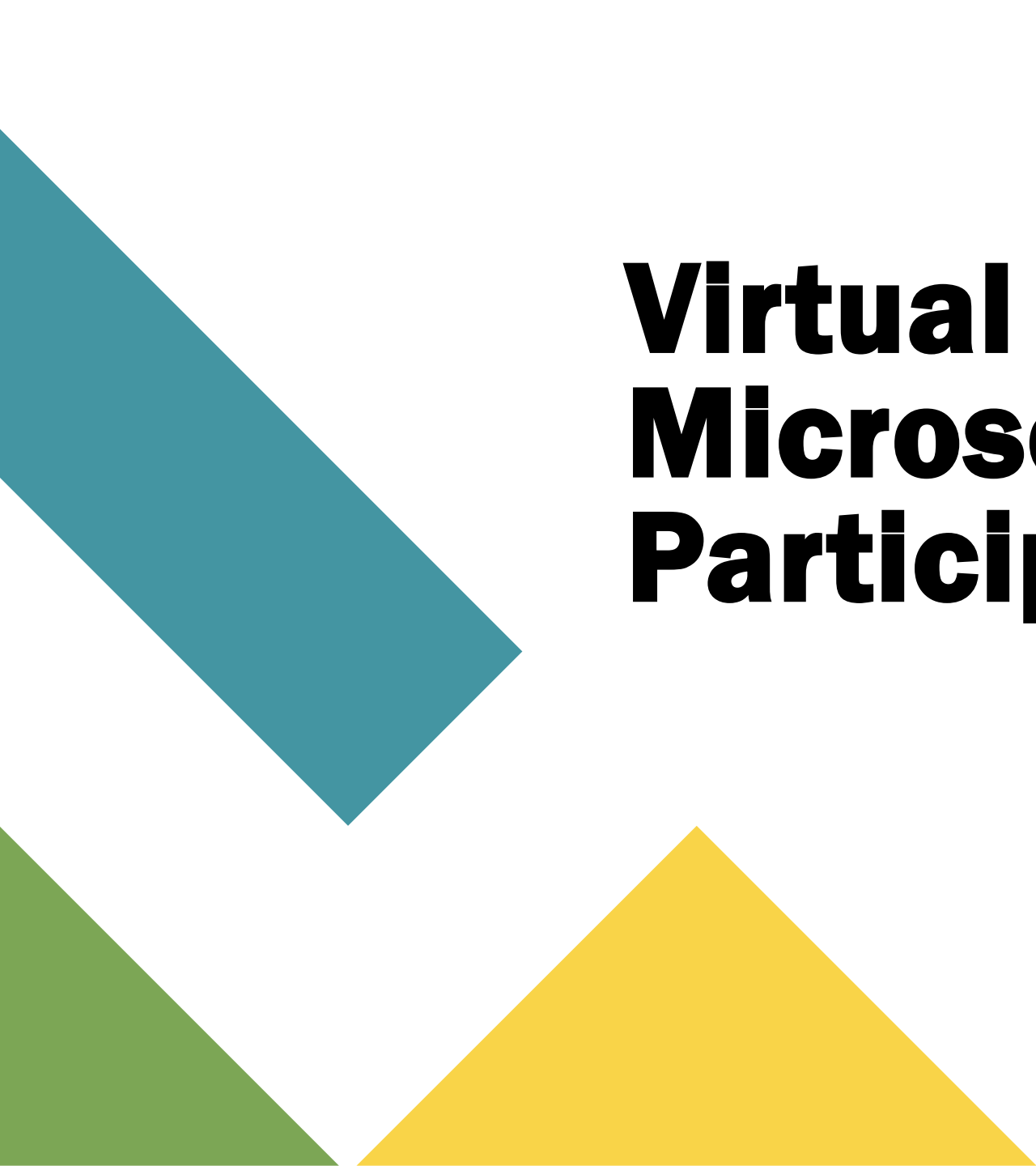




Virtual Defence Microsoft Teams Participant's Guide

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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 presenter/attendee

What do you need to do in Microsoft Teams as the presenter (candidate)/attendee (examining committee and audience), and how to do it?

