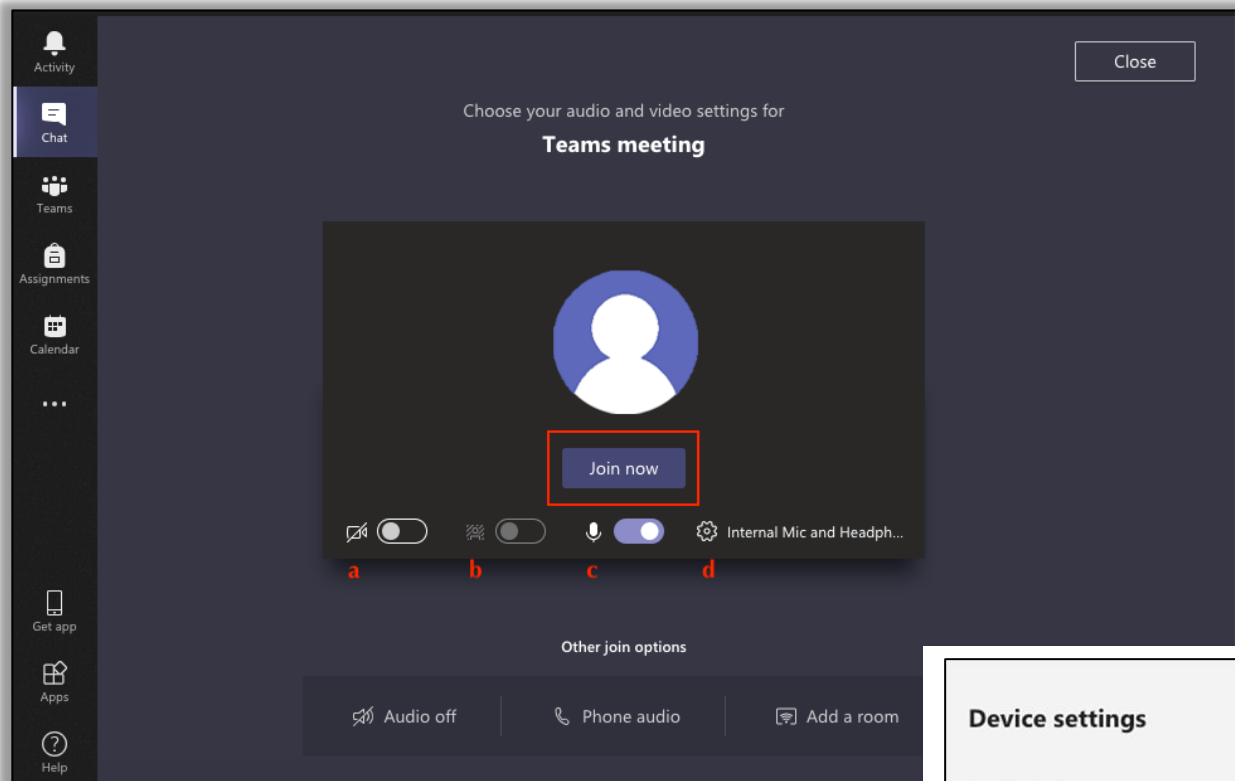


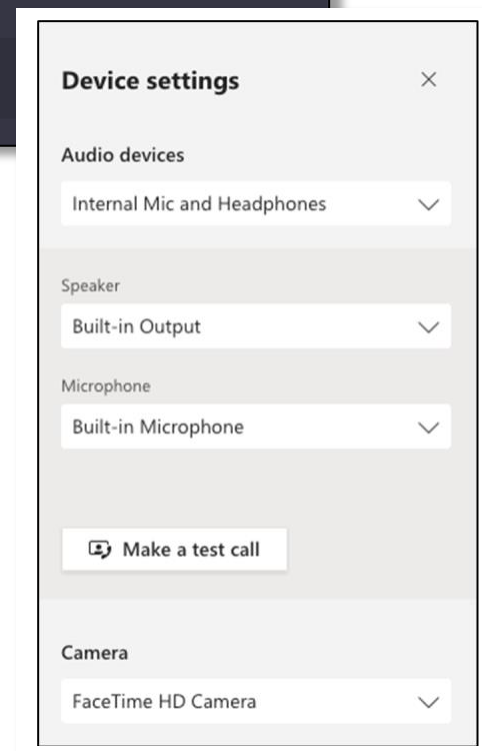
TEAMS MEETING FEATURES

This guide outlines the features available once you've started or joined a Teams meeting.

