

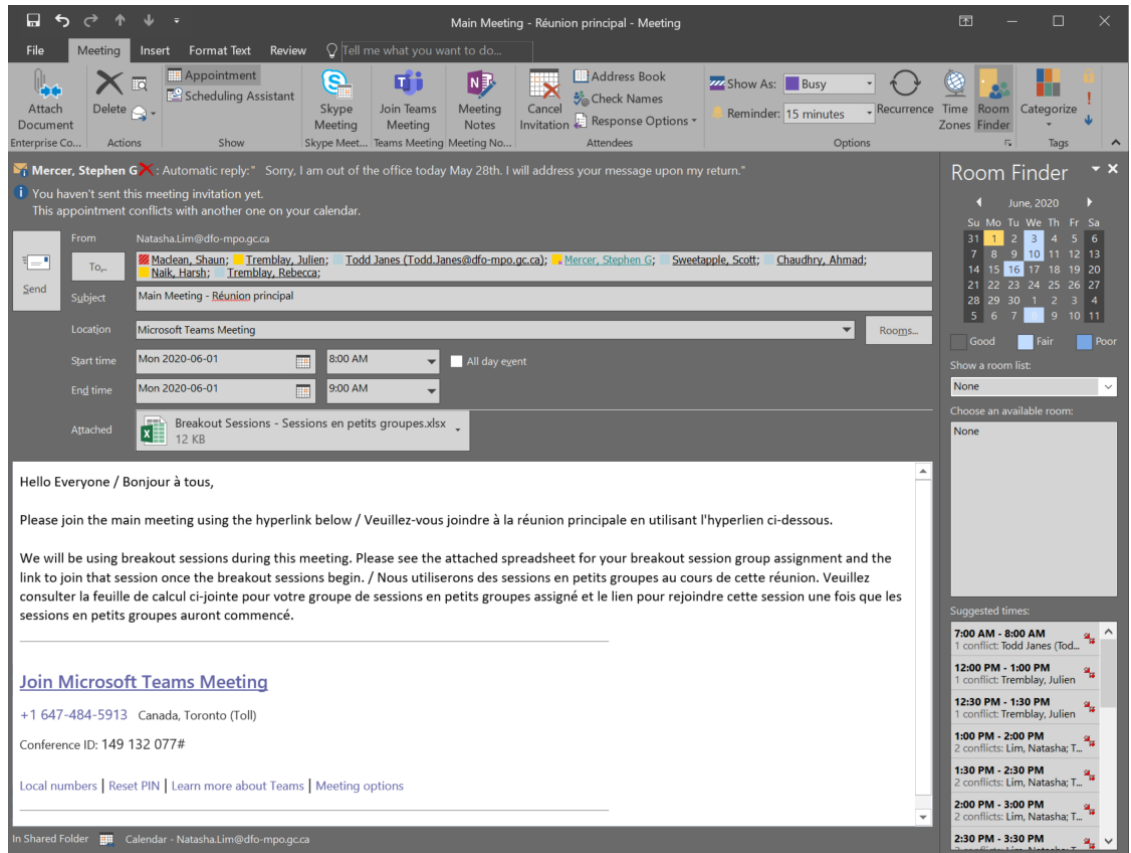


Hosting Breakout Sessions in Microsoft Teams



Step 3

Create the Main Meeting as a Teams meeting occurring at the same time (which WILL be sent out to all meeting participants) including the Breakout Session spreadsheet and instructions for attending the meeting



NOTES

- Participants will be able to join the Breakout Sessions, putting the Main Meeting on hold
- One organizer should remain in the Main Meeting to ensure the call is maintained
- One organizer should be present in each of the Breakout Sessions to ensure attendees are able to join

For more information on how to create Teams meetings please see the [Microsoft Teams Meeting Guide](#) and for any questions regarding the information above please do not hesitate to contact the Corporate & Web Solutions team at DFO.IMTS.DWS-SEN.GIST.MPO@dfp-mpo.gc.ca.

