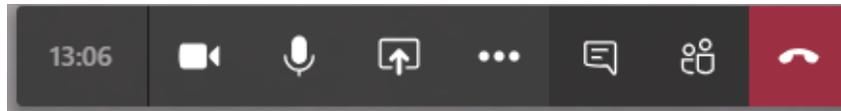
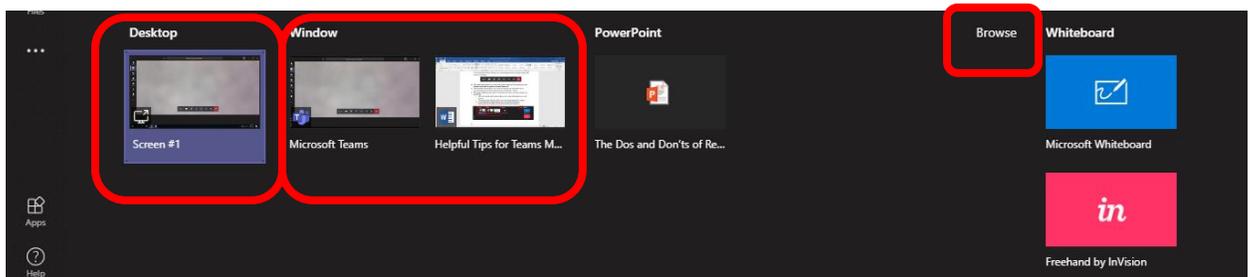


## Helpful Tips for Microsoft Teams Meetings

There are many features available in the toolbar for the meeting. This document will help you navigate these features. The best way to get familiar however is to play around with it prior to your class.



- The camera button allows you to turn your camera on and off. If the camera has a line through it that means the camera is currently turned off.
- The microphone button allows you to mute and unmute your microphone. If the microphone has a line through it that means the microphone is muted.
- The square with the up arrow allows you to share your screen, a specific program, or a specific file.
  - The screen option under Desktop allows you to share anything that is on your monitor.
  - The options under Windows allow you to only share that specific window.
  - If you would like to share a specific file, you can click on Browse.
  - To stop sharing, go back to the teams meeting and the sharing button has turned into a stop sharing screen.
  - Other options are available, but these may be the most beneficial.



- If you press the three dots, you will see a menu of options that do exactly as they say. Note, some options will not be available based on your device. If you record the session, a record symbol will appear for everyone by the timer, but it is very important that you verbally inform everyone as well.
- The message box will show the chat for the meeting. This will allow for any type of discussion that goes alongside what is being said. Perhaps if a student has a question while you are speaking, they can type it here so they don't forget. You can click the message box again to close the chat.
- The button with two people will show who is in the meeting. Click it again to close the participant list.

