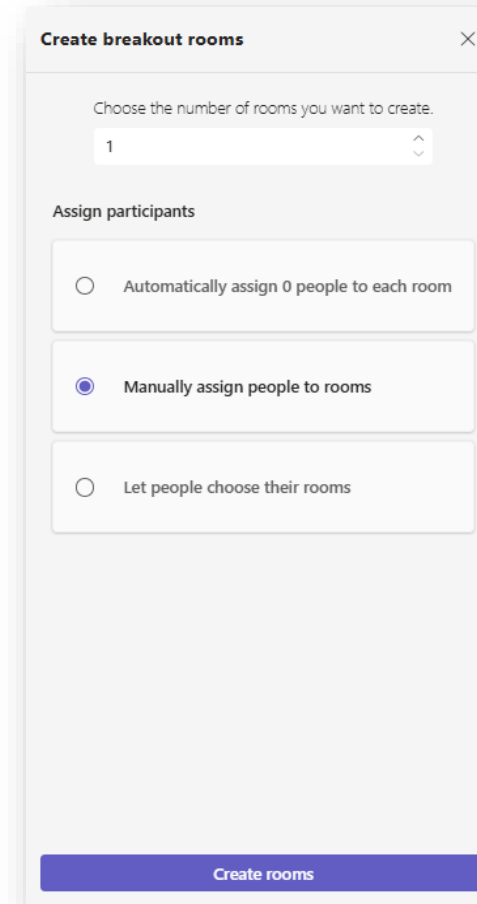
*Note that it takes quite a few seconds to open the breakout room and put the Candidate there. During this time, the system may show that the Candidate is “leaving” or “left.” This only means they are leaving the main room, not the meeting.*

To create and open a breakout room during a defence:

1. [Unlock the meeting room](#)
2. Select the Rooms icon  in the meeting control bar.
3. In the Breakout rooms pane, choose the number of rooms you want to create (**1 room**).
4. Select **Manually assign people to rooms**.
5. Click **Create rooms**. Room 1 will show up in the Breakout rooms pane.
6. Click **Assign participants**, and in the pop-up window, assign the Candidate to **Room 1**.
7. Click **Open rooms** button to put the Candidate in the breakout room.
8. You'll see this notice:



Breakout rooms are open  
We're moving people to their assigned rooms.



**Create breakout rooms**

Choose the number of rooms you want to create.

1

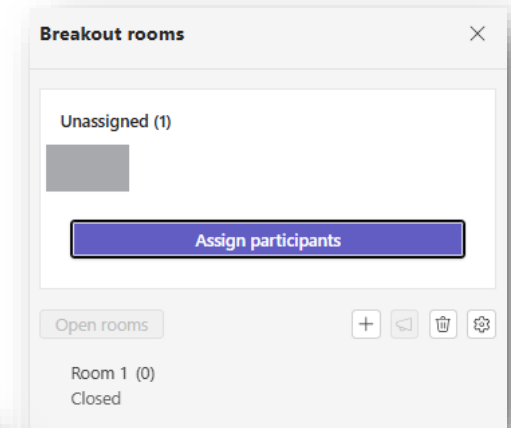
Assign participants

☐ Automatically assign 0 people to each room

☒ Manually assign people to rooms

☐ Let people choose their rooms

Create rooms



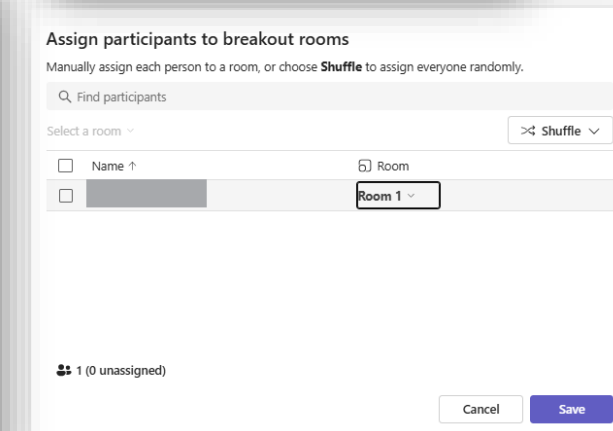
**Breakout rooms**

Unassigned (1)

Assign participants

Open rooms

Room 1 (0)  
Closed



**Assign participants to breakout rooms**

Manually assign each person to a room, or choose **Shuffle** to assign everyone randomly.