1. Join the meeting through the web version or the desktop app (see the **Downloading Teams** guide for more information).
2. Teams will open with whatever method you choose. There are meeting settings you can define before you join:



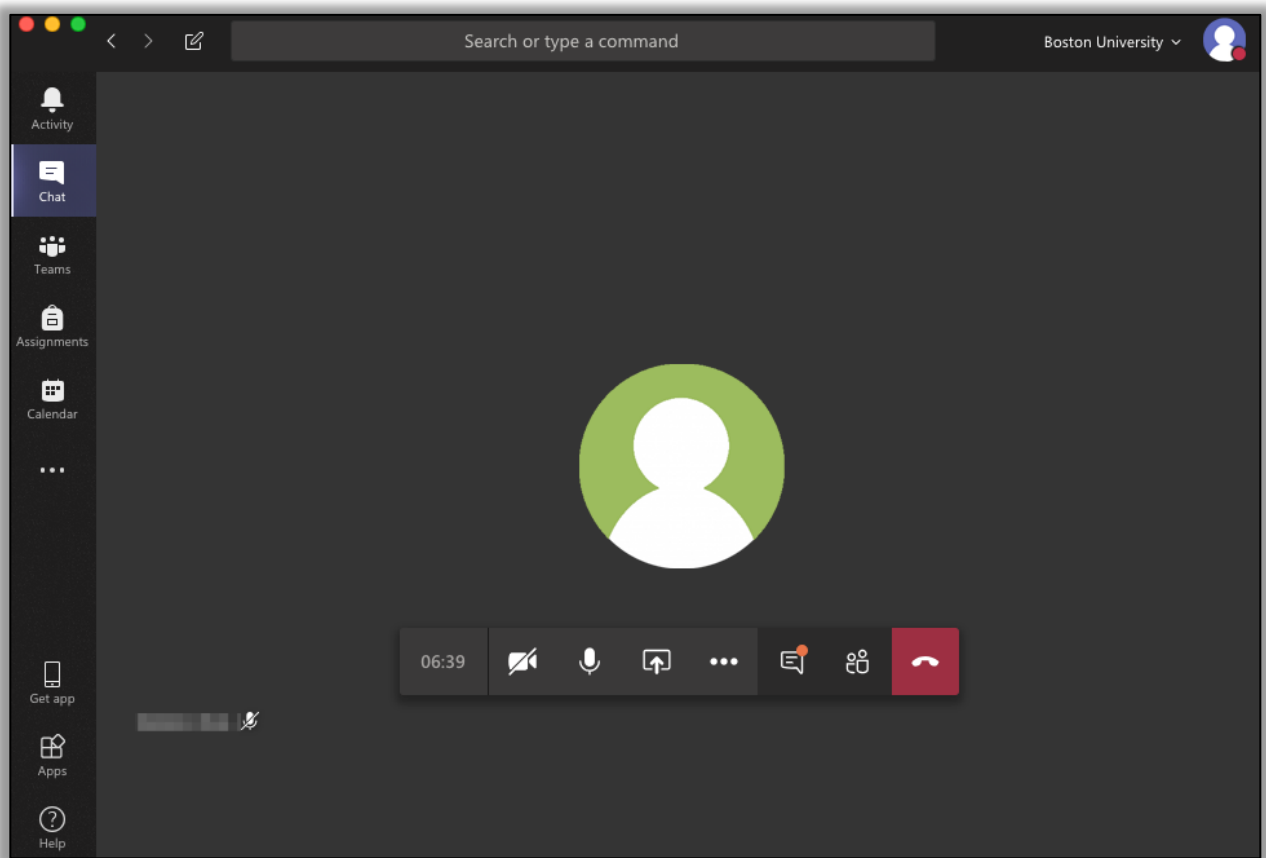
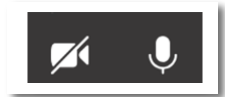
- a. Web cam on/off
- b. Blur the background of the web cam (desktop app only) on/off
- c. Mic muted/not muted
- d. Additional **Device Settings** for mics and speakers



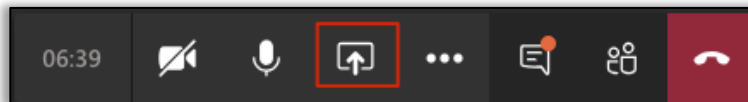
3. Click **Join** to enter the meeting.

