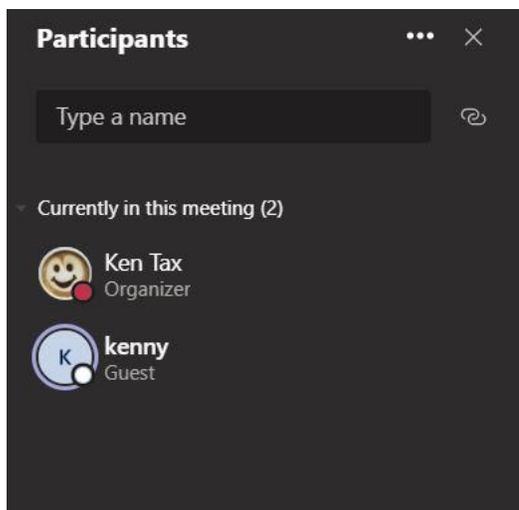
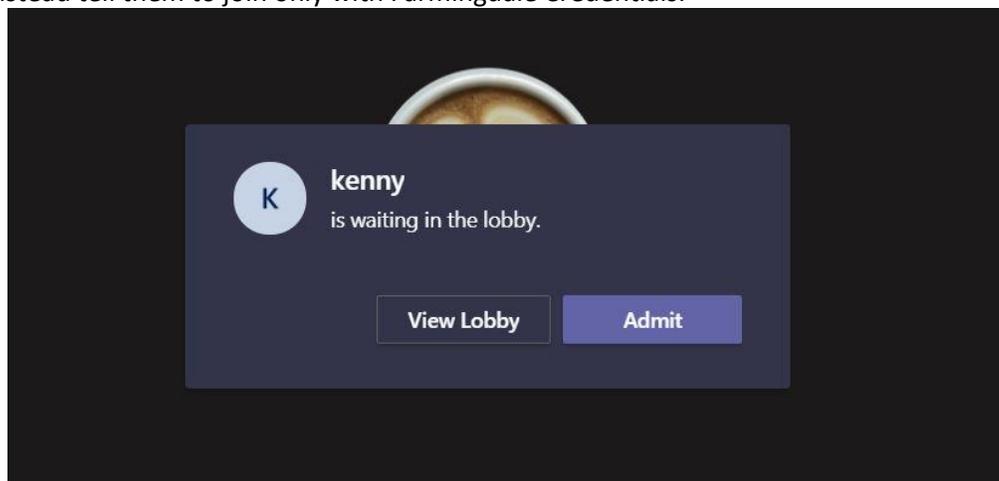


Live Streaming Best Practices – Microsoft Teams

- 1) **You should require your students to only use their Farmingdale email credentials when attending or joining a Microsoft Teams session.** This will allow the student to enter the meeting immediately. If they should join with an outside email credential, they are presented with a dialog box to enter their name but there is no way of knowing if that is the actual student. The moderator must then admit that person into the meeting.
- 2) When using your Farmingdale credentials to join a session, that user is unable to change the way their name is displayed. It is pulled into Microsoft Teams as it is entered within the Farmingdale directory. This is yet another safeguard that allows the moderator to prove the attendee is who they say they are. (Ken Tax is a Farmingdale account, Kenny is not)



- 3) If a student should share the Microsoft Teams session link with an outside individual, that individual would not be automatically admitted and would need to be admitted into the meeting by the moderator. We recommend not allowing students in from the outside, and instead tell them to join only with Farmingdale Credentials.



- 4) You may also control the muting of a participant as well as remove a participant from a meeting by following these steps.



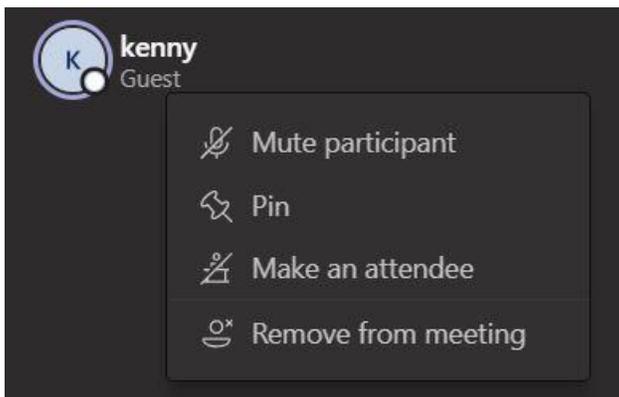
Press on the 2 person icon on the right hand side of the screen (first icon on this bar)



That will open this window.



Click on the 3 dots that appear next to each users name



That will make this menu appear. From this menu, you can mute the person, or remove them from the meeting.