



Ninja Skill Booster

Love Your Microsoft Teams Meetings

Make every Microsoft Teams meeting count

25 Mar 2026

1

Welcome




Hi! I'm Matt Cowdroy

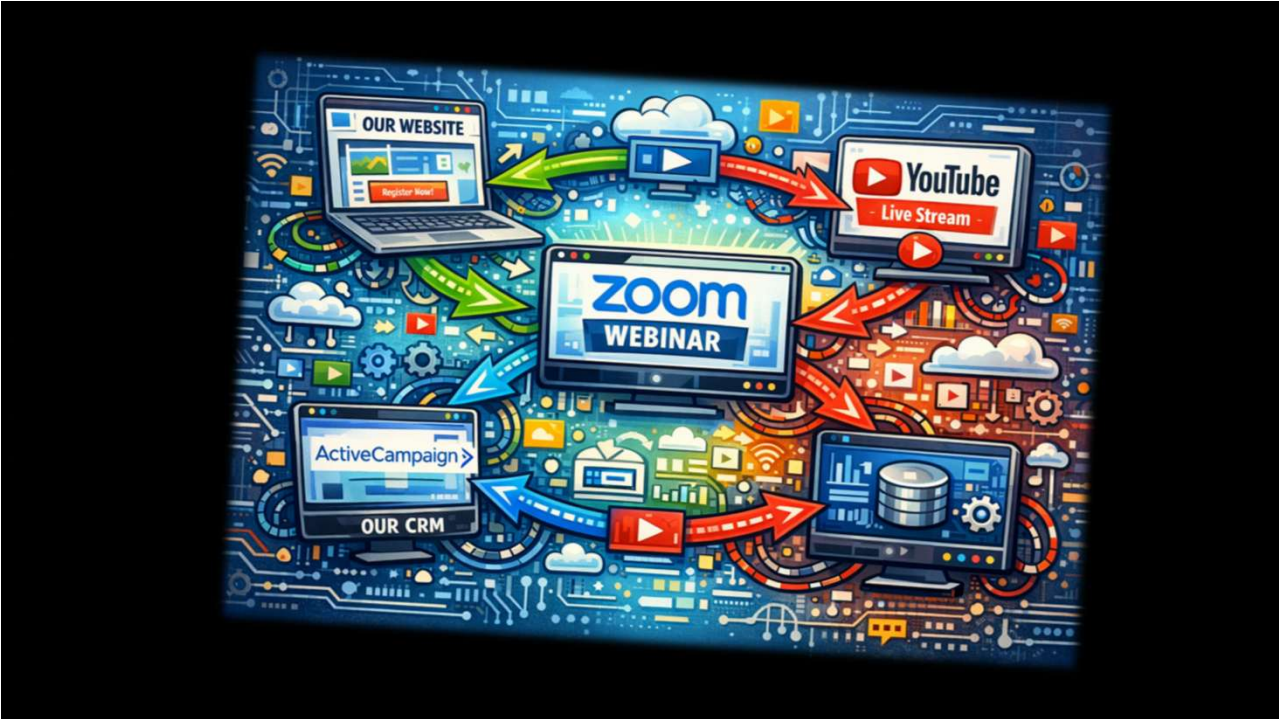
-  matt@thinkproductive.com.au
-  Matt Cowdroy
-   Think Productive Australia
-  @thinkproductiveaustralia

2



And a surprise....

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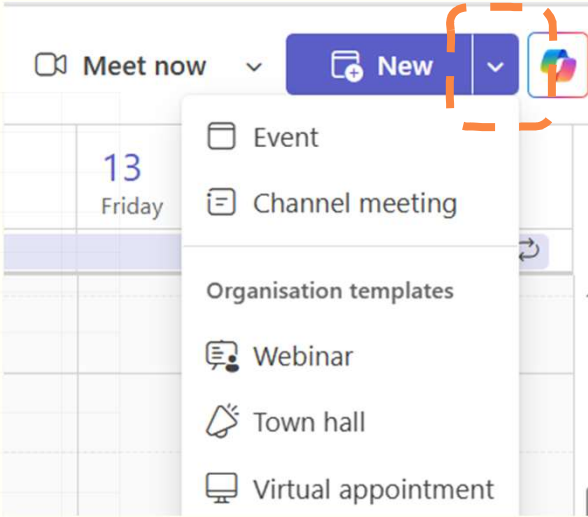
think productive
REIMAGINING WORK