Join the defence

- Click **Join the meeting now** to join on Teams for web or desktop. If you already have the MS Teams app the meeting will open there automatically.
- Before joining the defence please ensure your mic and camera are off (as shown in the screenshot to the right). You can turn your mic and camera off by selecting the Microphone and the camera toggles.

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](#)

 Your camera is turned off

☒ Computer audio

☒ Microphone (Brio 100) ☐

 Speakers (2- Realtek(R) Audio) ☐

☐ Phone audio

☐ Room audio

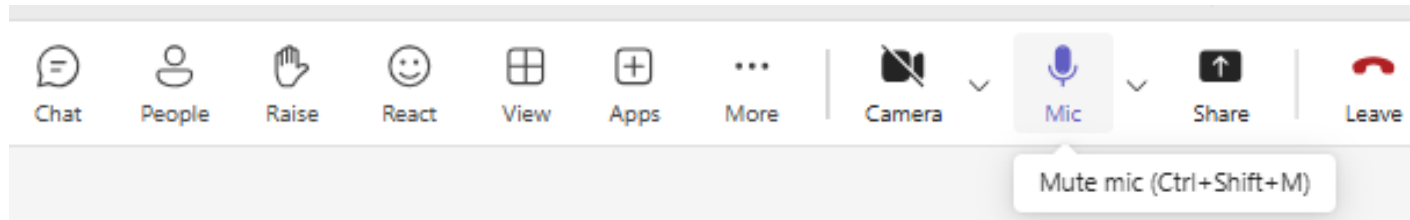
☐ Don't use audio

☒ ☐ Background filters

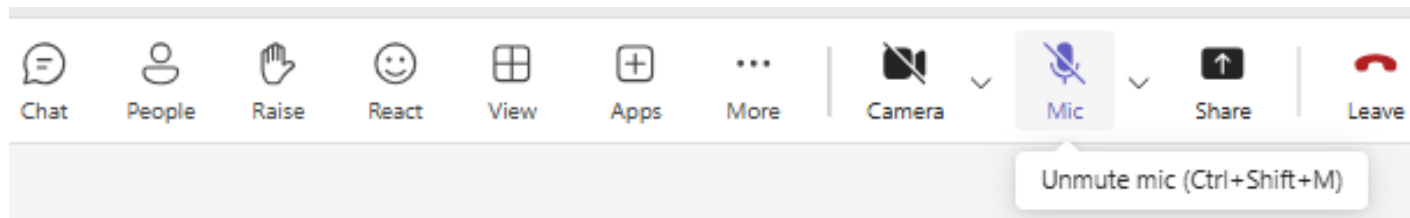
Mute/unmute your mic during the defence

Note that we require all attendees to keep their mic off during the presentation.

- To mute your mic during a meeting, click the **Mic** icon in your meeting control bar (as shown below) at the top of the meeting window.



