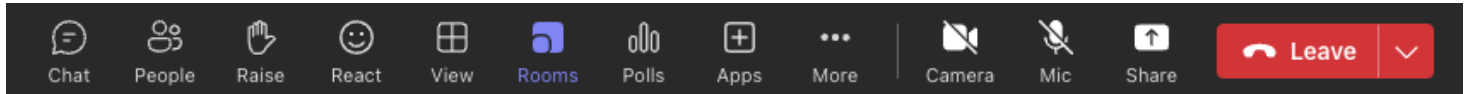




Microsoft Teams Meetings Guide

Each heading is a link to a Microsoft support article with more information.



1

Chat

Use Chat to communicate with other participants and share files during a meeting.

7

Breakout Rooms

Create and assign participants to breakout rooms.

8

More options

Find more options here such as recording, transcription, and adjusting meeting options.

9

Camera

Hover over the button to see a preview of your video, or click on the button to toggle the camera on or off

10

Microphone

Click on this button to mute/unmute your mic

2

People

Click to see who is in the meeting, who was invited, as well as change participant settings.

3

Raise Hand

Raise your hand to inform the presenter that you wish to speak.

4

Reactions

Use reactions to engage with meeting participants.

5

View

Click to change the view to see all participants, or to focus on what is being presented.

6

9

Share

Share your screen, presentation, or whiteboard by clicking on the share button.