Find participants

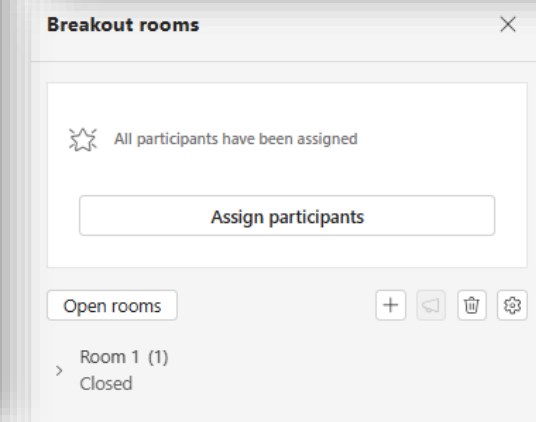
Select a room

Shuffle

Name ↑	Room
	Room 1

1 (0 unassigned)

Cancel Save



**Breakout rooms**

All participants have been assigned



Assign participants

Open rooms

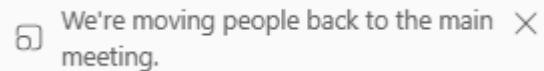
Room 1 (1)  
Closed

# Close the breakout room

There are two ways to **close and end** breakout room sessions in a defence:

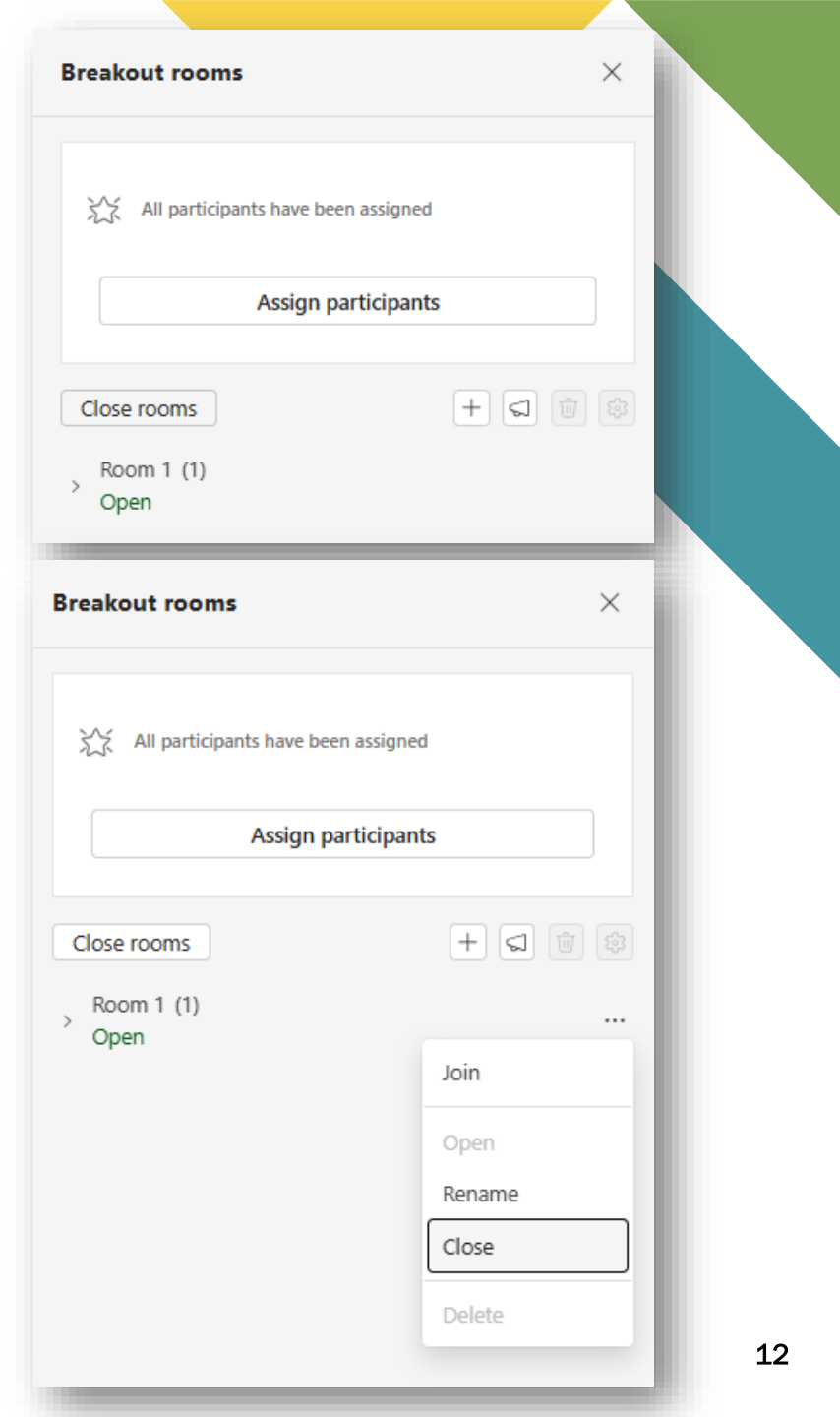
1. Select the Rooms icon  in the meeting controls. In the Breakout rooms pane, click **Close rooms** button.
2. Hover over a room and click the ellipsis icon . In the dropdown menu, select **Close** to close that specific room.