Mastering Microsoft Teams Meetings

Helping Teams live up to its name

5

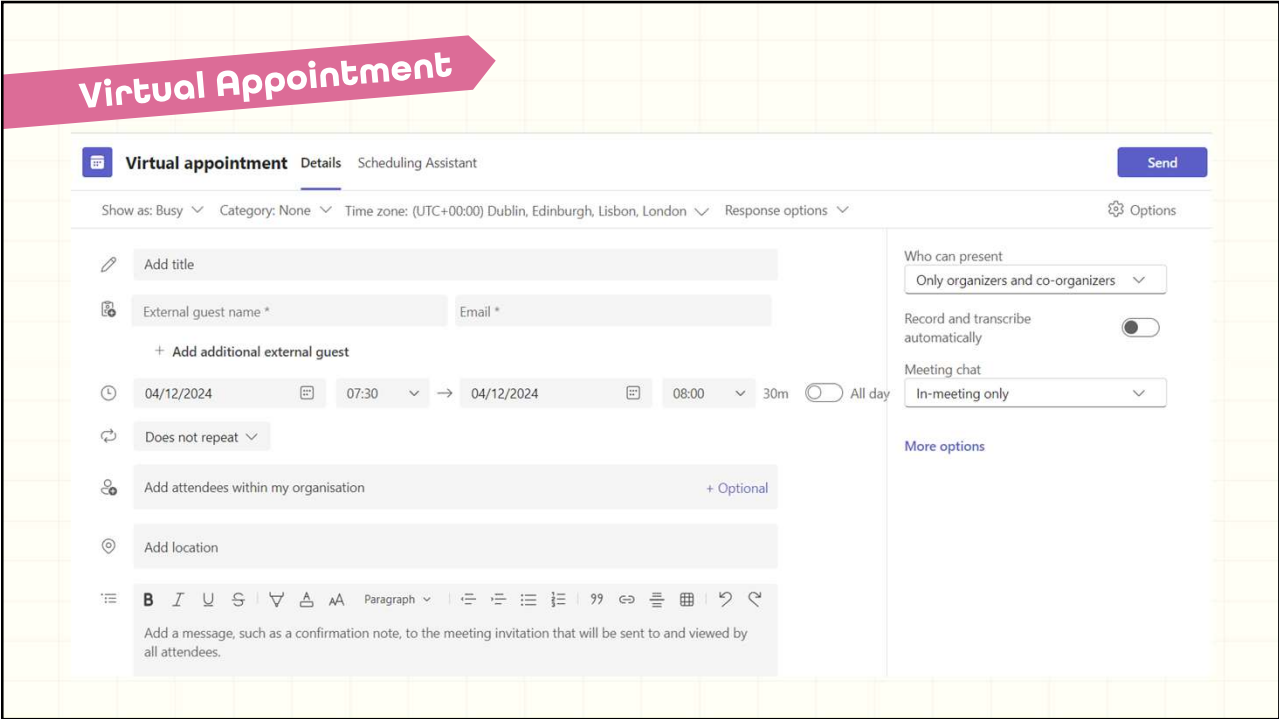


Your Options for Teams Meetings

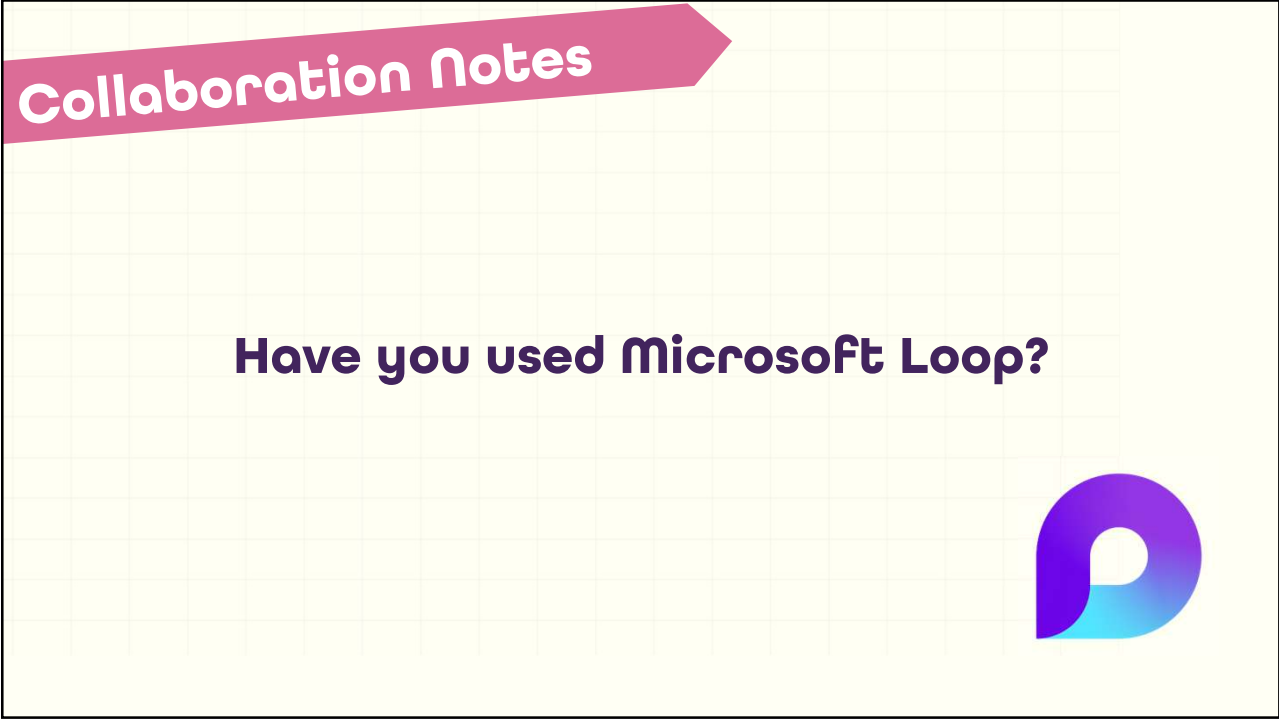
Meet now ▾ New ▾

- Event
- Channel meeting
- Organisation templates
- Webinar
- Town hall
- Virtual appointment

