



Nottingham Trent  
University

## Setting Up and Managing Hybrid Meetings

### Contextual Overview

At Nottingham Trent University (NTU) the preferred model for setting up and managing meetings is either in person, fully online via Microsoft Teams, or within designated technology-enabled spaces that have been specifically set up for hybrid meetings. Wherever possible, a commitment to one of these three approaches is recommended to ensure the best meeting experience for all participants.

On occasion, there may be times when an unplanned hybrid meeting becomes a necessity. This guidance has been created to support those instances, where a hybrid meeting becomes an urgent solution to an immediate need that cannot be resolved by rescheduling or rearranging the meeting.

### Emergency set up for hybrid meetings

Where an emergency shift to a hybrid meeting is required, you should follow the steps below to ensure that you can transition swiftly to a hybrid meeting format. To ensure effective set up, you will need to:

#### 1. Add a Microsoft Teams meeting link to your session

If your scheduled meeting does not already have a Microsoft Teams link, you will need to create one. You can do this by adding a Microsoft Teams invitation to your existing calendar invitation. To do this, open the calendar invite in Microsoft Outlook and adjust the meeting slider to 'Teams meeting'.

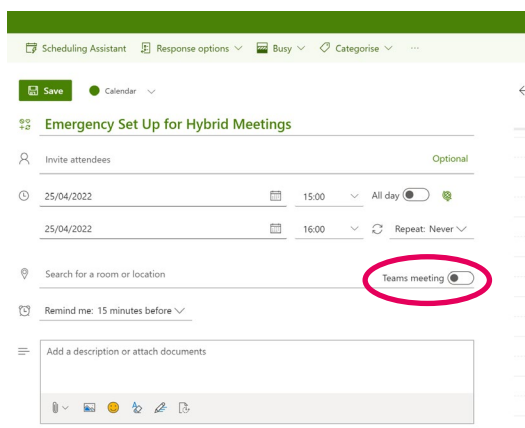


Figure 1: In Microsoft Outlook, change the meeting invitation to a 'Teams meeting'

## 2. Designate a primary screen for including your online participants within the meeting space

In advance of your scheduled meeting, you should check your on-campus meeting room to ensure that a suitable screen is available to display your online participants. You should designate one screen as the primary interface through which the online and on-campus experience will be managed. This screen will display all online attendees and should be visible by all on-campus attendees. Please note, some rooms are better equipped to support hybrid meetings than others, so it is advisable to check your room set-up in advance.



Figures 2 & 3: Example meeting room set-ups

## 3. Managing the meeting via PC from the primary display screen

To manage the meeting via the primary screen display, one member of the on-campus meeting (usually the meeting manager) will need to log into the screen PC and load Microsoft Teams.

To do this, the display panel for the screen should be switched 'on' and the 'PC' output should be selected.

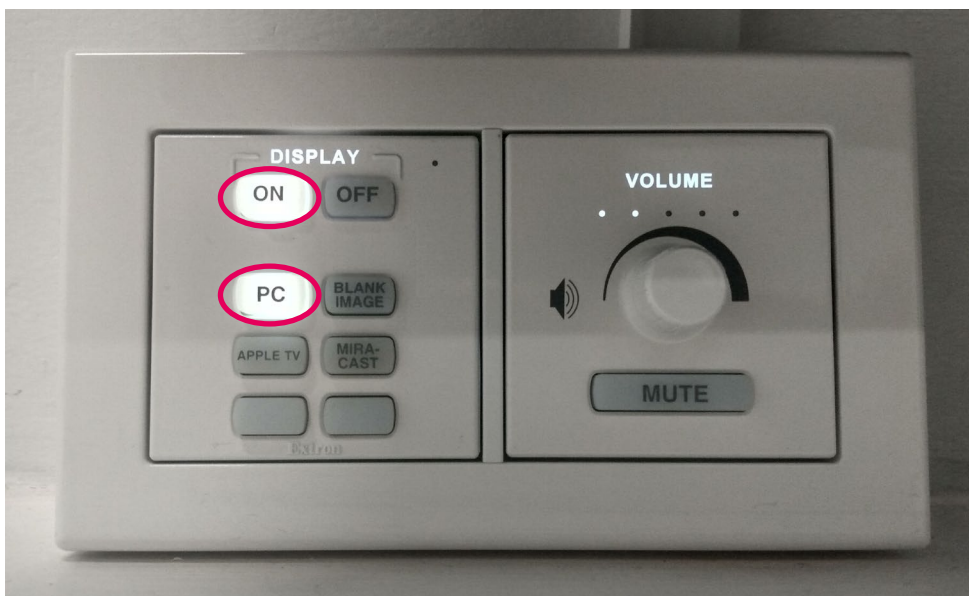
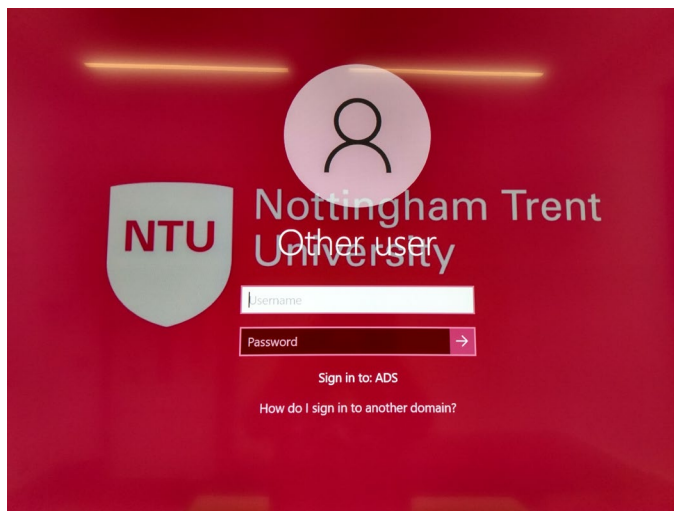


