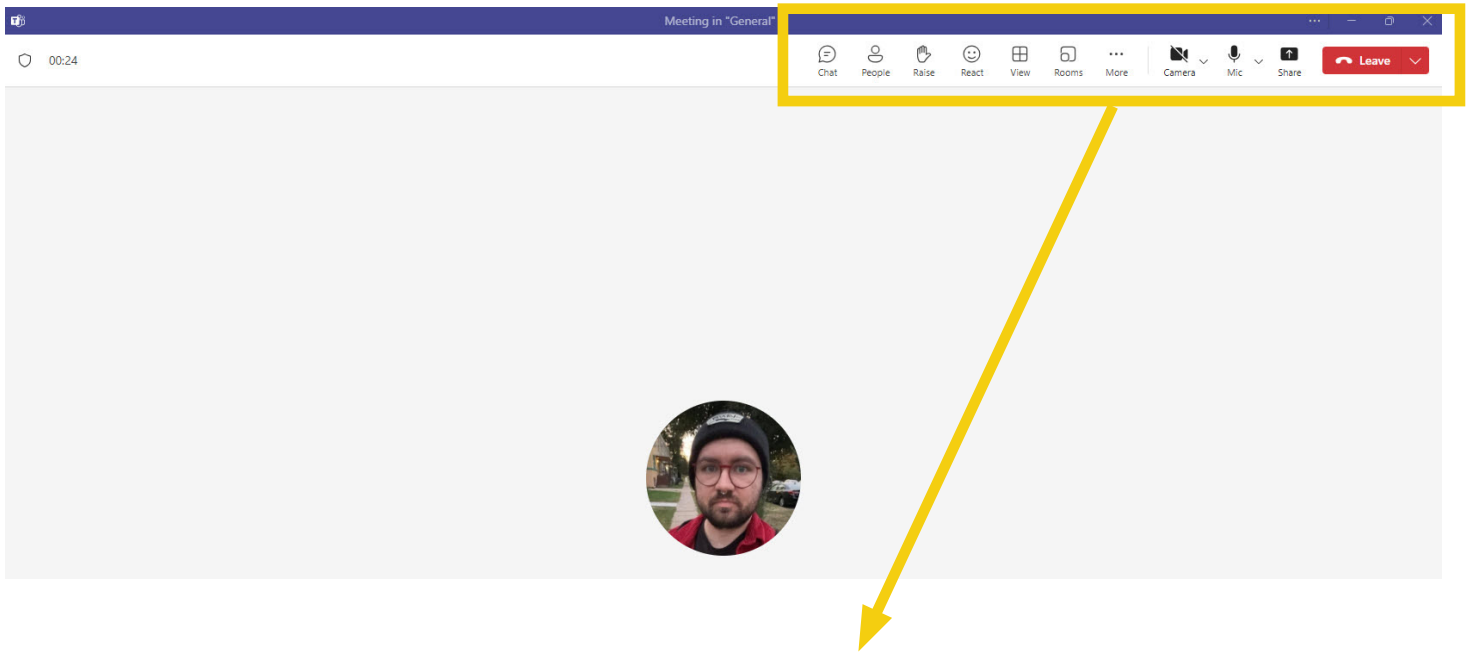# MICROSOFT TEAMS: IN-MEETING CONTROLS
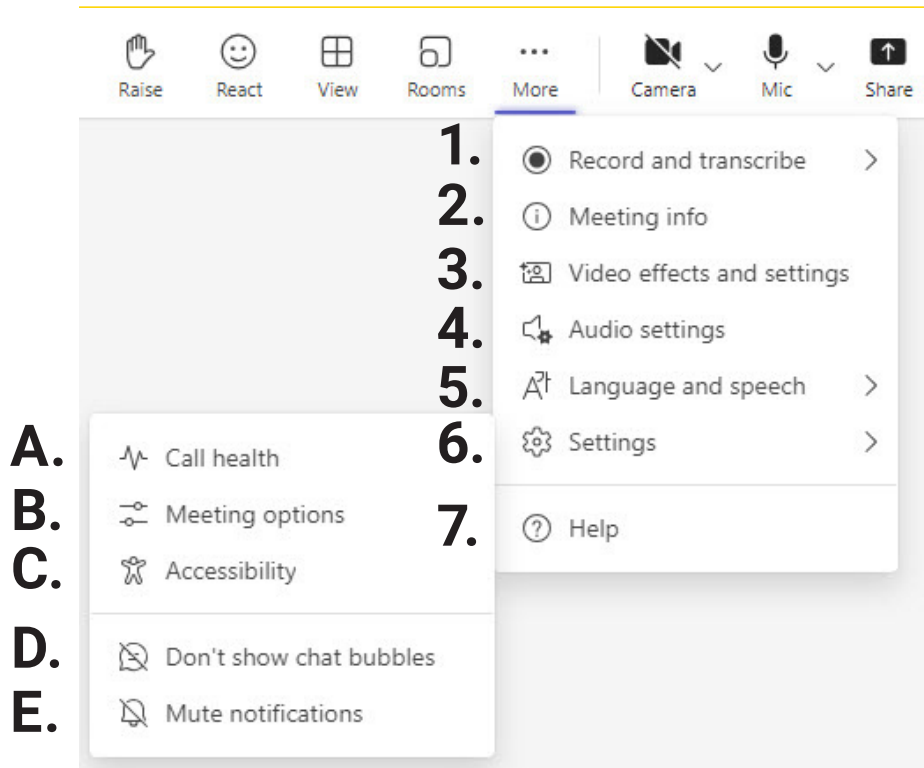