You'll see this notice when the room is successfully closed:



*Note that it takes quire a few seconds to close the breakout room and bring the Candidate back to the main defence room. During this time, the system may show that the Candidate is “leaving” or “left.” This only means they are leaving the breakout room, not the main meeting.*

*Sometimes, when the Candidate returns to the main room, their microphone and camera may be automatically disabled. In such cases, the Chair should re-enable the Candidate's microphone and camera.*

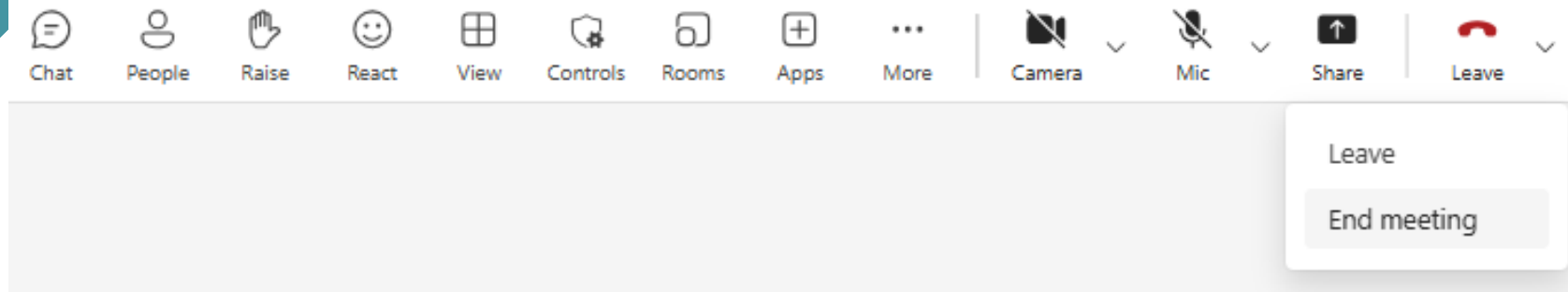


# End the defence

*By the end of the defence, you can choose to leave individually or end the meeting for all participants.*

To end the defence for all participants:

1. In your meeting control bar, click the **Down Arrow** icon ▼ next to **Leave**.
  2. Select **End meeting**.
  3. Select **End** in the pop-up window.
- If you select **Leave**, the defence room will remain open.