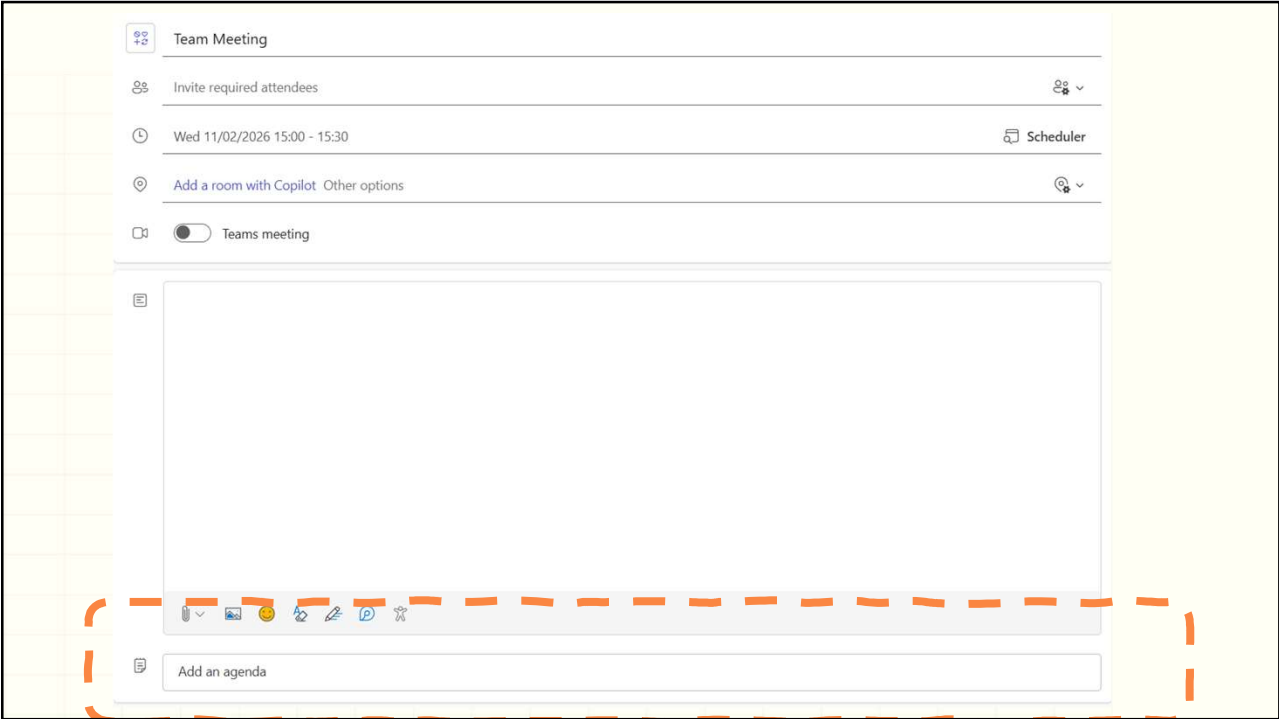
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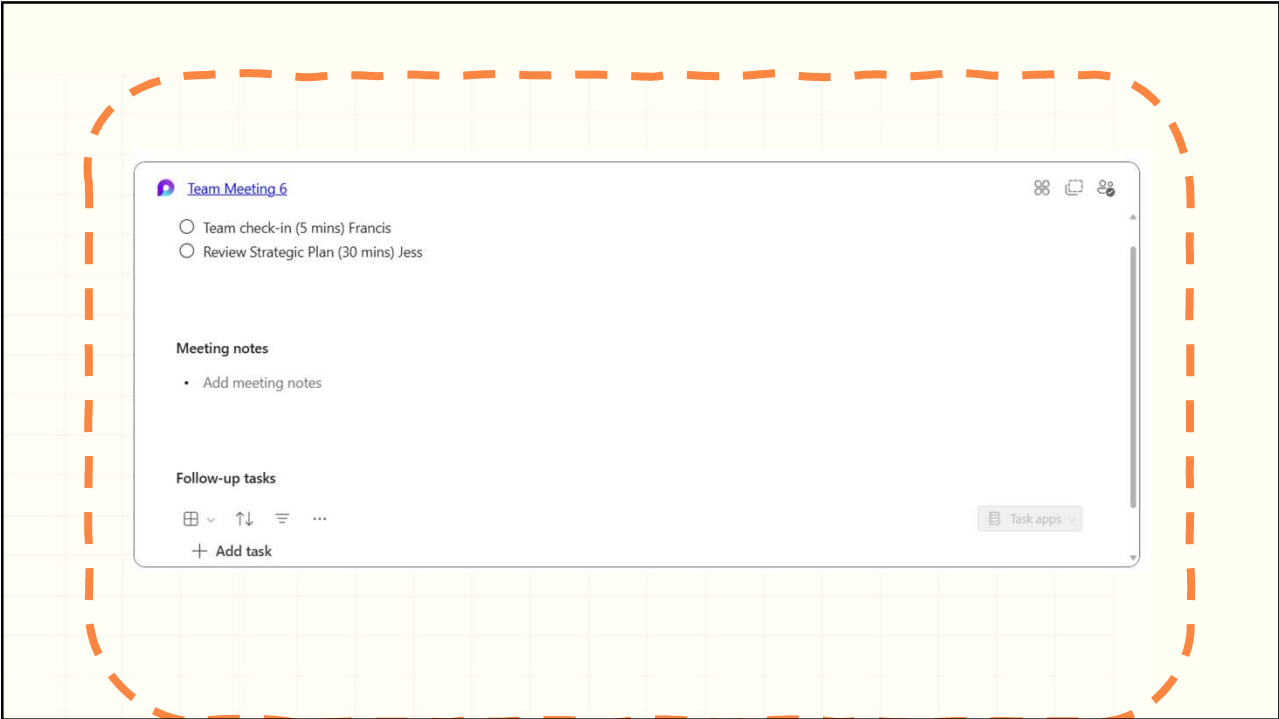
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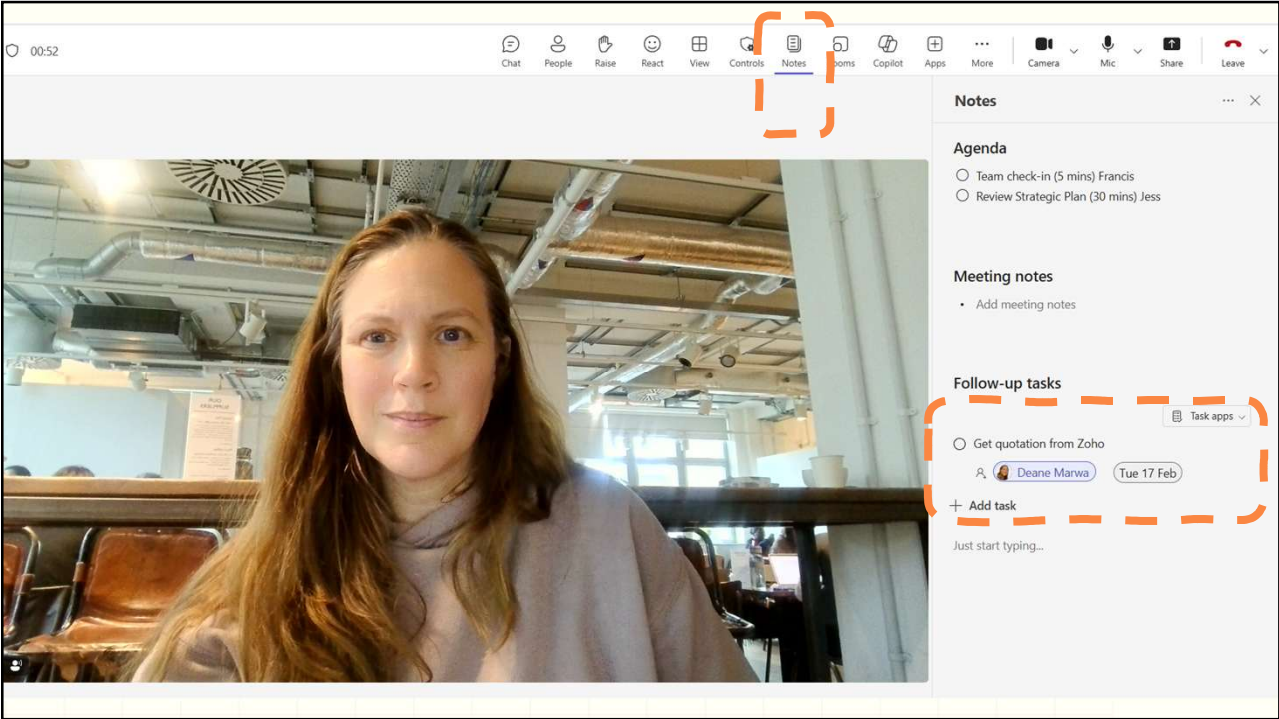