TEAMS MEETING FEATURES

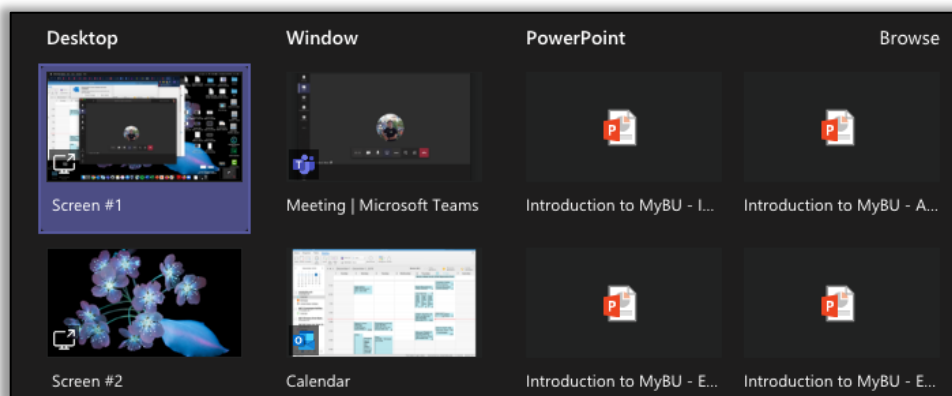
4. Mic and video options remain available once you've entered the Meeting.
5. All attendees will appear at the bottom of the meeting screen.



6. To share your screen, select the **Share** icon.

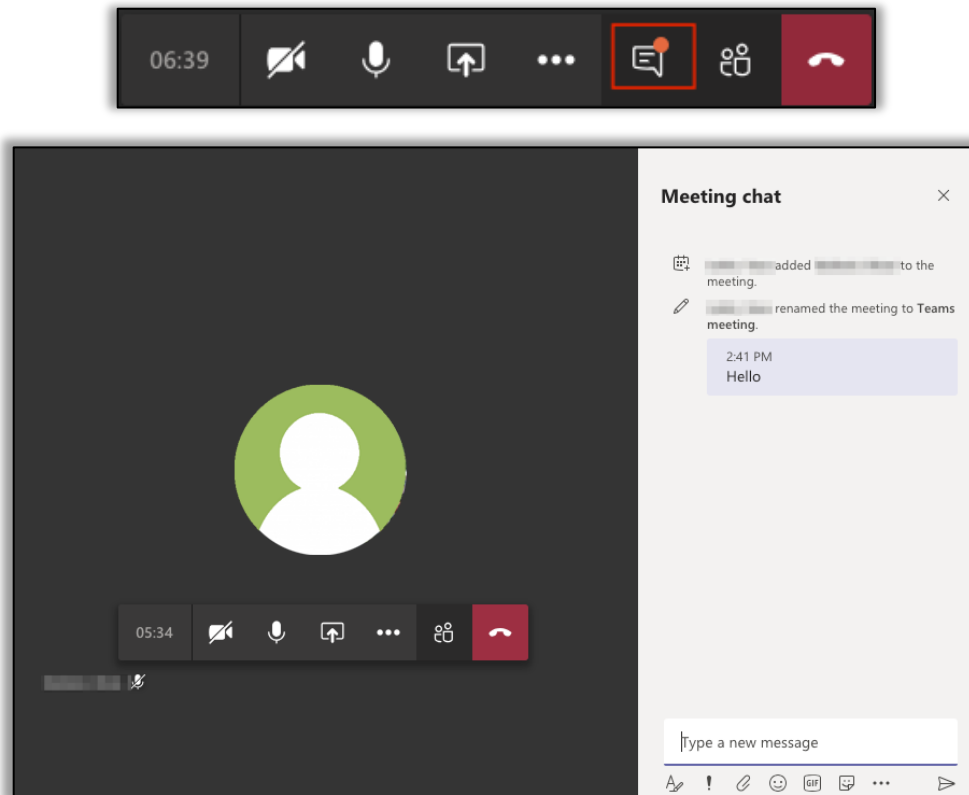


- You will receive options to share any available desktops and applications (typically, screen #1 or #2).

