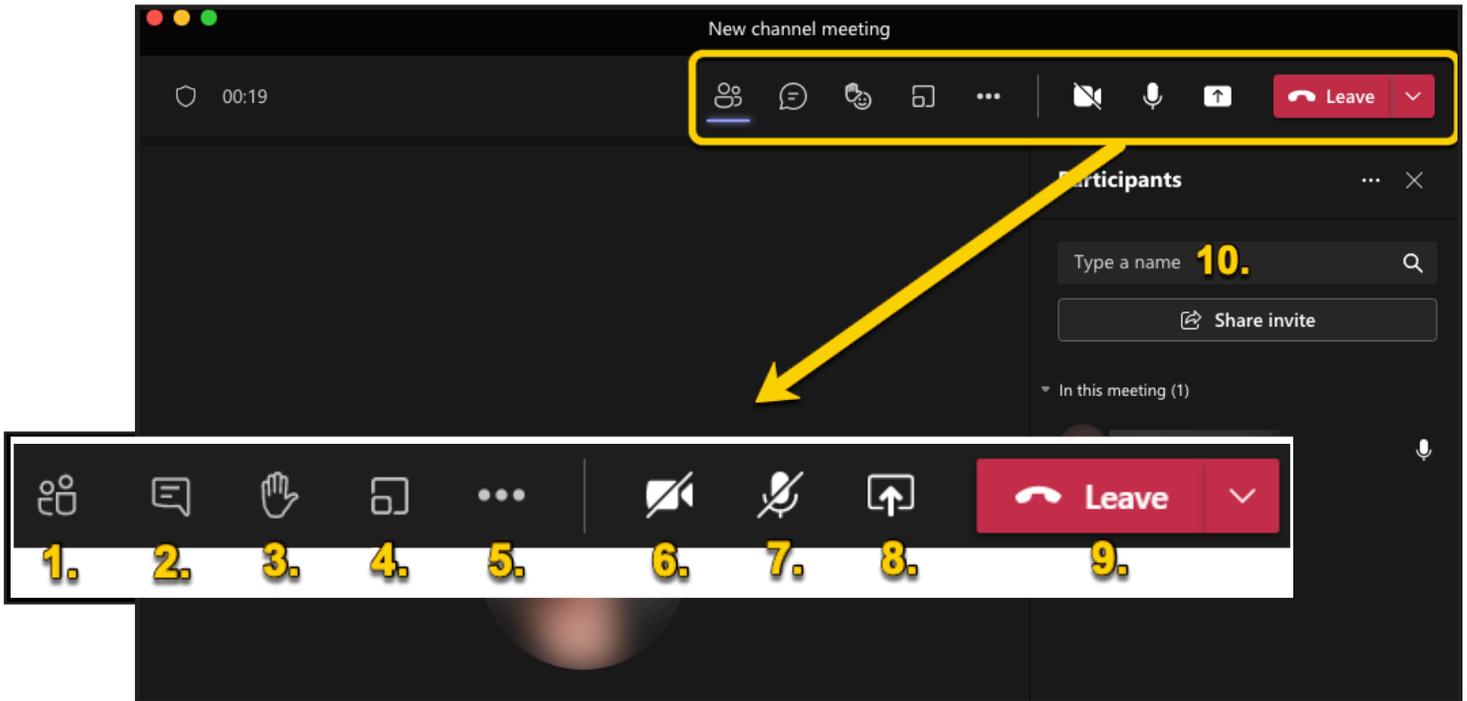


Microsoft Teams In-Meeting Guide

Many tools are available during a Teams meeting in order to help your team work in the manner which is best for the type of collaboration that needs to take place. Many of the in-meeting controls are listed below:



→ IN-MEETING CONTROLS

1. Click to show or hide the participants list.
2. Click to show in-meeting chat.
3. Click to use meeting reactions (emojis), including: like, love, applause, laugh, surprised, or raise your hand.
4. Click to create breakout rooms. You can choose the number of rooms to create. Also, you can choose which rooms to assign people or have them randomly assigned.
5. Click to show extra meeting controls. See page two of this guide for the actions available.
6. Click to turn camera on or off.
7. Click to turn microphone on or off.
8. Click to share screen. You can choose which application or desktop (screen) to share with the participants.
9. Click to leave the meeting or end the meeting for all.
10. If showing the the participants list (#1), you can type the name of a University of Iowa person and then click "Share invite" to instantly add them as a participant.

LEARN MORE

Microsoft Teams Extra Meeting Controls

→ CLICKING ON THE ITEMS BELOW WILL PERFORM THE FOLLOWING ACTIONS:



1. Device settings will allow you to view or change your audio and video devices that are currently selected.
2. Call health shows if the meeting is connected and data can be received.
3. Meeting options shows settings for the lobby, who can present (share screen), audio and video options for attendees during the meeting, the ability to turn chat or reactions on or off, and the ability to provide CART captions.
4. Meeting notes will open a new window for note taking.
5. Meeting info allows you to copy the join information for the meeting to send to others.
6. Gallery view shows other participant's video.
7. If at least 10 participants are in the meeting, "Large gallery" will allow you to display up to 49 participants.
8. Together mode will display people together in an image as opposed to separate squares if five people are in the meeting.
9. Gallery at top moves participant's video to the top of the page.
10. Focus on content is available when a screen is shared. It will allow you to hide video and focus on the shared screen.
11. Full screen makes the Teams window fill the screen.
12. Apply background effects allows you to change the background of your own camera image.
13. Turn on live captions will turn on captions for yourself but not the entire meeting.
14. Start recording will begin recording the meeting. A notification is displayed if the meeting recording is started.
15. Start transcription will show a transcript of the meeting in the transcription window. It includes the name of the person that is speaking.
16. Don't show chat bubbles. If your chat window is closed during the meeting, chat bubbles will appear on screen. This setting toggles them on and off.
17. Turn off incoming video turns off video for all participants in only your view. This might help if bandwidth is an issue.
18. Help will bring you to the Microsoft Teams support page.