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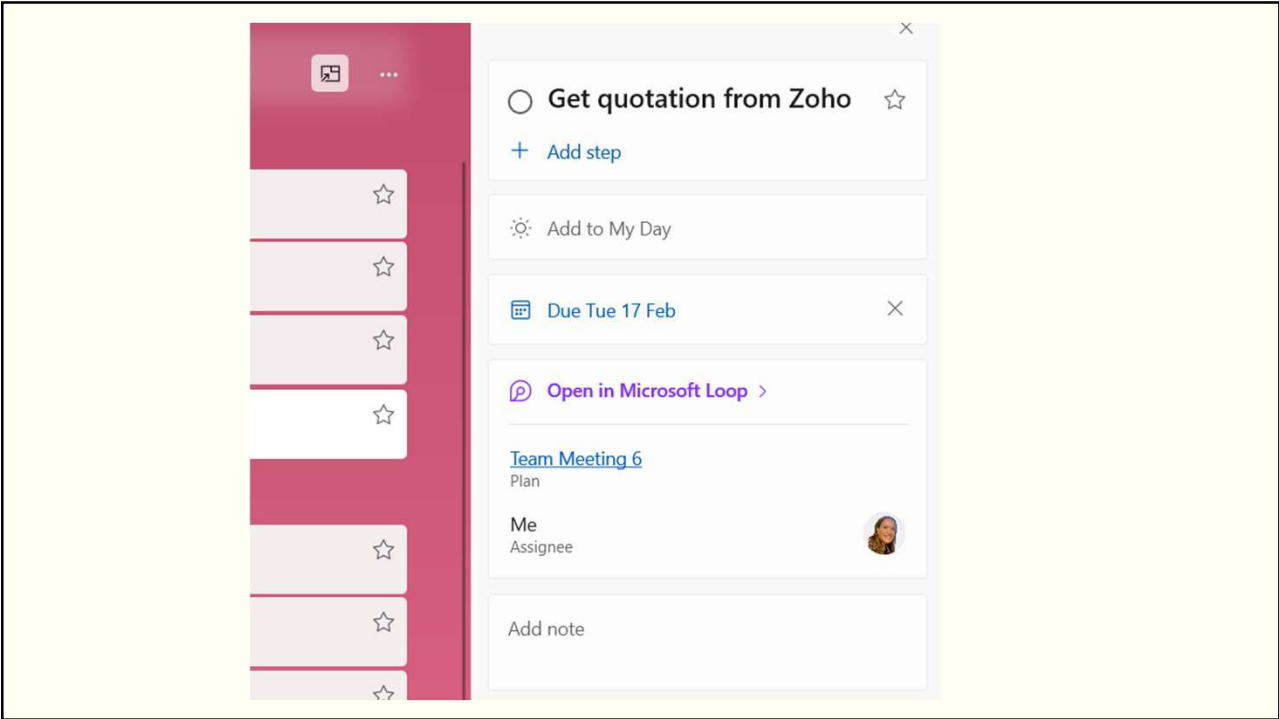
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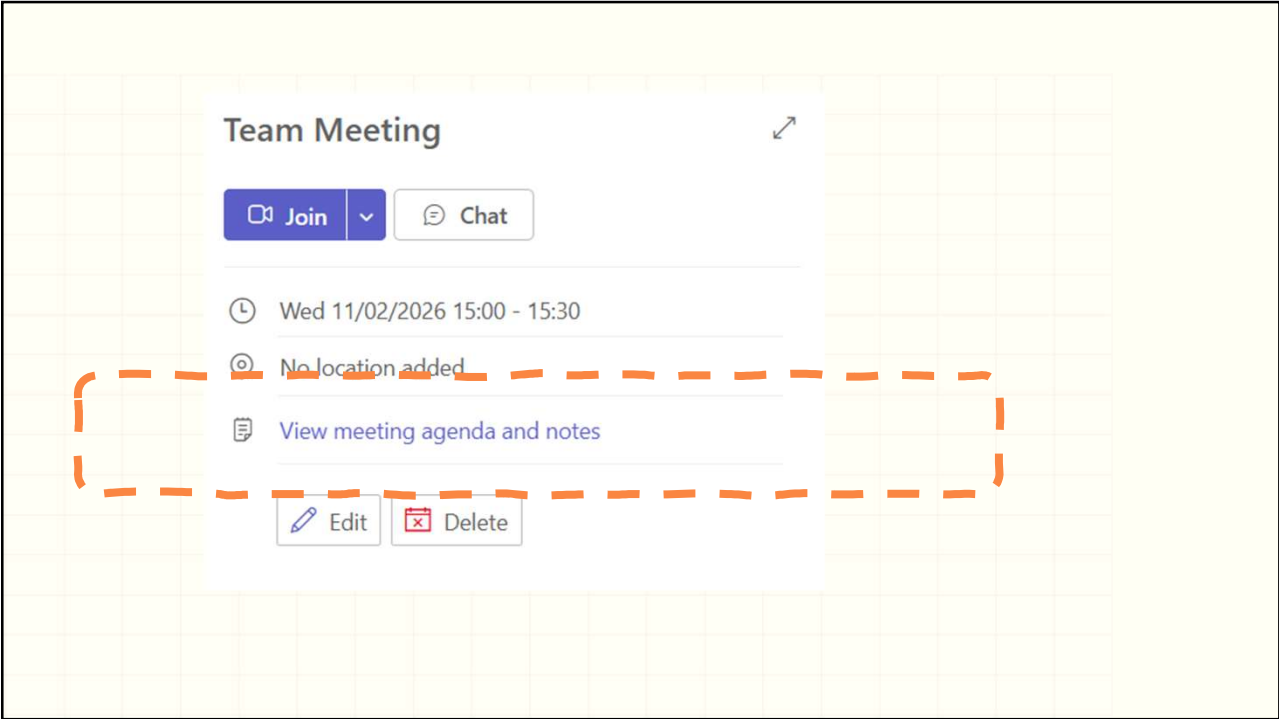
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13