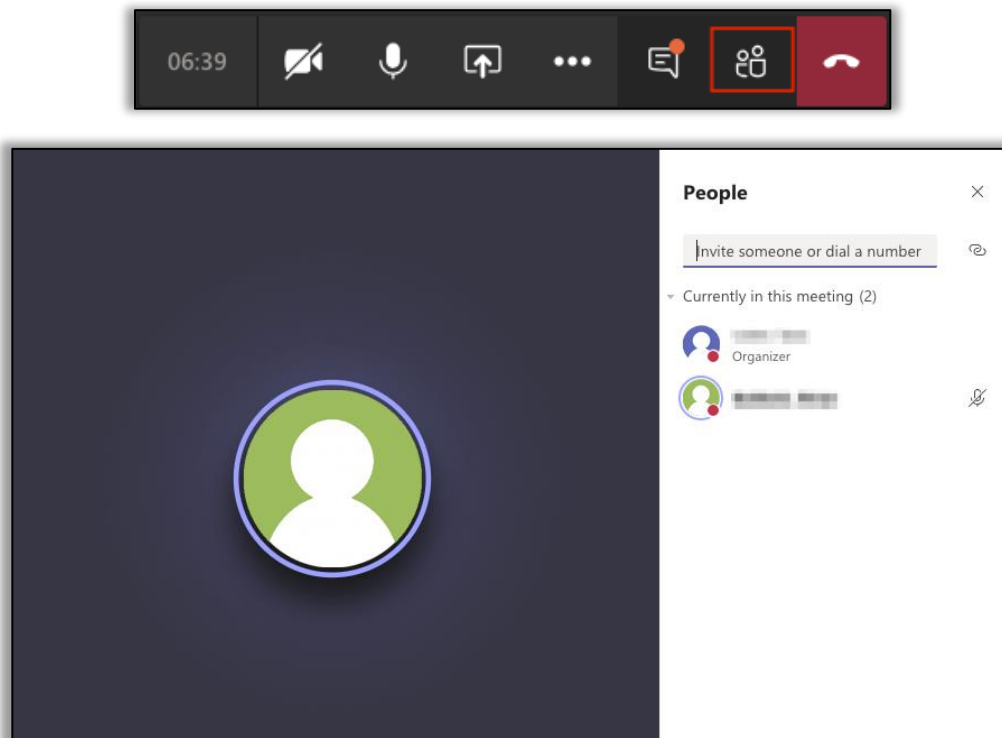


TEAMS MEETING FEATURES

7. To view the chat, select the **Show Conversation** icon.

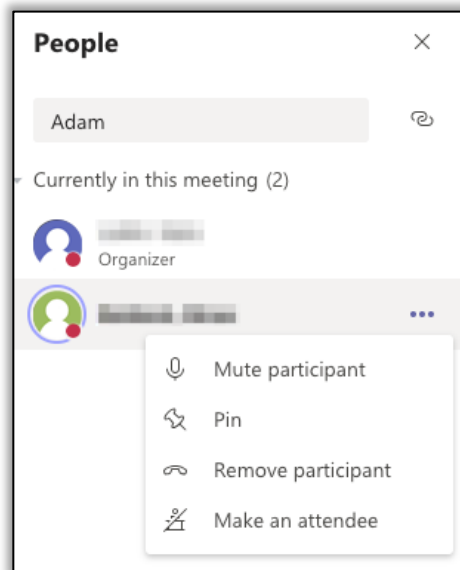


8. To view attendee information, select