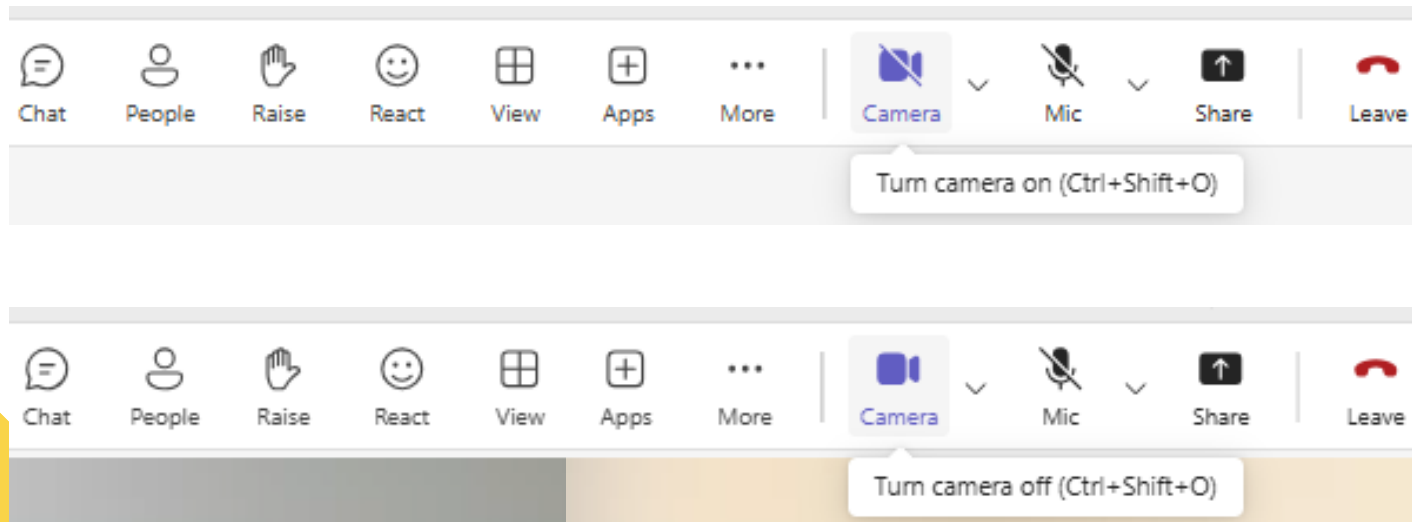
- To turn your mic on, click the **Muted Mic** icon.



Turn on/off your camera during the defence

Note that we require all audience members (except for members of the examining committee) to keep their cameras off during the presentation.

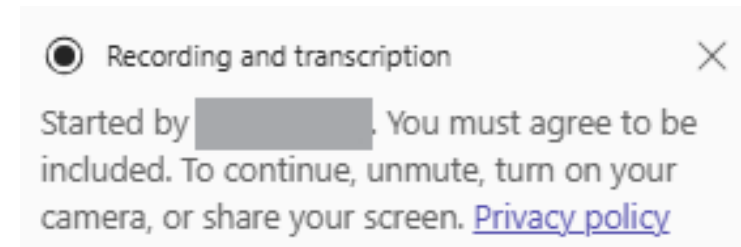
- To turn your camera on and off during a meeting, select the **Camera** icon in the meeting control bar at the top of the meeting window, as shown below.



Confirm recording consent (if applicable)

This feature will only be applied when a recording request had been submitted to the Office of Graduate Administration and has been approved by the entire examining committee and the Candidate before the defence. The Chair will notify everyone at the beginning of the defence if it will be recorded.

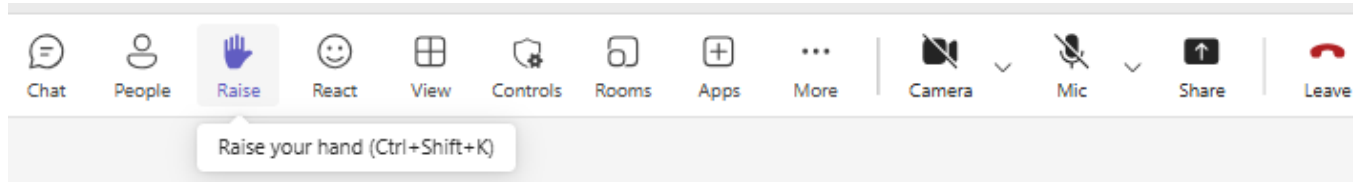
1. All meeting participants will receive a notification when the recording starts (shown in the screenshot to the right). Your camera and microphone will be automatically turned off, and any screen sharing may stop.
2. Unmute yourself briefly (for 1–2 seconds) to provide consent for the recording. *You do not need to speak while unmuted.*
3. Afterward, mute yourself again unless you need to speak as an examining committee member or the Candidate.



Raise/lower your hand

During a meeting, you can raise your hand virtually to let people know you want to contribute without interrupting the conversation.