# **Additional Meeting Control Options**

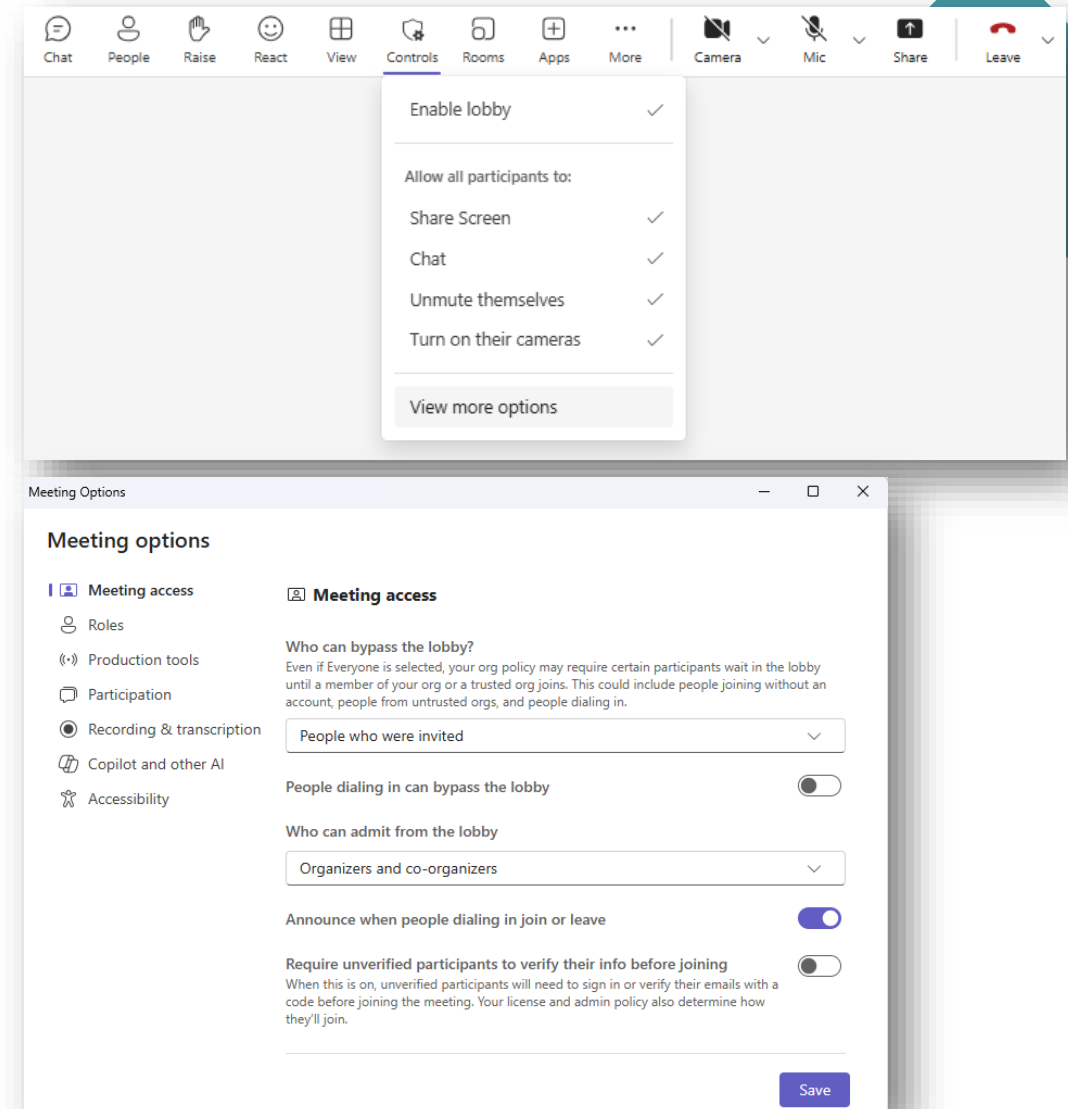
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Here are some extra features you may want to know about if the examining committee has a request or if the candidate has a question.

# Accessing other meeting control options during the meeting

Access other meeting control options:

1. Select the **Controls** icon  in your meeting control bar.
2. In the drop-down menu, select **View more options**. The Meeting Options window will open.
3. You can change meeting access and roles, enable/disable mics and cameras for all attendees or the meeting chat, enable/disable Q&A, enable/disable reactions, enable/disable recording & transcription automatically, etc.