14



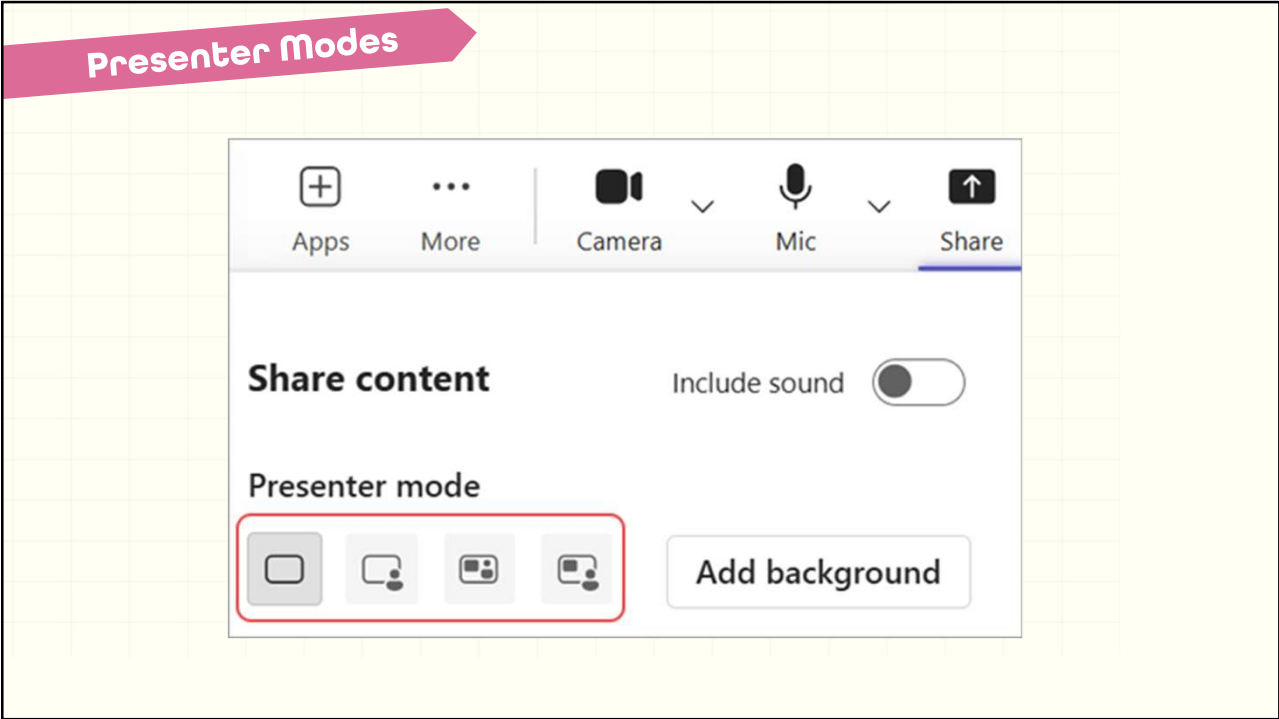
15

Presenter Modes

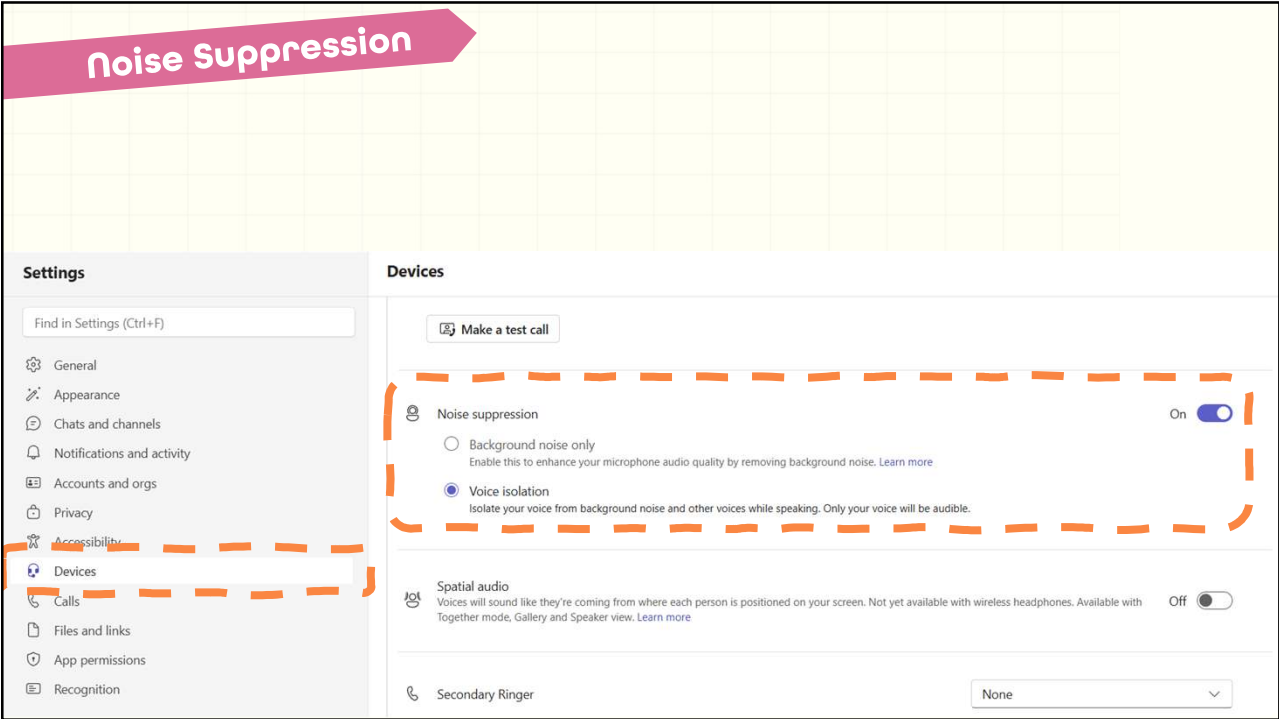
- Standout (shows the presenter cut out in front of content)
- Side-by-side
- Reporter Mode (presenter + headline banner)

 Three examples of presenter modes for a "Sales Analysis" slide. The top example shows the presenter's video feed cut out and placed in front of the slide content. The middle example shows the presenter's video feed and the slide content side-by-side. The bottom example shows the presenter's video feed and the slide content with a headline banner at the top.