- In the meeting control bar at the top of the meeting window, select the **Raise** icon (shown below). Everyone in the meeting will see that your hand is raised.



- The defence Chair will also receive a notification that your hand is raised. In defences where attendees can't unmute themselves, the Chair can manually allow you to unmute.
- If you want to lower your hand, return to the meeting control bar and select the **Raise** icon again to put your hand down.

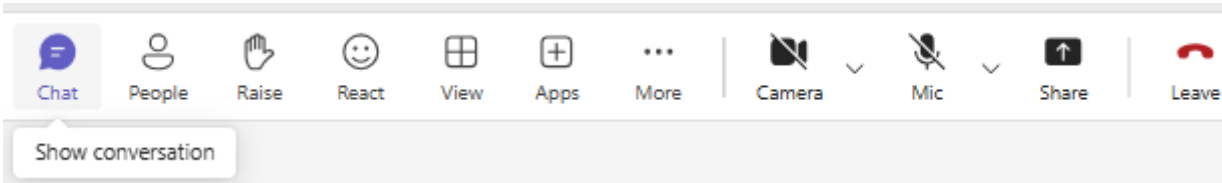
Use Chat in the main room

For examining committee members: If you cannot be heard, cannot hear others, or notice that your microphone or camera is disabled, please use the chat to inform the Chair of the issue.

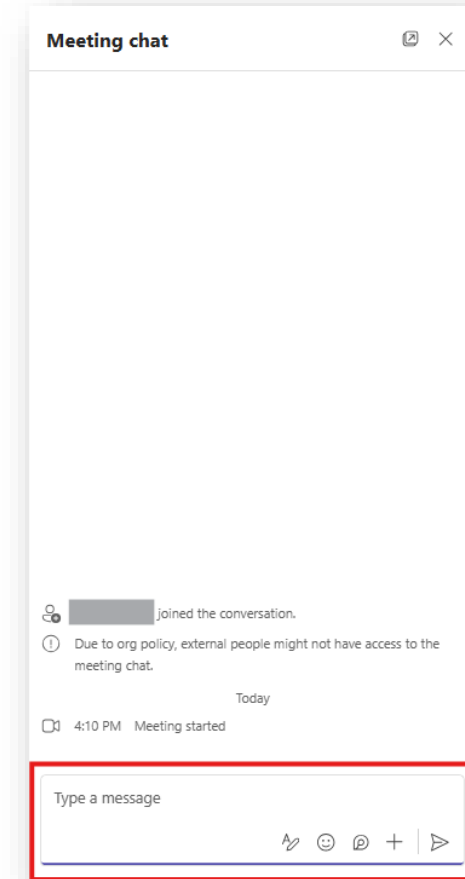
Attendees joining from outside of UNBC may not have access to the meeting chat. In this case, please send an email to the Chair .

To chat during a meeting:

1. Select the **Chat** icon in your meeting control bar.



2. In the **Meeting chat pane**, view messages that have been sent and see who's typing in real-time. Type your message in the compose box.
3. Click the **Send** button ➤ to send your message in the chat.

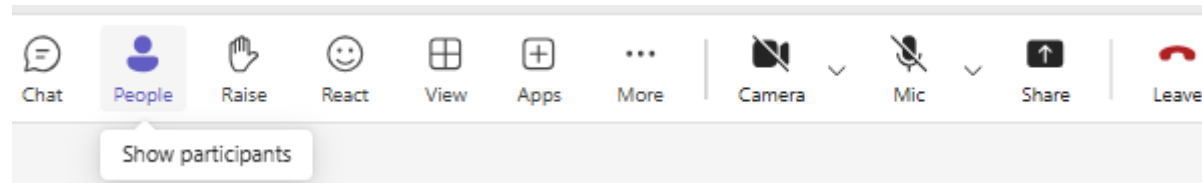


Send a private chat

During a defence, if you need to communicate with anyone separately, 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.



