HOW-TO CONDUCT A MICROSOFT TEAMS MEETING

This document will walk users through the process of conducting a Microsoft Teams meeting using the Microsoft Teams application. To conduct a Microsoft Teams meeting, follow the steps below:

The Control Bar

01 Within the Microsoft Teams meeting you have two main elements. The Stage and the Control Bar. You control the meeting via the **Control Bar** and **The Stage** displays video and content.

Start or Stop Video

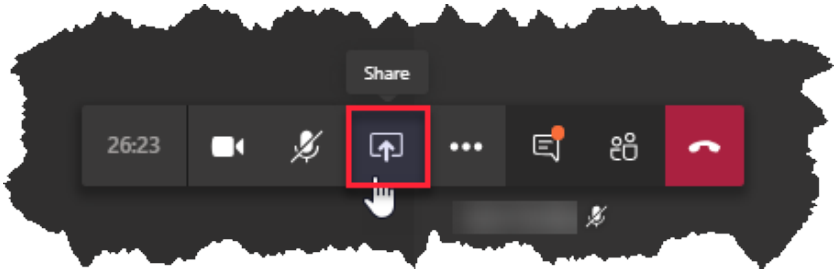
02 To start or stop your video, click on the camera icon on the **Control Bar.**

Mute or unmute

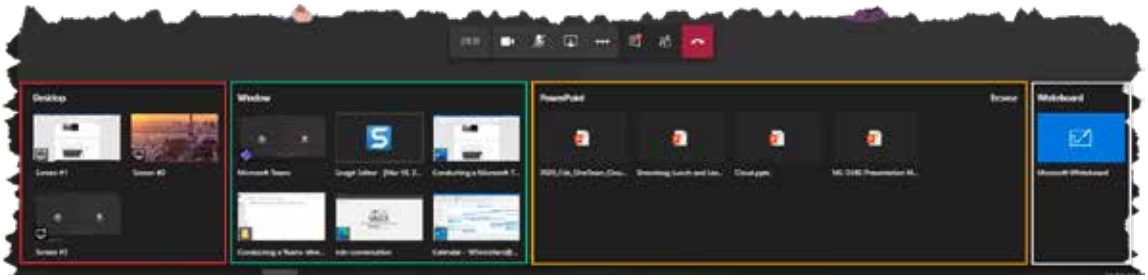
03 To mute or unmute your audio, click on the microphone icon on the **Control Bar.**

Share Your Screen

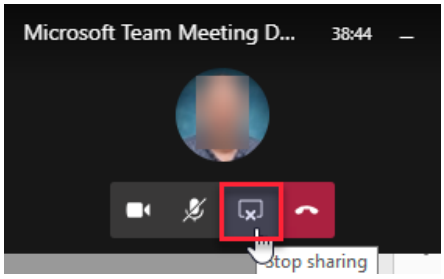
04 To share content, click on the **Share** button on the **Control Bar**. This will bring up the **Share Selection** menu at the bottom of the screen.



05 From the Share Selection menu, you can share any desktop you are connected to, any running application on your computer, uploaded PowerPoint files, and the Microsoft Whiteboard application. To share an item from this menu, simply click the item to start sharing it with everyone in the meeting.

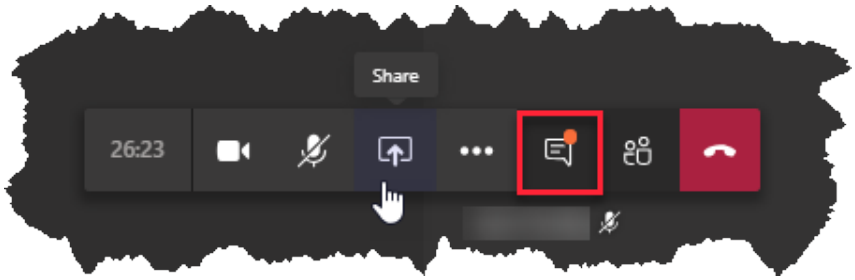


06 When you are sharing content in a meeting, the Microsoft Teams application will minimize to a small window in the lower right-hand corner of your main monitor. When you are ready to stop sharing, simply click the Stop sharing button in the minimized window and you will be taken back to the main Microsoft Teams meeting interface.