16



17



18

Accessibility Features ▶ **CART (communication access real-time translation)**

The screenshot shows a Microsoft Teams meeting window. At the top left, a pink banner reads 'Accessibility Features'. To its right, a purple arrow points to the text 'CART (communication access real-time translation)'. The meeting interface includes a toolbar with icons for Chat, People, Raise, React, View, Controls, Notes, Rooms, Copilot, and App. A 'More' menu is open, displaying options: Record and transcribe, Meeting info, Turn on Facilitator, Timer, Video effects and settings, Audio settings, Language and speech, Settings, and Help. A sub-menu is open over 'Language and speech', listing: Show live captions, Turn on Interpreter for me, and Turn on RTT for this call. Orange dashed boxes highlight the 'More' menu, the 'Language and speech' sub-menu, and the 'Turn on RTT for this call' option. The background shows a woman with long brown hair in a black hoodie.

19

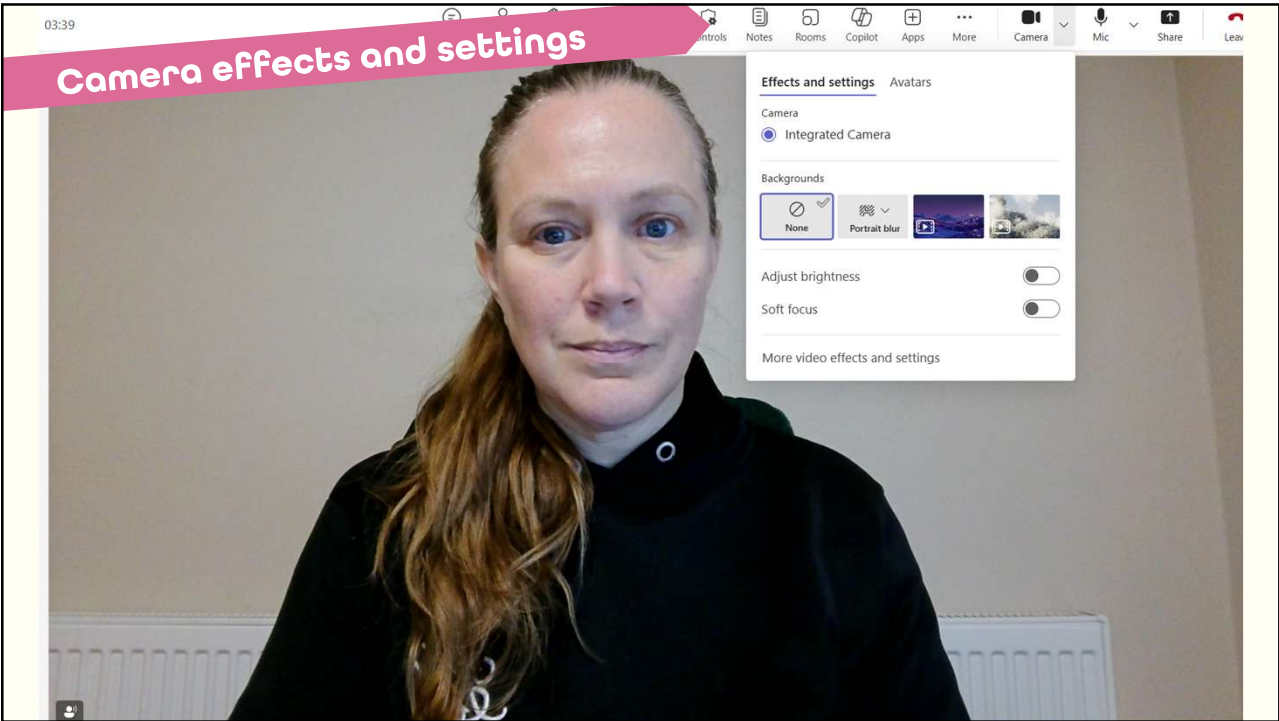
Accessibility Features ▶ **Interpreter**

The screenshot shows a Microsoft Teams meeting window, similar to the one above. The pink banner reads 'Accessibility Features' and the purple arrow points to 'Interpreter'. The 'More' menu is open, and the sub-menu over 'Language and speech' is visible. In this sub-menu, 'Turn on Interpreter for me' is highlighted with an orange dashed box. The 'Turn on RTT for this call' option is also visible. The background shows the same woman in the black hoodie.