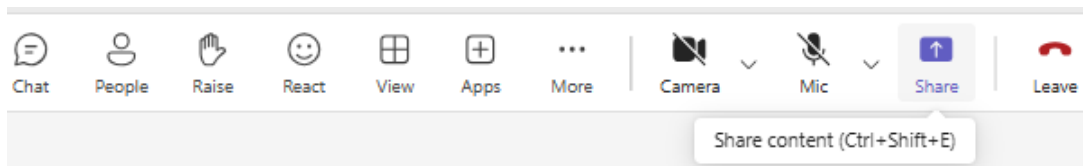
2. In the Participants pane, **double-click** the profile picture of the person you wish to chat with privately. A private chat window will open.
3. Send your message to them directly.

For Candidate: share screen/presentation

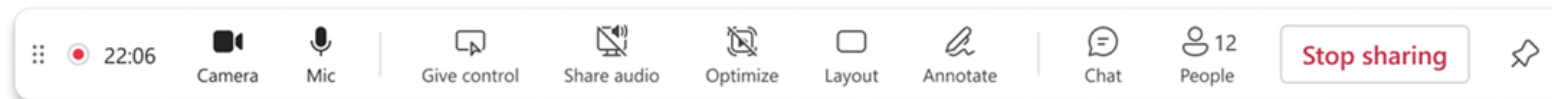
During a defence, attendees are not allowed to share their screen.

Examining committee members: if you need to share screen, please ask the Chair to make you a presenter.

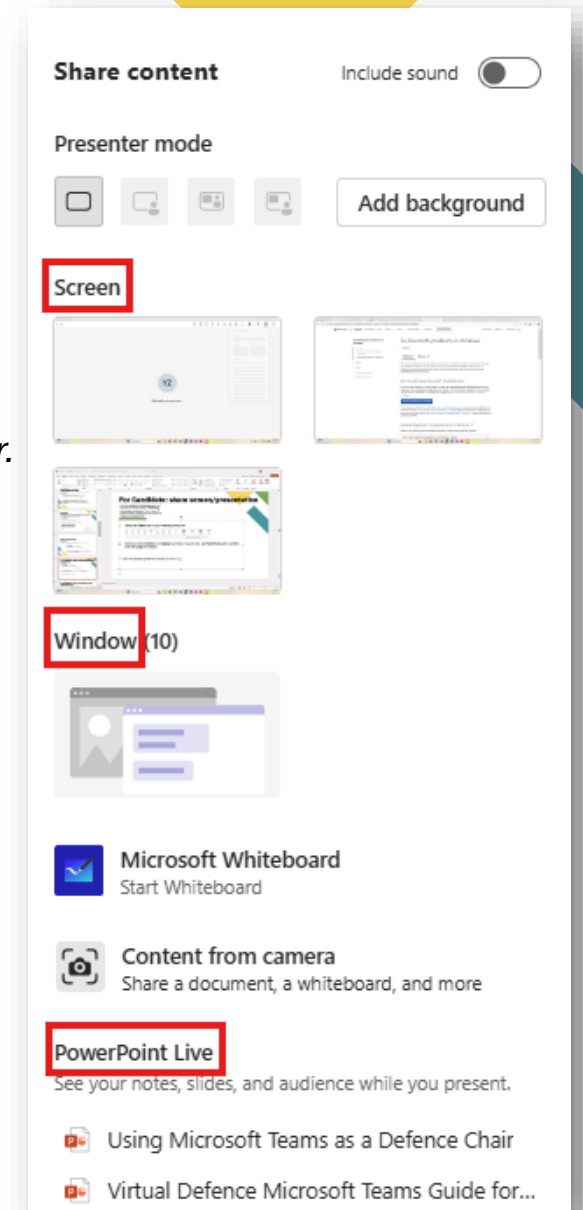
1. Select the **Share** icon in your meeting control bar.



2. Select an entire **Screen** or a **Window** to present. You can also use **PowerPoint Live** to present (see the [next page](#) for details).
3. Move your cursor to the top of your shared screen to show the presenter toolbar. Use it to manage your presentation and pin it to keep it visible.