Figure 4: Display panel selections for PC log in

With this display panel selection, the on-screen display will request an NTU sign in, as below



*Figure 5: PC display on-screen login option*

From this point, the meeting manager can sign into Microsoft Teams and run the meeting directly from the primary display screen. When using the PC connection within a meeting room, you may need to ensure that the volume is set to a satisfactory level to be able to hear your on-screen participants.



*Figure 6: Display panel volume adjustment*

#### 4. Managing the meeting via laptop Miracast to the primary display screen

It is also possible to run your meeting via laptop Miracast. To do this, one member of the on-campus meeting (usually the meeting manager) will need to connect their laptop to the display screen via Miracast. They can then load Microsoft Teams to run the meeting.

To do this, the display panel for the screen should be switched 'on' and the 'Miracast' output should be selected.

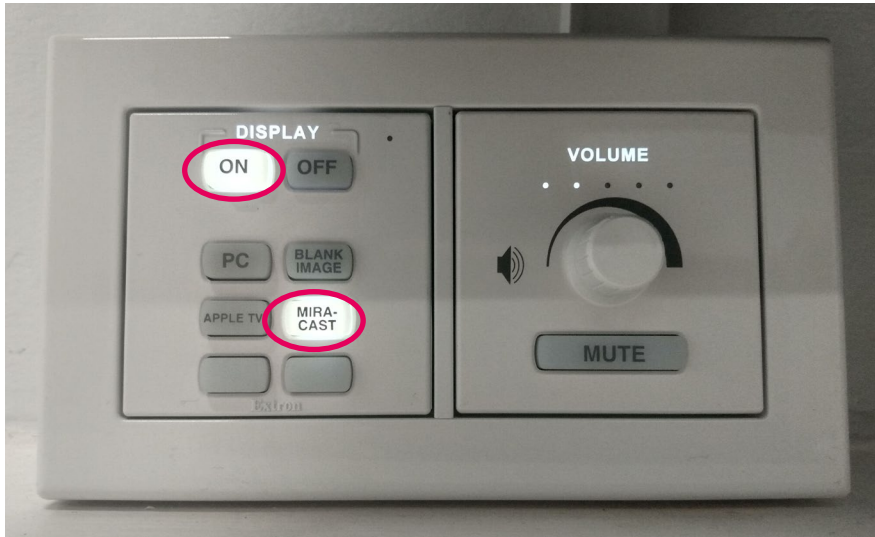


Figure 6: Display panel selections for Miracast log in

With these display panel selections, the primary display screen will provide details of how to connect to the appropriate meeting room display screen.