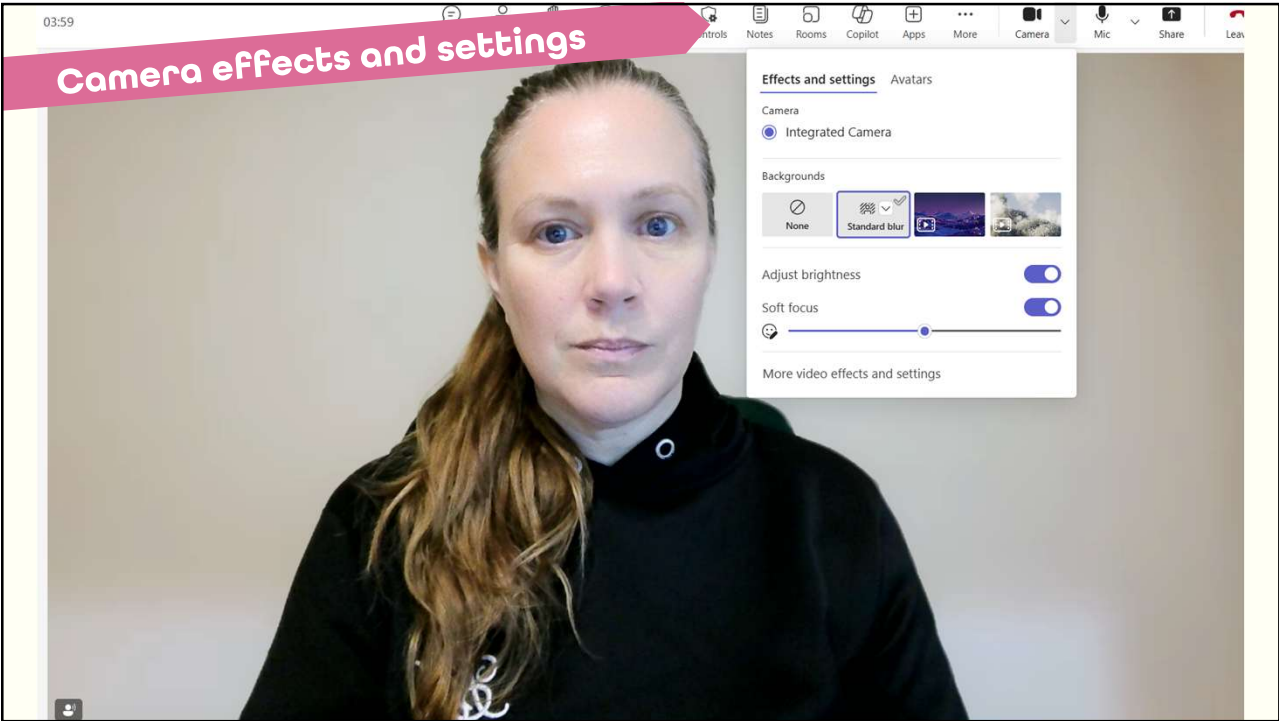
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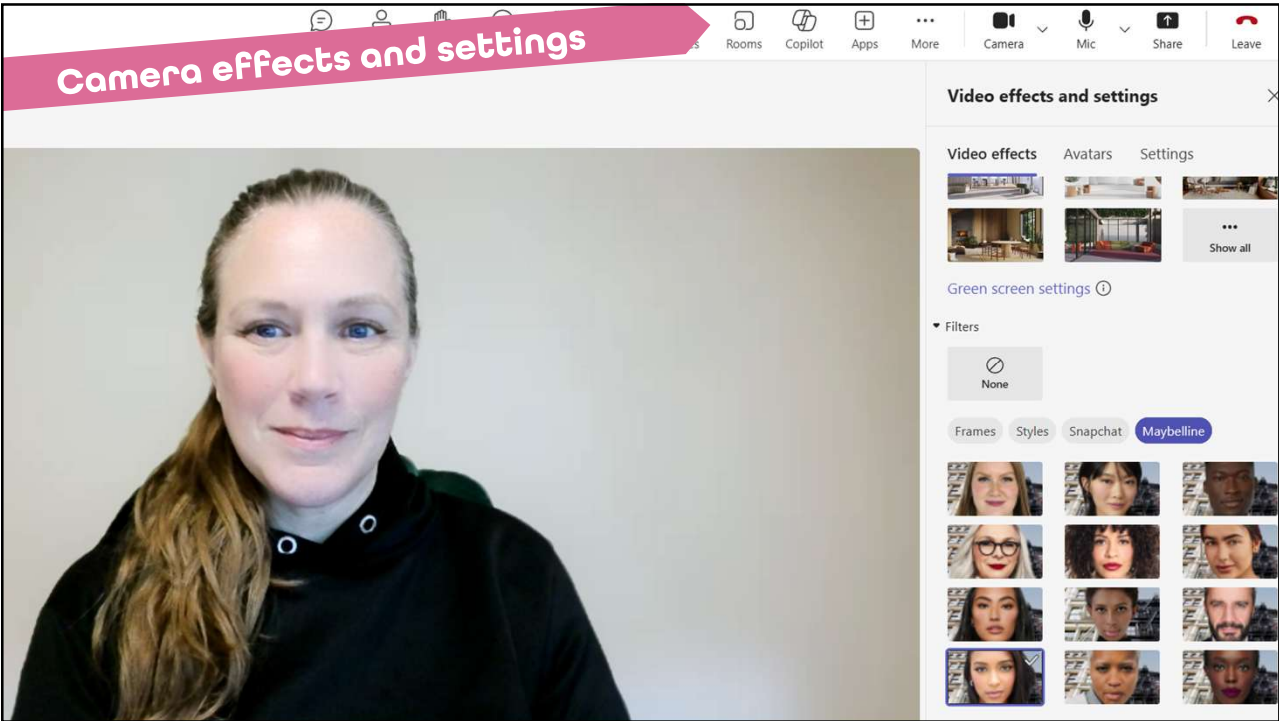
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22



23



24

CoPilot

Standard Copilot users ... pre-meeting:



- ▶ **Prepare your agenda**

Feed CoPilot your meeting purpose, goals, & attendees list. Ask it to generate your agenda.

- ▶ **Prepare wording for Polls**

Feed CoPilot your Poll question and ask it to refine and generate options.

- ▶ **Prepare talking points or Q&A**

Feed CoPilot your Agenda and ask it to prepare talking points or anticipate questions that participants may ask.

25

CoPilot

Standard Copilot users ... post-meeting:



- ▶ **Transcribe meetings**

- ▶ **Summarize transcripts** by pasting them into Copilot.

“Summarize this meeting with key decisions + next actions.”

- ▶ **Catch up on missed meetings** by asking Copilot to pull key points from transcripts.

- ▶ **Generate summaries** for different audiences. “Summarise the meeting for the leadership team, focusing on strategic decisions.”

Note: These features are manual. You provide the transcript or chat content.

26

CoPilot

Premium Copilot users ... pre-meeting:

- ▶ **Prepare your agenda**

As CoPilot to review emails / previous meeting transcripts and suggest an agenda for your next meeting.

- ▶ **Turn on CoPilot transcript**

CoPilot will now transcript your meeting, enabling lots of post-meeting features.