- See the feature details of the presenter toolbar controls [here](#).



For Candidate: share presentation using 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 navigation arrows 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 Private view icon to turn it off.
Change layout	Select Layout icon in your meeting controls to change what your audience sees.
Stay connected to your audience	Turn Chat 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. Your “ink” will be visible to everyone in the meeting. Only the presenter can point and draw on the slides.

Audience view with PowerPoint Live

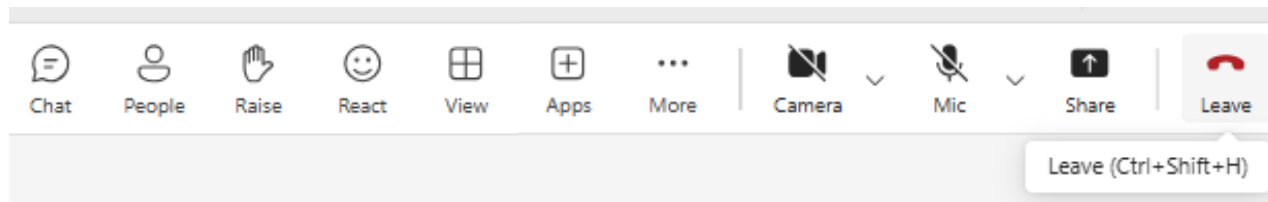
If the Presenter uses PowerPoint Live, audience can interact with the PowerPoint presentation without affecting the live slideshow. Here are some of the available features:

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 Sync to Presenter .
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.

Leave the defence

The Chair will request the audience to leave after the Q & A session. Please leave the meeting upon request.

To leave the defence: in your meeting control bar, click the **Leave** icon.



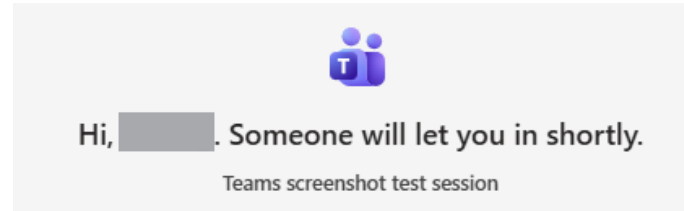
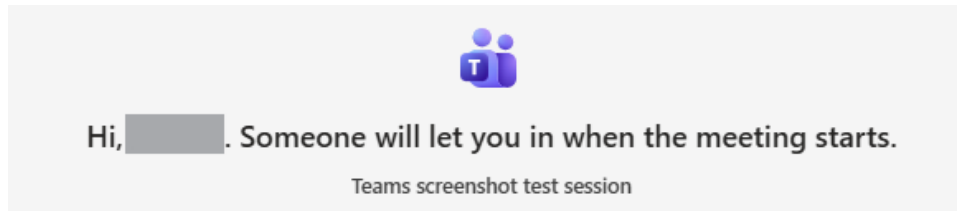
Troubleshooting



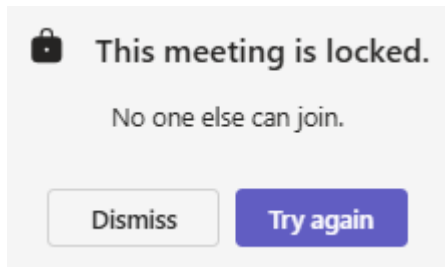
I can't join the meeting

If you can't immediately join a Teams meeting, there are several possible reasons:

1. **You're joining too early or waiting in the lobby:** Wait for the Chair to admit you, or email the Chair directly to be let in.



2. **The meeting is locked:** The Chair will lock the meeting 5 minutes after the defence begins.



- If you are an examining committee member, email the Chair and grad-office@unbc.ca to let them know you're having trouble joining. Once the meeting is unlocked, try joining again.
- If you are an audience member, late entry will not be permitted.