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11.

⇒ IN-MEETING CONTROLS:

1. Click to show or hide the in-meeting chat panel.

2. Click to show the meeting participant list.

3. Click to raise your hand virtually in the meeting.

4. Click to use an in-meeting reaction such as thumb's up, heart, applause, laugh, or surprised.

5. Click to change your view of participant's videos to gallery, large gallery, together mode, focus on speaker or content.

6. Click to create, modify or launch breakout rooms as meeting organizer.

7. Click to see more meeting options (page 2).

8. Click to turn your camera on or off.

9. Click to mute or unmute your microphone.

10. Click to share your screen or access sharing options.

11. Click to leave the meeting or end the meeting for all participants.

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⇒ its-training@uiowa.edu   ⇒ its.uiowa.edu/teams

MICROSOFT TEAMS: IN-MEETING CONTROLS

Raise | React | View | Rooms | More | Camera | Mic | Share

1. ◉ Record and transcribe >
2. ⓘ Meeting info
3. 🎞 Video effects and settings
4. 🔊 Audio settings
5. A↑ Language and speech >
6. ⚙ Settings >
7. ⓘ Help

A. ∿ Call health
B. ⇌ Meeting options
C. 🧍 Accessibility
D. 🚫 Don't show chat bubbles
E. 🔕 Mute notifications

⇨ CLICKING ON THE THREE-DOT 'MORE' MENU WILL BRING UP THESE OPTIONS:

1. Click to record the meeting and start transcription. Meeting participants will see a notification when the recording has started.

2. Click to see the meeting link, scheduled time and general meeting information.

3. Click to change your video background and other settings.

4. Click to change your speaker and microphone settings.

5. Click to turn on live captions.

6. Click to see more settings (A-E).

7. Click to access Microsoft Help documentation.

A. Call health lets you view information about your connection.

B. Meeting Options allows the Meeting creator or co-organizer to change meeting settings while the meeting is in progress.

C. Accessibility allows you to prioritize a sign language interpreter's video and select captions.

D. Don't show chat bubbles hides in-meeting chat notifications that pop up on the meeting screen.

E. Mute other Teams notifications while a meeting is in progress.

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