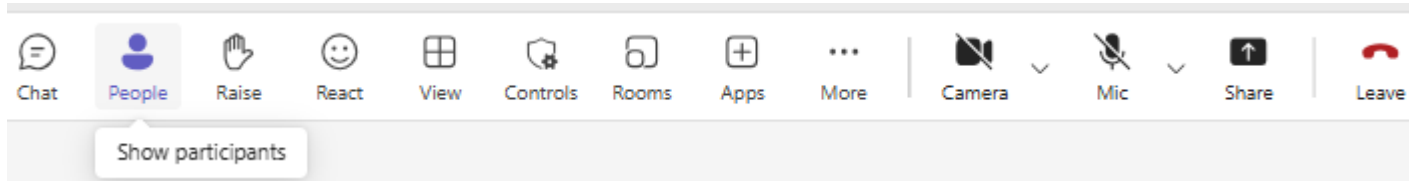


# Send a private chat

- *Attendees joining outside of UNBC may not have access to the meeting chat. Please speak to them or send a private chat.*
- *During a defence, if you need to communicate with the supervisor or a committee member, consider sending a private message instead of using the public meeting chat visible to all participants.*

## Send a private chat:

1. Select the **People** icon in the meeting control bar.



2. In the Participants pane, **double-click** the profile picture of the person you wish to chat privately. A private chat window will open.
3. Send your message to them directly.




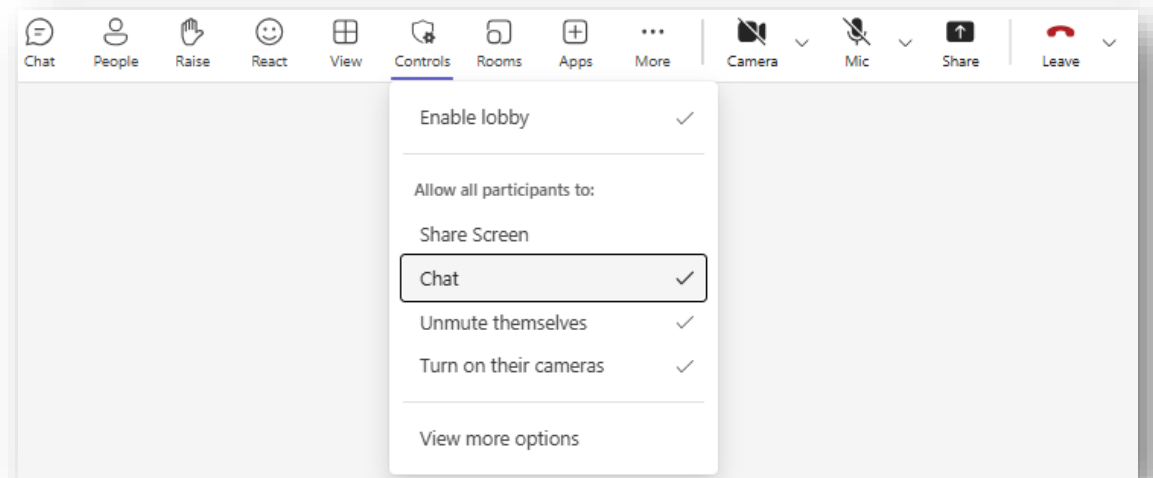
# Disable/re-enable chat for the main room

*The chat will be set to “in-meeting only.” After the meeting ends, no new messages can be posted, but the chat history will remain visible to participants logged into Teams.*

*Disable chat only when necessary (e.g. during presentation to prevent distractions or unexpected messages appear) since attendees may need it if their audio fails.*

## To disable the meeting chat:




1. Select the **Controls** icon  in your meeting control bar.
  2. In the drop-down menu, click **Chat** to remove the check mark ✓ next to Chat. When the check mark is removed, the chat is disabled, and nobody can send messages.
- You can come back to this menu and click **Chat** to re-enable the chat. You'll see the check mark ✓ next to Chat when the chat is enabled.
  - Note that the chat history (if there is any) is still visible when the chat is disabled.