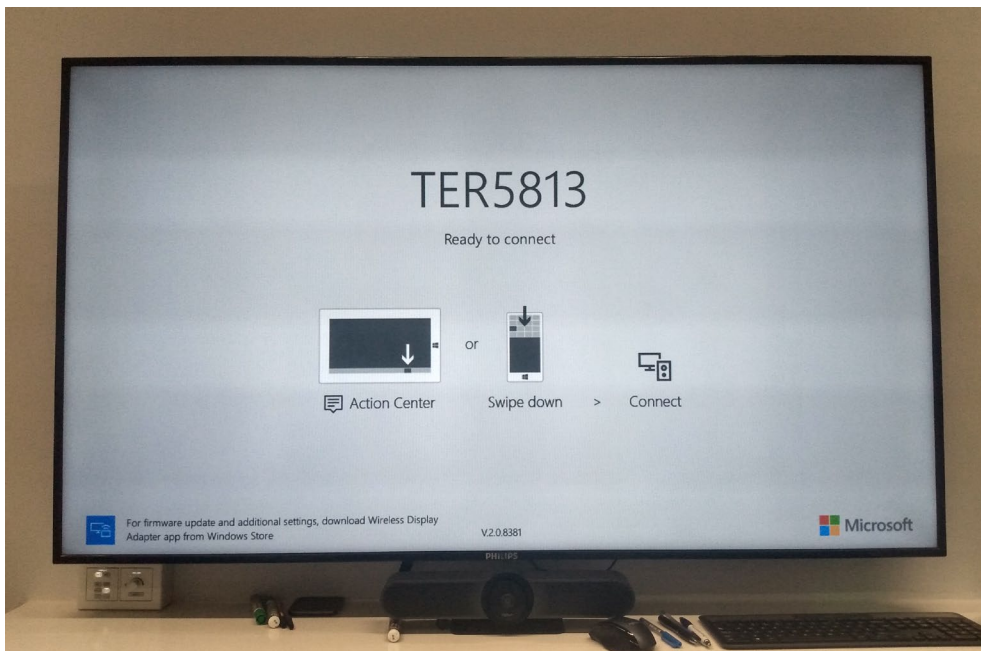


Figure 7: Display panel screen when Miracast log in is selected

On the laptop designated for Miracast, select the action centre, followed by 'Connect' to show the display screens available for connection.

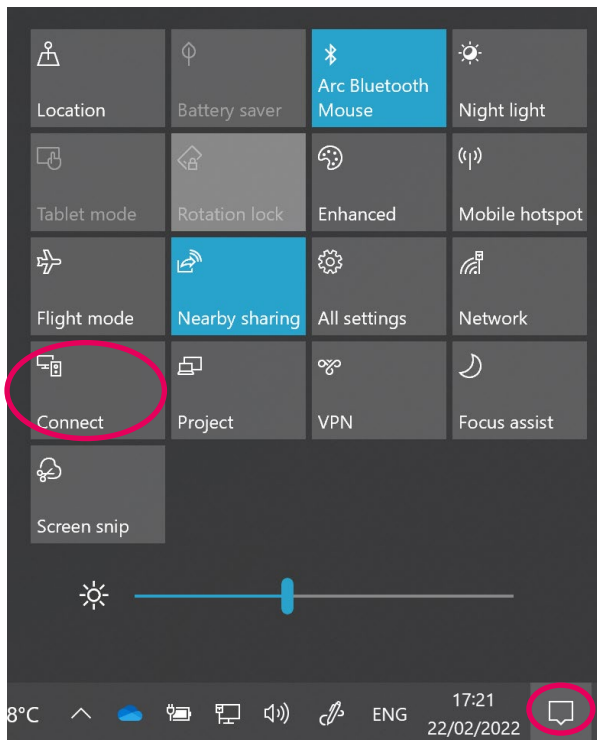


Figure 8: Select 'Connect' from the Microsoft action centre display

On the laptop, this will show a list of available display screens that you can connect to, as demonstrated in the example below. To Miracast the laptop screen onto the primary display screen, select the matching display screen title. In this example, the matching display screen title is 'TER5813'.

