

## Psychology Honours Student Thesis Defenses

### [Join the Teams Meeting](#)

Hello! Thank you for attending the KPU Psychology Honours Student Thesis Defenses!

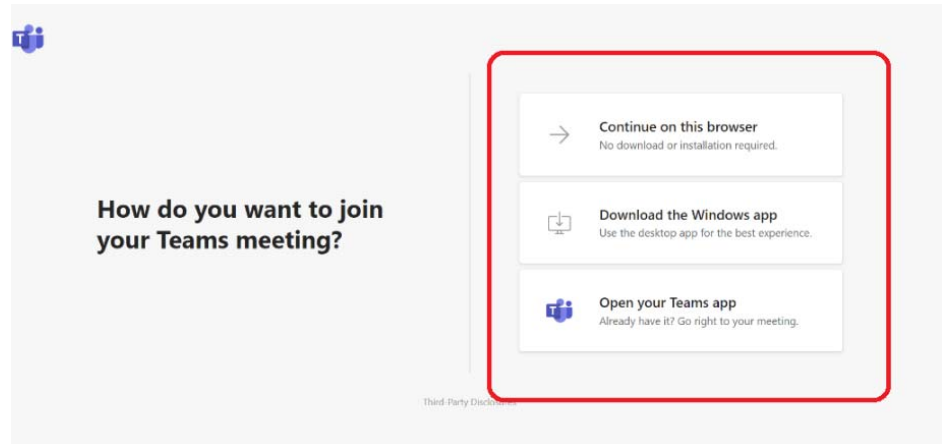
**#1.** By now you have received the Teams Link to the Defenses. Please do the following when it is time to join to the Defenses:

**#2.** After clicking the link you can join via your **web browser**. **Google Chrome is the recommended browser.**

**#3.** Or you can download and join via the free Teams app.

KPU employees likely already have the Teams app. The app is a required download if you are using your cell phone or tablet. You can also download the free app before joining the Defenses.

Link: <https://teams.microsoft.com/downloads>.



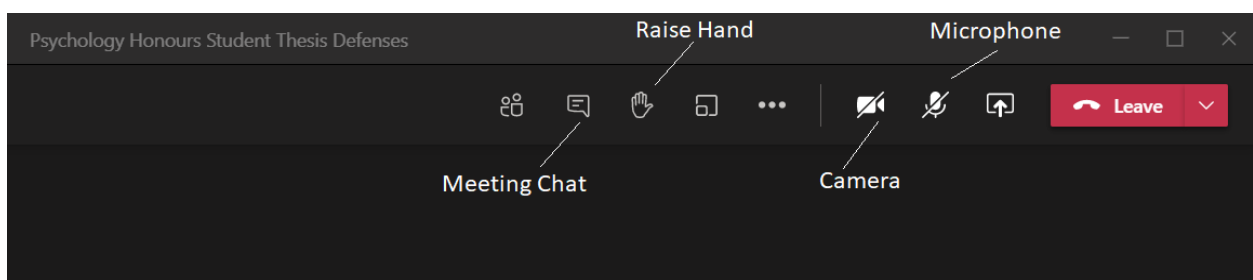
*Screen may vary depending on browser*

**#4.** The Teams interface may be slightly different if you join via the app or the browser, but essentially it will have the same camera and microphone icons.

**#5.** Depending on the meeting settings you may join the meeting right away, or you may be in the virtual lobby where I will admit you shortly.

**#6.** Once you're in the meeting, you will see various icons. Below are the icons that you will use most often:

- Microphone – mute / unmute
- Camera – on / off
- Raise Hand – to indicate you have a question or comment
- Meeting Chat (Show Conversation) – to indicate you have a question or comment.



**Questions? Please email Mary Illical at [mary.illical@kpu.ca](mailto:mary.illical@kpu.ca)**

## Psychology Honours Student Thesis Defenses

### Housekeeping Items

Dr. Daniel Bernstein, KPU Psychology Honours Chair, will be moderating the Defenses.

Please find a few housekeeping items below:

#### #1. Microphone - *Off*

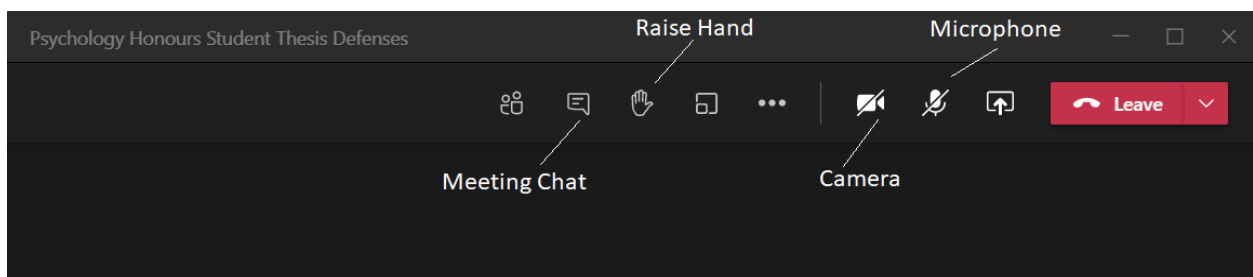
- *Please mute your microphones.*
- *When Dr. Bernstein gives you the go ahead to ask a question or give a comment you can unmute your microphone and speak.*
- This will help ensure background noise is not picked up from numerous attendees, reduce the chance of audio feedback, and will ensure the meeting is more organized.
- Audio feedback can also be reduced by lowering speaker volume, wearing a headset, and not joining on more than one device at the same time, in the same room.

#### #2. Camera - *Off*

- *Please turn your camera off.*
- *When Dr. Bernstein gives you the go ahead to ask a question or give a comment you can turn your camera on if you wish.*
- During video meetings, screen images can be grainy and voices can be choppy. This means the video meeting is taking up too much bandwidth. Turning your camera off, until it is your turn to ask a question, will help resolve this.

#### #3. Raise Hand *and/or* Meeting Chat

- When you click on the **Raise Hand** icon, this will indicate to Dr. Bernstein that you have a question or comment. Usually this is intended for when you want to unmute your microphone to speak during the question period of the Defenses.
- You can also click on the Show Conversation icon, and the **meeting chat window** will be displayed on the right. It is in this window that you can also request to speak, or where you can type a question or comment.
- *In either case Dr. Bernstein will monitor these icons. When it is time, he will read out your comment/question or acknowledge that it is your turn to speak if you wish to do so.*



Thank you. We look forward to seeing you at the Defenses on Monday, April 26<sup>th</sup>!

Questions? Please email Mary Illical at [mary.illical@kpu.ca](mailto:mary.illical@kpu.ca)

*Thank you to Dr. David Burns for content and ideas from his own Teams instructional video*