the **Show Participants** icon.

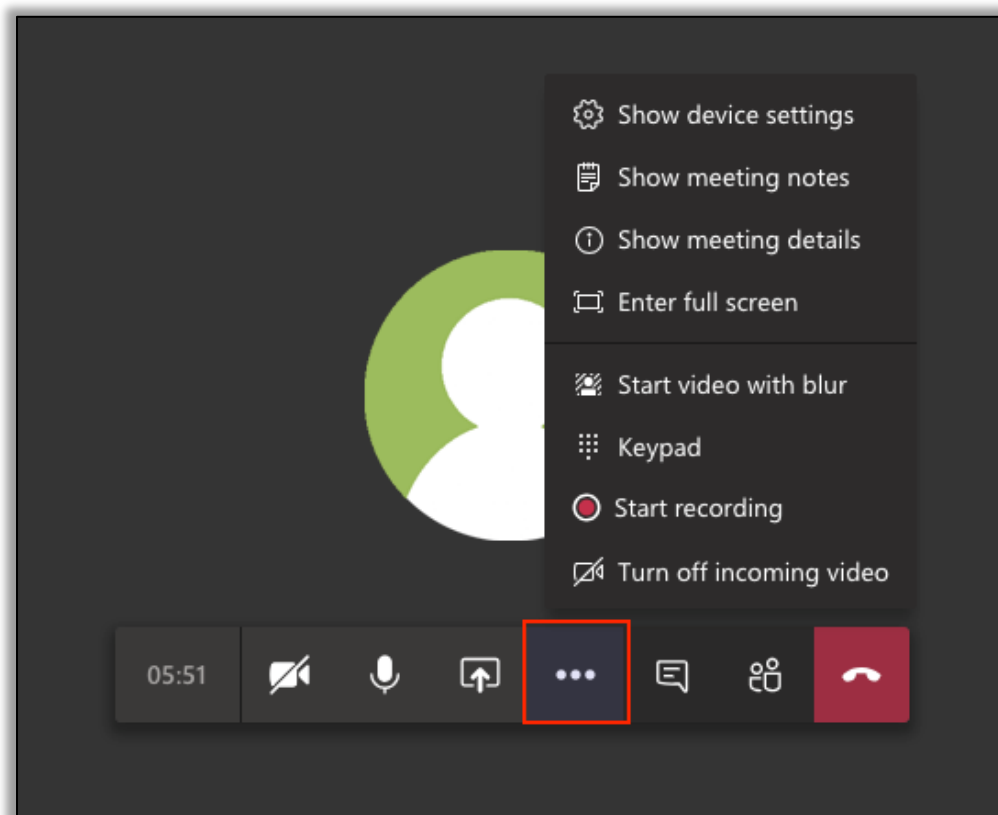


TEAMS MEETING FEATURES

- Use this feature to add others to the meeting.
- The organizer can also manage participant actions.