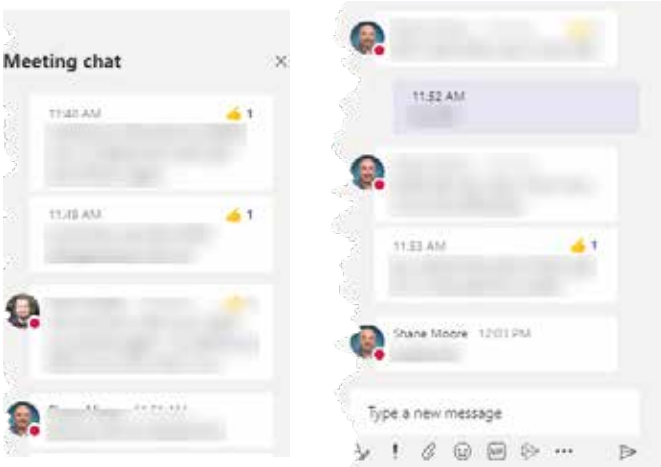


Show Conversation

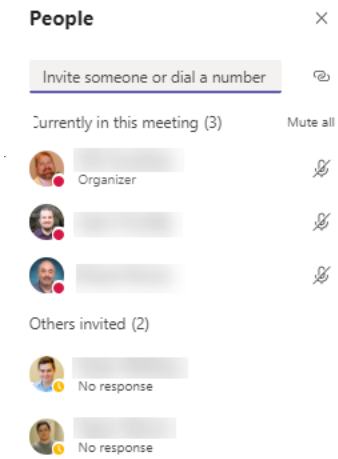
07 Use the Show conversation button to distribute content to everyone in the meeting or to provided links to other information or simply hold a text-based chat during the meeting.



08 When the **Show conversation** button is activated, a chat window will fly out from the right-hand side of the **Microsoft Teams** application. You use this chat window just like a normal **Microsoft Teams** chat. To close the chat window, simply click the Show conversation button again.



09 To see who is in a meeting and who was invited, click the Show participants button. When the button is activated, the People window will fly out from the right-hand side of the Microsoft Teams application with a list of all active and invited participants.



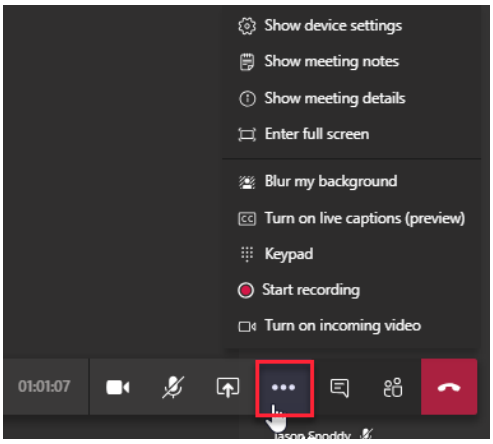
From this view, the meeting organizer can:

- Mute individual participants or all participants. *Note: Participants can unmute themselves if they so choose but the meeting organizer cannot unmute participants for privacy reasons.
- Invite others to join the meeting.
- Pin a participant to The Stage.
- Remove participants from the meeting.
- Make someone an attendee.

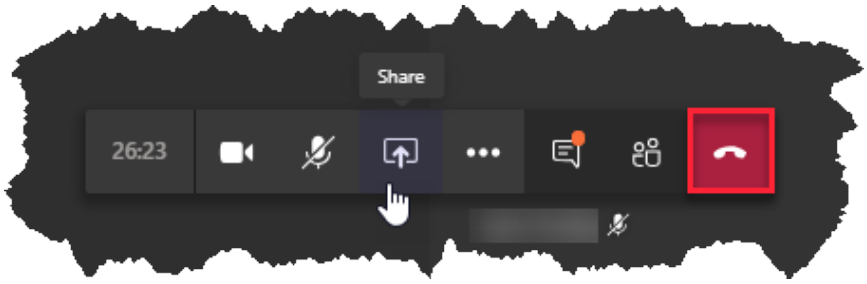
To close the **People** window, simply click the **Show participants** button again.

More Options

10 The **More** actions button on the **Control Bar** contains several other features that a meeting organizer may want to access.



Some of the items that the meeting organizer can access from this menu include:

- **Show device settings** - This allows you to setup and test your audio and video devices.
- **Show meeting notes** - This opens a OneNote notebook to take meeting notes and minutes in.
- **Show meeting details** - Show items like the name of the conference, the time and date, as well as allowing you to either invite someone to join or copying the join information to send via email.
- **Enter full screen** - This is useful when using with an external monitor in a conference or huddle room.
- **Blur my background** - This allows Microsoft Teams to use AI and distinguish you from your background and then blur your background to minimize the background distractions that are behind you.
- **Turn on live captions** - Users AI to translate your spoke word into captions for participants that may not have speakers or have trouble hearing.
- **Start/Stop recording** - Used to start or stop recording of the meeting. When activated a notification is sent to all participants that the meeting is being recorded.
- **Turn on/off incoming video** - This allows the organizer to conserve bandwidth by turning off all incoming video. Participants can turn their video back on if they so choose.

11 To exit a Microsoft Teams meeting, click on the **Hang up** icon on the **Control Bar.**