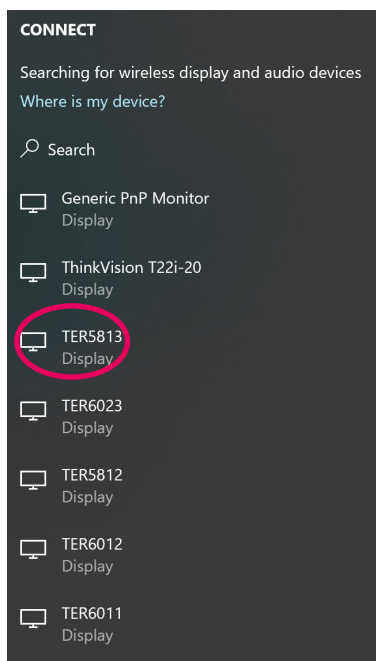


Figure 9: Select the appropriate display screen



The screen of the laptop designated for managing the meeting via Miracast will now be visible on the primary display screen. The Miracast laptop owner can now open Microsoft Teams and run the meeting via the primary display screen. NB: The meeting manager should ensure that only screen content intended for sharing is open on the laptop to avoid inadvertently sharing unintended content.

A shortcut for connecting a laptop to a meeting room display screen can also be achieved by using the Windows Key + K shortcut. This will connect your laptop to your selected display screen.

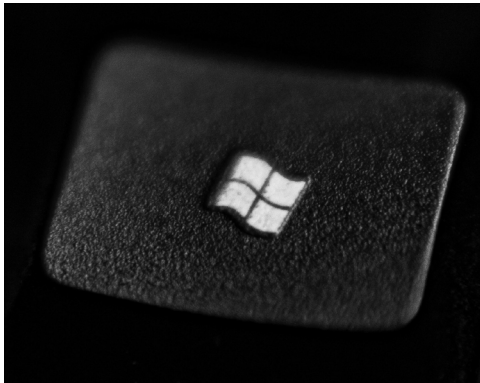


Figure 10: For Miracast screen display shortcut, select 'Windows' + 'K'

## 5. Manage audio to support a good quality meeting experience

Once you have set up your emergency hybrid meeting, it is important to consider both the experience of those who are present in the meeting on campus and those who are joining the meeting online. There are some important factors to consider, particularly with ensuring good quality audio. Where poor room acoustics exist, those joining online may not be able to hear or engage with the wider conversation in the on-campus space. The meeting manager will need to ensure equal opportunities for those joining online to contribute to the discussion with colleagues who are joining the meeting in person.

To mitigate against disrupted audio, the meeting manager should ensure that the Microsoft Teams is connected to a suitable audio output. This can be achieved from within the Microsoft Teams meeting by selecting the 'three dots' on the tool bar.

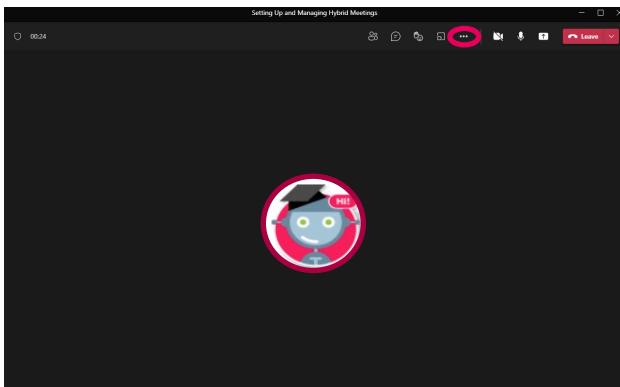


Figure 11: Microsoft Teams meeting tools navigation

From here, select 'Device settings' to access tools that will enable selection of the appropriate settings

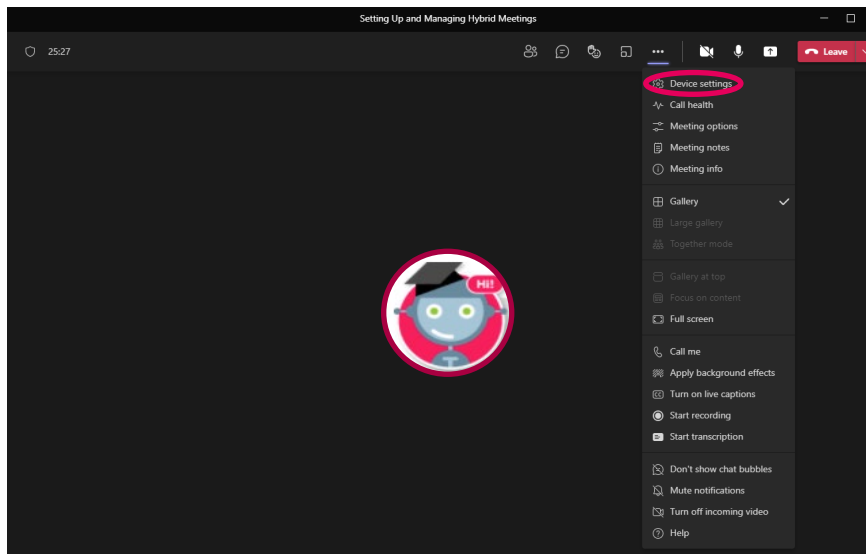


Figure 12: Microsoft Teams meeting device settings navigation

Once you have selected 'Device settings' this will allow access to the 'Audio Settings'.