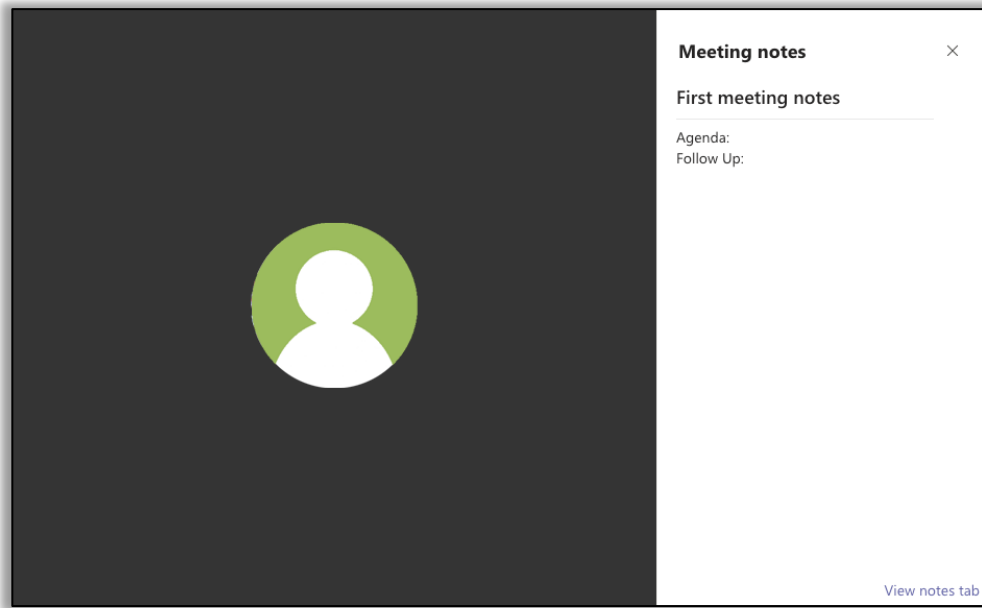


9. The **More Actions** icon allows for additional options.

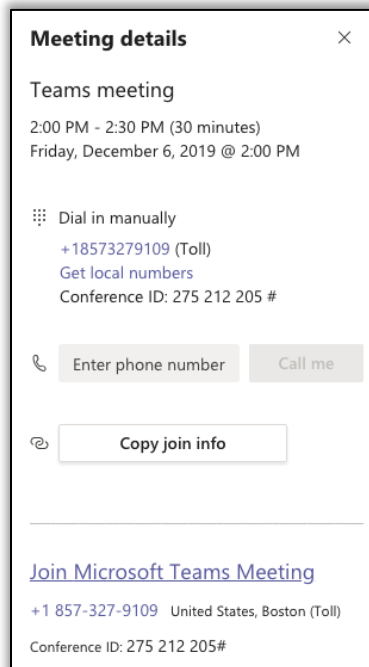


TEAMS MEETING FEATURES

- a. Show device settings: mic and audio settings (same as step 2)
- b. Show meeting notes: notes can be saved



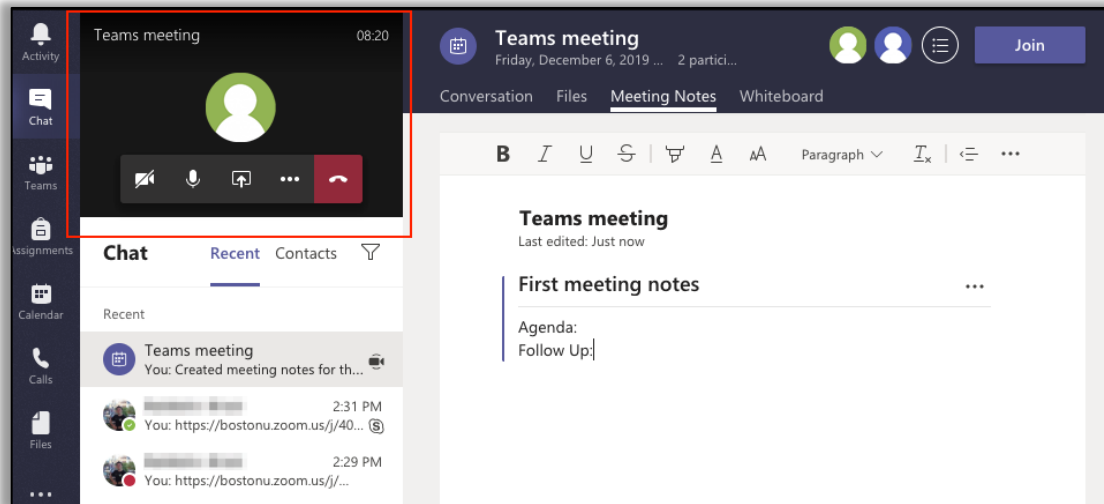
- c. Show meeting details



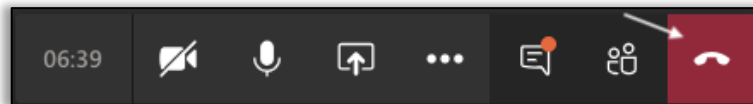
- d. Enter full screen
- e. Start video with blur: if your web cam is on, this will blur the background (desktop version only)
- f. Keypad

TEAMS MEETING FEATURES

- g. Start recording: record the meeting
 - i. The recording will save to the meeting conversation and you will get an email with how to access it.
 - h. Turn off incoming video: turn off the view of someone using their web cam
10. You can chat with others while in a meeting by clicking the **Chat** icon. →
11. Your meeting will continue. To go back to the meeting, click on the meeting screen in the top left corner.



12. To leave the call, click the **Hang Up** icon.



TEAMS MEETING FEATURES

13. Meeting activity will be saved to the meeting, accessible during and after the call has ended in **Teams Chat**. This includes any **Conversations**, **Files** shared, **Meeting Notes**, and **Whiteboard** collaborations.