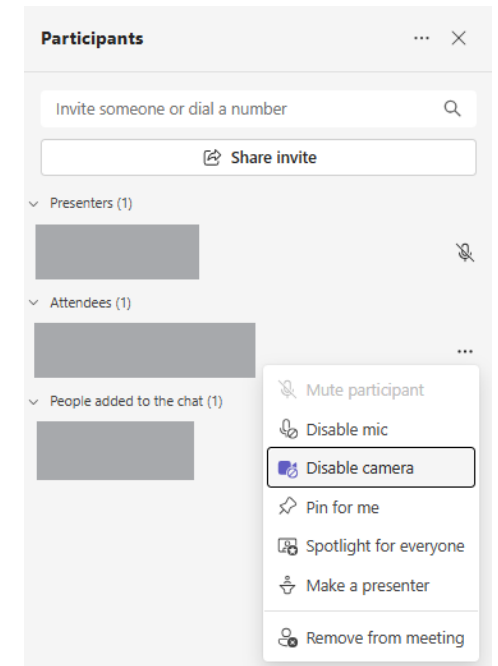
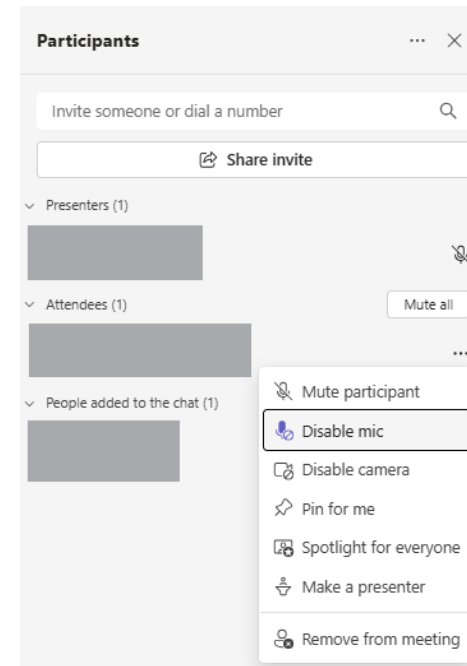


# Disable an attendee's microphone or camera

- The difference between muting and disabling an attendee's microphone is when muted, the attendee can unmute themselves; when the microphone is disabled, the attendee's mic will appear dimmed.
- The defence Chair has the authority to disable an attendee's microphone or camera if unexpected situations arise. For example, if an attendee deliberately unmutes themselves to speak without permission or refuses to turn off their camera after the Chair has requested them to do so.

To disable mic or camera for one specific attendee:


1. Select the **People** icon  in the meeting control bar.
2. In the Participants pane, hover over an attendee and the ellipsis icon  will show up.
3. Click the ellipsis icon  , select **Disable mic** or **Disable camera**.
4. Attendee mics and cameras will appear dimmed.

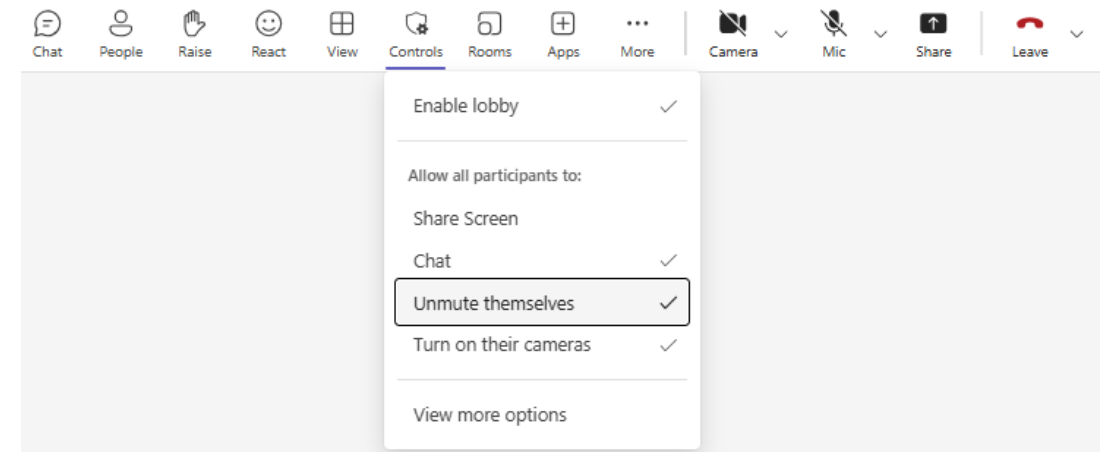


# Disable/re-enable all attendees' microphone or camera

In rare circumstances, you may need to use this feature. If you accidentally disable everyone's microphones or cameras, this session will guide you on how to re-enable them.