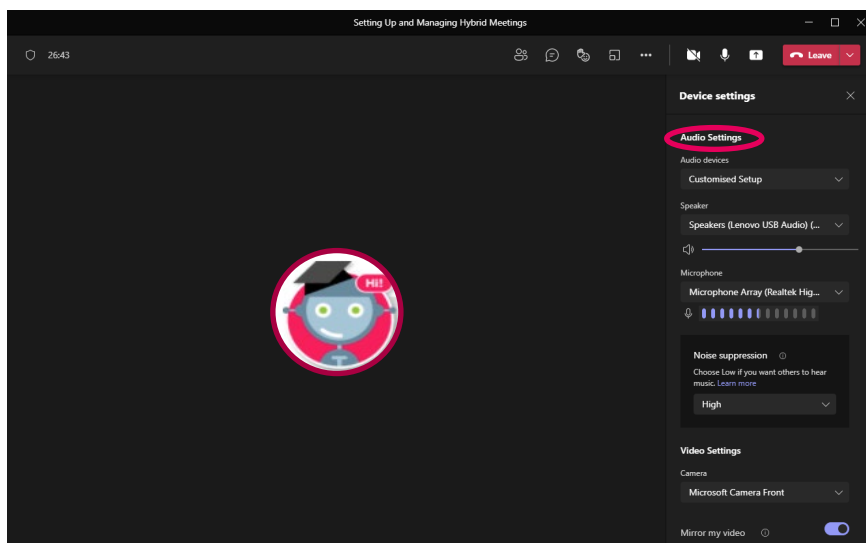


Figure 13: Microsoft Teams audio settings navigation

From here, you can access the speaker and microphone settings.

The dropdown menus will indicate the audio input and output options available. From here, make the most appropriate selection for your meeting. It is recommended that you select the speaker and audio options that are linked to the display screen that you are using to manage the meeting.

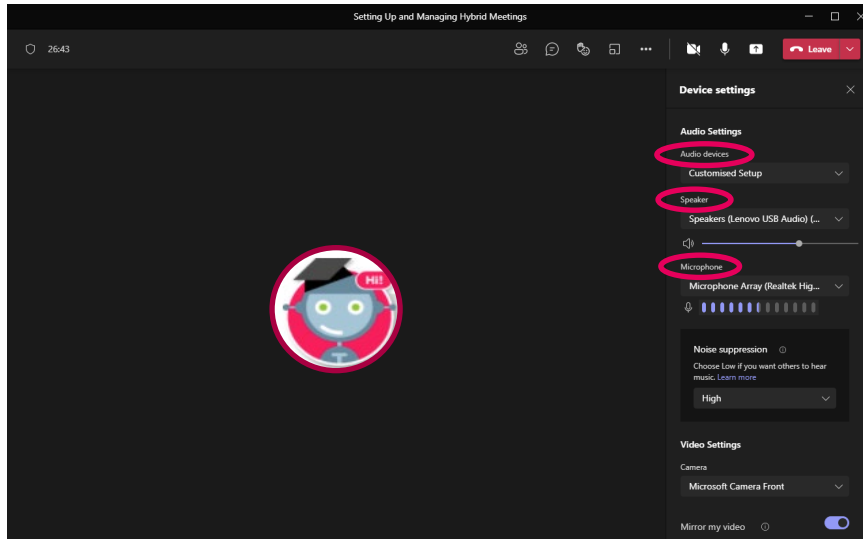


Figure 14: Microsoft Teams speaker and microphone settings

Once your meeting is set up, the meeting manager is responsible for ensuring that all members of the hybrid meeting can fully engage and participate.

### Further Support and Guidance

You can find a full complement of support resources available via Microsoft Teams. This includes, but is not limited to:

- [Hybrid meetings](#)
- [Hybrid meetings considerations](#)
- [Productive meeting checklist](#)