My microphone isn't working

If people are having trouble hearing you in Teams meetings, here are some tips to help you get back on track:

- **The Mic icon is dimmed** : This means the Chair has disabled your mic or everyone's mics. Use the chat or directly email the Chair to let them enable your mic.
- **Make sure you're not muted:** In your meeting controls, make sure the **Mic** icon on Teams meeting toolbar is in an unmuted state . If the Mic icon has a line through it , you're currently on mute. Click it to unmute.
- **Reconnect your mic:** Click the **dropdown arrow** next to the Mic icon  and select **More audio settings**. Under **Microphone**, make sure your correct microphone is selected. If your mic isn't in the dropdown menu, unplug and plug it back in and retry.
- **Check your physical mic:** Some mics have physical mute options on the devices themselves. Check that your headphone boom is not in the mute position (usually upright or away from your mouth), or that your external mic's physical mute button is not turned on. If you're [having trouble using a Bluetooth mic](#), make sure it's charged and not connected to another device. Then try reconnecting.
- **Leave the meeting and rejoin:** *make sure to put this issue in the Chat or email the Chair and let the Chair unlock the room before you rejoin.*
- **Check settings on your device or browser:** To use your mic in Teams, you might need to change privacy settings on your device or on the web to give let Teams access to it. See Change device and browser settings instructions on [this page](#).
- **Check for updates:** make sure you have the latest version of Teams and the most recent Windows update or Mac OS update installed.

My camera isn't working

If you're having trouble with the camera in Microsoft Teams, there are some suggestions to help you get back on track:

- The Camera icon is dimmed  : This means the Chair has disabled your camera or everyone's cameras.
 - For Examining committee members – use the chat or directly email the Chair to let them enable your camera.
 - If you are part of the audience, your camera may have been intentionally disabled – ask the Chair about this when you are allowed to ask a question at the end of the Q & A session.
- Check if your camera is in use: 1) Click the **dropdown arrow** next to the **Camera** icon  and make sure your correct microphone is selected. 2) Close all other apps that might be using your camera (like Skype or FaceTime). 3) If you're using an external camera, try unplugging it and plugging it back in. 4) Try restarting your device.
- Leave the meeting and rejoin: make sure to put this issue in the Chat or email the Chair and let the Chair unlock the room before you rejoin.
- Check for updates: make sure you have the latest version of Teams and the most recent Windows update or Mac OS update installed.
- If you are still having trouble with your camera, check [here](#) for some more solutions.

My speaker isn't working

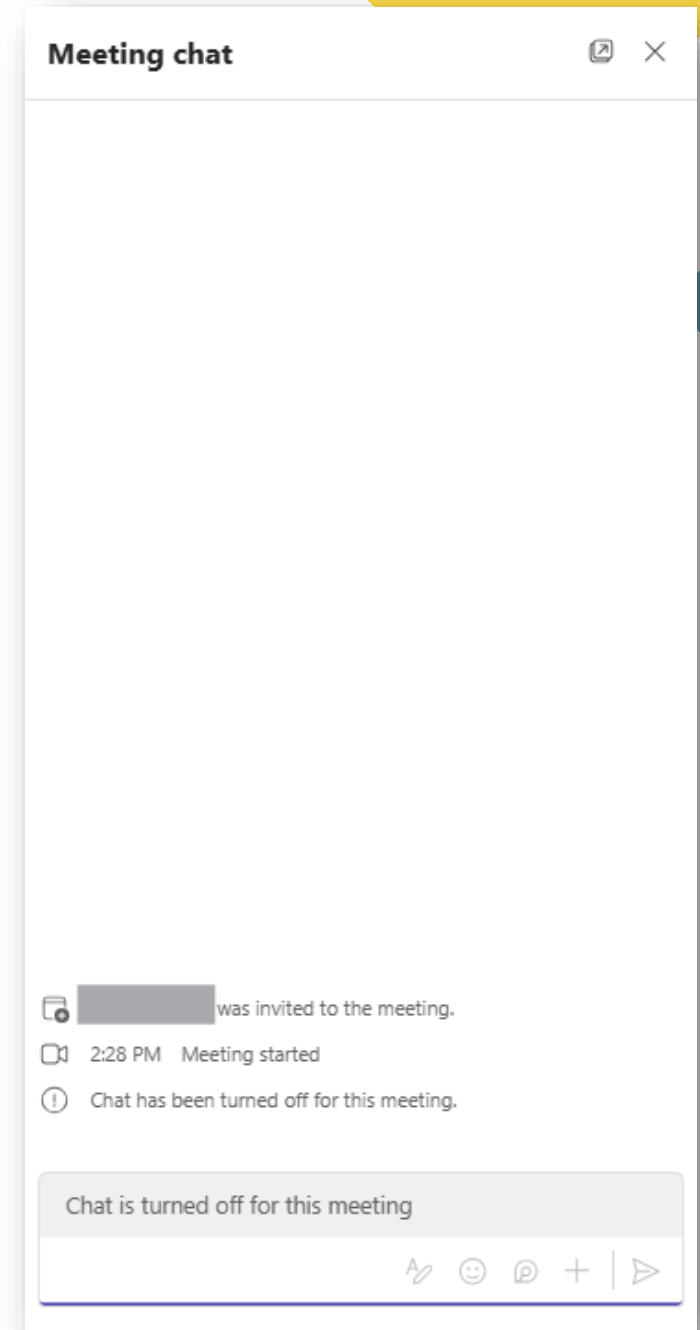
If you're having trouble hearing others in your Teams calls and meetings, the problem is either with your speaker not working, or with their microphone.