To disable mic or camera for all attendees:


1. Select the **Controls** icon  in your meeting control bar.
  2. In the drop-down menu, click **Unmute themselves/Turn on their cameras** to remove the check mark ✓ next to it. When the check mark is removed, all attendee's mics/cameras are disabled.
- You can come back to this menu and click the corresponding option to re-enable the chat. You'll see the check mark ✓ next to it when the mics/cameras are enabled.

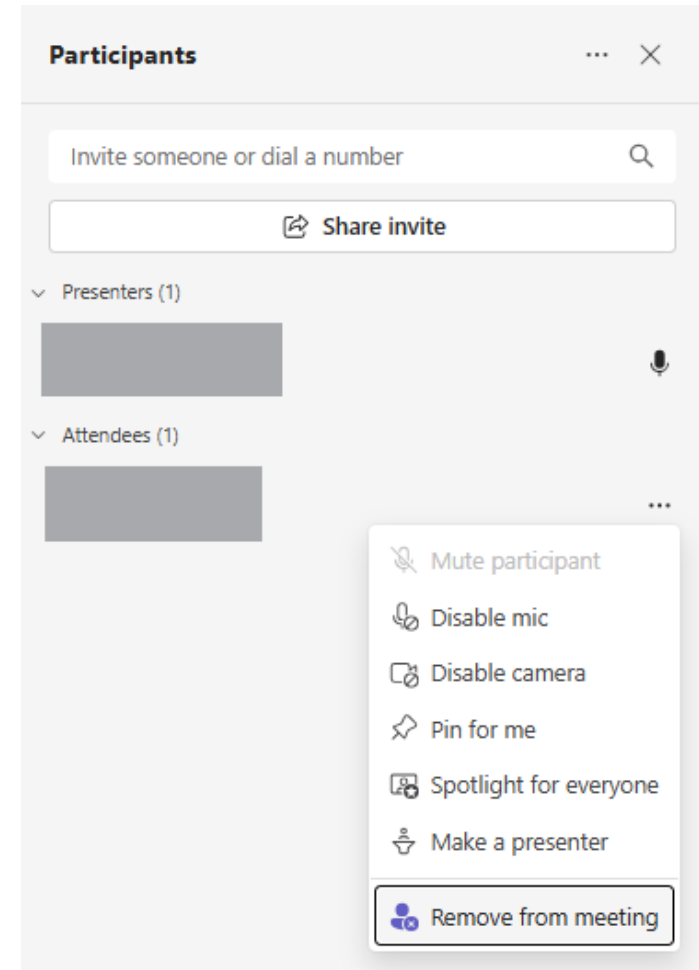


# Remove an attendee from the defence

*Once an attendee is removed from the meeting, they can rejoin and enter the lobby if they still have the meeting invitation unless the room is locked.*


## Remove an attendee:
















1. Select the **People** icon  in the meeting control bar.
2. In the **Participants** pane, hover over the name of the person you want to remove, and the ellipsis icon **...** will show up.
3. Click the ellipsis icon **...** , select **Remove from meeting**.


















# Sharing screen / presentation


*If a presenter doesn't know how to share their screen, you can guide them using the following steps.*

1. Select the **Share** icon  in your meeting control bar.
  2. Select an entire **Screen** or a **Window** to present. They can also use **PowerPoint Live** to present (see the [next page](#) for details).
- See the detailed presenter toolbar controls [here](#).

Presenter control	How to use it
 Drag handle	Select and hold the toolbar drag handle to move the presenter toolbar. This will keep it from blocking important parts of your screen. Release the drag handle when you've placed it in the right area.  <b>Tip:</b> You can also move the toolbar by clicking and holding any area on the toolbar that isn't interactive (e.g., in between presenter controls) and dragging it.
 Camera	Select <b>Camera</b>  to turn your camera on or off.
 Mic	Select <b>Mic</b>  to mute or unmute yourself.
 Give control	Select <b>Give control</b>  to let someone access and interact with your screen. While they have control, they can make selections, edits, and other modifications on your shared screen.  <b>Warning:</b> Only give control to people you trust. People with control can send commands that could affect your system or other apps. We've taken steps to prevent this but haven't tested every possible system customization.
Take back	If you gave someone control, select <b>Take back</b> when you're ready to take back control.
 Slide control	Select <b>Slide control</b>  to allow other people in the meeting to move through slides for everyone during a presentation. This helps make presenter transitions more seamless during meetings.  To stop sharing slide control, select <b>Slide control</b>  > <b>End slide control</b> in the presenter toolbar.
 Share audio	Select <b>Share audio</b>  to stream audio from your device to meeting participants through Teams. All sound from your computer, including notifications, will be audible in the meeting.  Before you start sharing, select <b>Share</b>  in your meeting controls and turn on the <b>Include sound</b> toggle. To learn more, see <a href="#">Share sound from your computer in a Teams meeting or live event</a> .
 Optimize	Select <b>Optimize</b>  to prevent choppiness or lag while sharing video content.