27

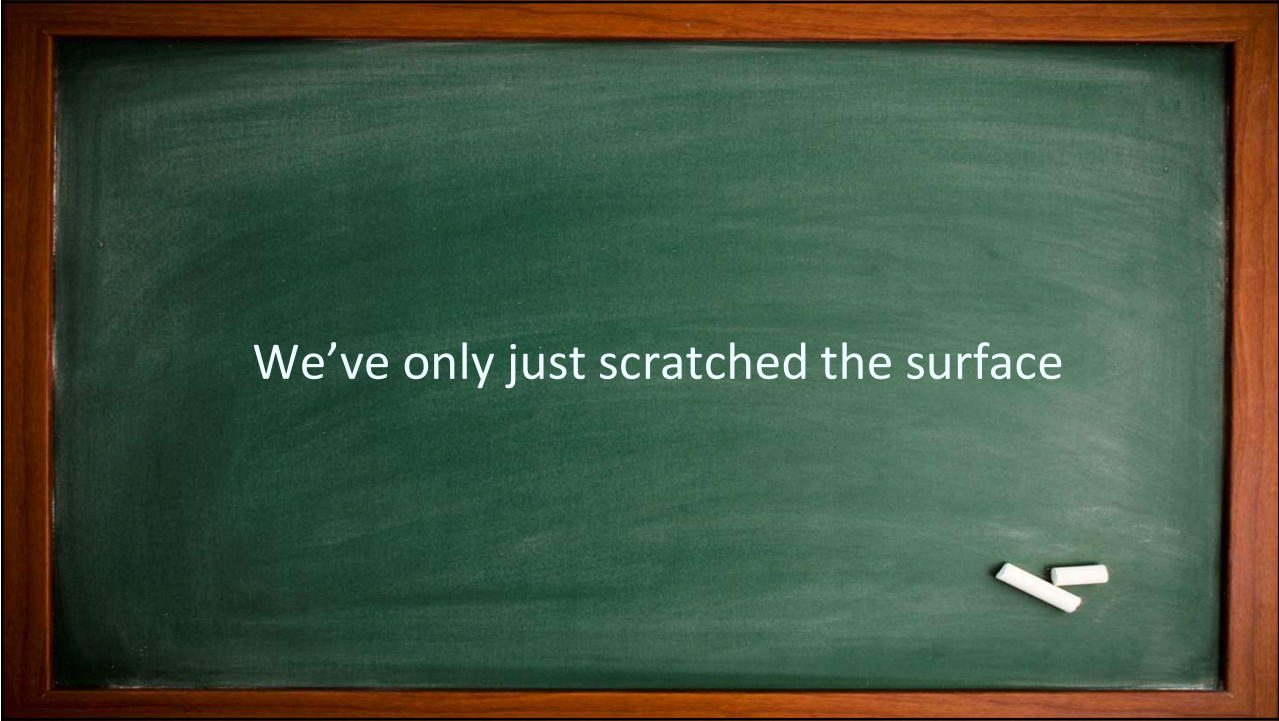
CoPilot

Standard Premium users ... post-meeting:

- ▶ A list of decisions made: CoPilot can extract decisions separately, so they are easy to track and log.
- ▶ A breakdown of next steps by person.
- ▶ Risks, concerns, or blockers raised in the meeting.
- ▶ A version tailored for different audiences.
- ▶ A draft message to someone who missed the meeting.
- ▶ Suggested agenda for next meeting.



28



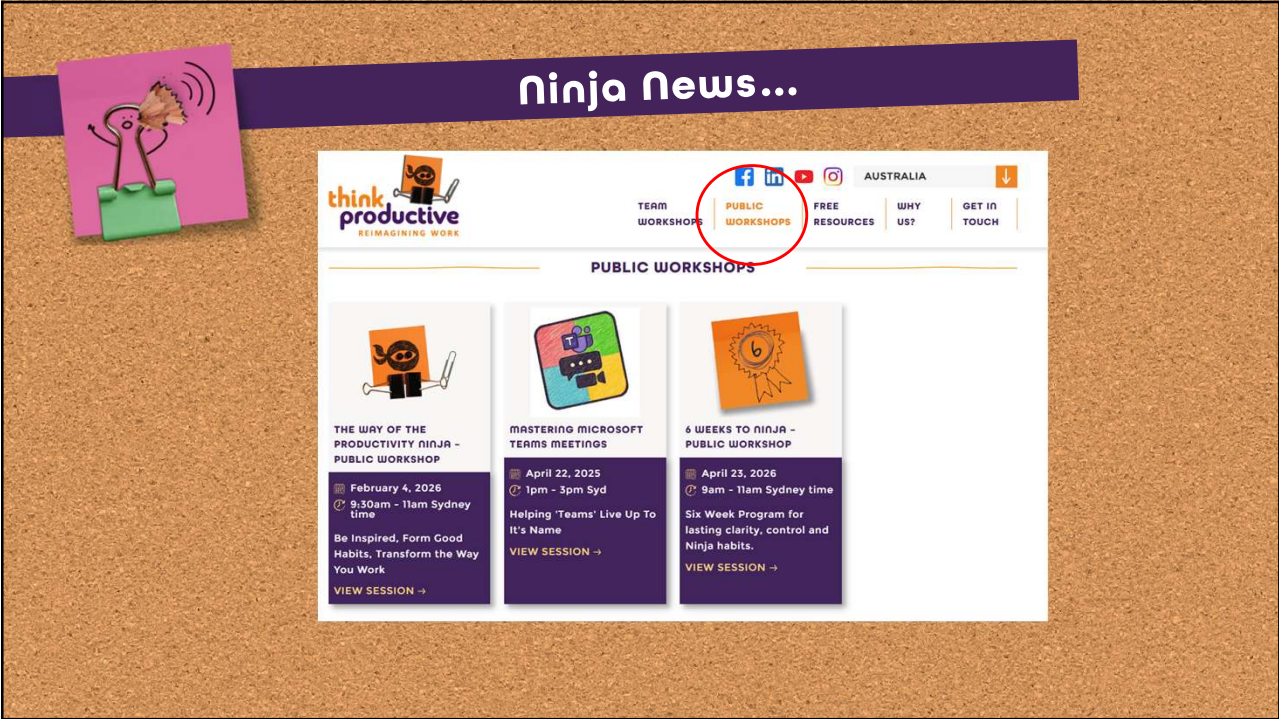
29



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30



31



32

33

34