If you're the only one who can't hear them, there might be an issue with your speaker. Here are some solutions to help you get back on track:

- **Check your speaker settings in Teams:** 1) Click the **dropdown arrow** next to the Mic icon  and select **More audio settings**. 2) Under **Speaker**, make sure your correct speaker is selected and unmuted. 3) If your speaker isn't in the Speaker dropdown menu, unplug and plug it back in. 4) If you're [having trouble using a Bluetooth speaker](#), make sure it's charged and not connected to another device. 5) Try reconnecting.
- **Check sound settings in your computer:** Go to your computer settings to make sure your speaker is enabled and unmuted.
- **Leave the meeting and rejoin:** *make sure to put this issue in the Chat or email the Chair and let the Chair unlock the room before you rejoin.*
- **Check for updates:** make sure you have the latest version of Teams and the most recent Windows update or Mac OS update installed.

I don't have access to the chat/chat history

- **I cannot see the chat icon:** Attendees joining from outside of UNBC may not have access to the meeting chat. In this case, please send an email or a [private chat](#) to the Chair. You can also raise your hand and speak to the Chair,
- **I cannot type in the Chat:** This means the Chair has disabled the Chat in meeting. Raise your hand and speak to the Chair, send the Chair a [private chat](#) or email the Chair to let them enable the Chat. **Note that the Chat may be intentionally disabled to avoid disruption during the presentation.**
- **I cannot see the chat history:** Guests and people joining anonymously will only have access to the meeting chat from the time they join the meeting until they leave. They won't have access to chat history.



I was disconnected from the defence

If you were disconnected from a Teams meeting, it's likely due to network issues.

1. Check your internet connection.
2. Restart the Teams application to resolve temporary issues.
3. Check for updates: make sure you have the latest version of Teams and the most recent Windows update or Mac OS update installed.
4. Check for ongoing service incidents here: [Microsoft 365 Service Status](#).
5. Contact UNBC IT Service Desk: **250-960-5321**.

***For Examining committee members:** if you get disconnected after the meeting is locked, please email the Chair and grad-office@unbc.ca to let them know you're having trouble joining. When they unlock the meeting, you can try joining again.*

***For audience members:** once you get disconnected after the meeting is locked, you cannot rejoin.*

Other tech issues



- Check out [Microsoft Support](#).
- Contact UNBC IT Service Desk: call 250-960-5321 (emergency), or email support@unbc.ca (non-emergency).

Contact us

Graduate Administration in the Office of the Registrar

grad-office@unbc.ca

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