 Share audio	Select <b>Share audio</b>  to stream audio from your device to meeting participants through Teams. All sound from your computer, including notifications, will be audible in the meeting.  Before you start sharing, select <b>Share</b>  in your meeting controls and turn on the <b>Include sound</b> toggle. To learn more, see <a href="#">Share sound from your computer in a Teams meeting or live event</a> .
 Optimize	Select <b>Optimize</b>  to prevent choppiness or lag while sharing video content.
 Layout	Select <b>Layout</b>  while your camera is turned on and you're sharing content. Then, choose a layout that helps make your presentation more engaging: <ul style="list-style-type: none"><li>▪ <b>Content only:</b> Participants will see your content and video feed.</li><li>▪ <b>Standout:</b> This blocks your background and helps you stand out in your video feed.</li><li>▪ <b>Side-by-side:</b> You and another participant will be placed side-by-side in the meeting window.</li><li>▪ <b>Reporter:</b> This layout isolates you from your video feed and places you in front of the content you're sharing, like a reporter in front of a scene.</li></ul>
 Annotate	Select <b>Annotate</b>  to lock what's on your screen while you and other people draw or add notes over the content.  To learn more, see <a href="#">Use annotation while sharing your screen in Microsoft Teams</a> .
 Chat	Select <b>Chat</b>  to view and participate in a compact view of the meeting chat while you're presenting content. Your audience won't see the chat window in your shared screen.  To learn more, see <a href="#">Chat in Microsoft Teams meetings</a> .
 People	While you present, a minimized meeting window will appear next to your shared content. Select <b>People</b>  to see other people in your meeting.
Stop sharing	Select <b>Stop sharing</b> to stop sharing your screen and return to the main meeting window.
 Pin	Select <b>Pin</b>  to keep the toolbar in the place you've positioned it.

# Share slides with PowerPoint Live

1. Select the **Share** icon  in the meeting control bar.
2. In the **PowerPoint Live** section, select the PowerPoint file you want to present. If you don't see the file in the list, select **Browse OneDrive** or **Browse my computer**.

Features	How to use it
Read your notes	Once you start presenting with PowerPoint Live, your slides will appear in the Teams meeting with your notes next to them.
Navigate through the slides	Use the <b>navigation arrows</b> to go forward and backward. If presenters don't want people to be able to independently navigate through a PowerPoint file they are sharing, they can select <b>Private view</b> icon to turn it off.
Change layout	Select <b>Layout</b> icon in your meeting controls bar to change what your audience sees.
Stay connected to your audience	Turn <b>Chat</b> on or off to view what your audience is saying. See audience reactions and raised hands in real-time.
Use Laser pointer, Pen, Highlighter, or Eraser	See the laser pointer and drawing tools beneath the slide. The “ink” will be visible to everyone in the meeting. Only the presenter can point and draw on the slides.

# Audience view with PowerPoint Live

*If the Presenter uses PowerPoint Live, audience can interact with the PowerPoint presentation without affecting the live slideshow. Here are some of the available features:*

Features	Details
Navigate through the slides	Audience can use the navigation arrows to move around to different slides. Audience can get back to where the presenter is by selecting <b>Sync to Presenter</b> .
Click a link	Audience can select hyperlinks on slides to get more context right away.
Independent magnifying and panning	Audience can zoom in and pan on a presentation slide without affecting what others see.
Adjust the video volume	Audience can interact with videos on slides to adjust the volume or jump to a timestamp and consume it at their own pace.

# Thank you

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Graduate Administration in the Office of the Registrar

[grad-office@unbc.ca](mailto:grad-office@unbc.ca)

<https://www.unbc.ca/graduate-administration>