

Taking part in a Microsoft Teams meeting

This guide will explain how to use the various tools available to you during a Microsoft Teams meeting using the desktop application. The web version of Teams is similar when taking part in a meeting however there is less functionality.

Please use Google Chrome if using the web version of Teams.

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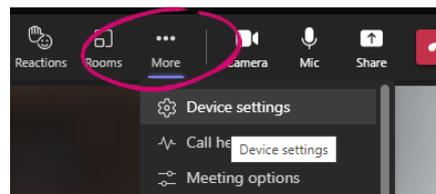
1 - Selecting your microphone and camera

Once you join a Teams meeting you can quickly switch on or off your microphone and camera.

If you have multiple cameras or microphones, you can also select which devices you want to use for your meeting.

Step 1

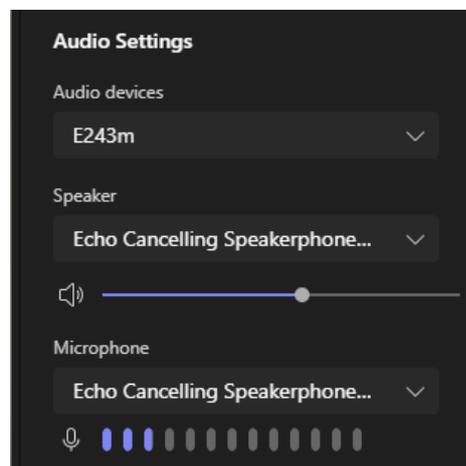
While in a meeting, click on the ellipses (three dots) at the top of the meeting screen and select Device settings.



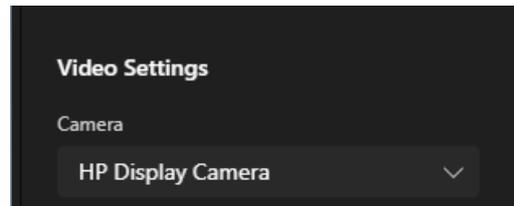
Step 2

Select the **Microphone** you would like to use.

You can also select what speaker to use too. This setting is useful to check if you cannot hear any sound in your meeting.



Select the **Camera** you would like to use.



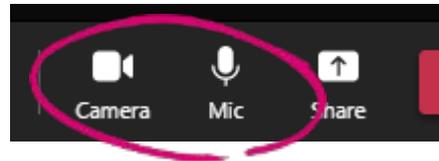
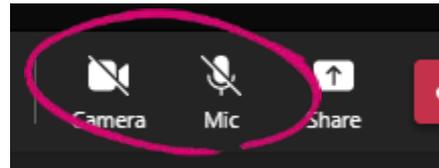
2 - How to switch off your camera or microphone.

Within a meeting, you should normally switch off your microphone if you are not talking but leave your camera on.

Step 1

Click either the camera icon or microphone icon to switch them on.

- A diagonal line means the device is switched off.
- No diagonal line means the device is switched on.



Note: When you have finished speaking in a Teams Meeting it is always a good idea to switch off your microphone to prevent background noise.

3 - How to present and share your screen or PowerPoint presentation.

Teams allows you to share your Desktop or a PowerPoint with the other attendees in the meeting. If you would like to share a PowerPoint, you should open the PowerPoint first.

It also allows you to choose from several presenter modes.

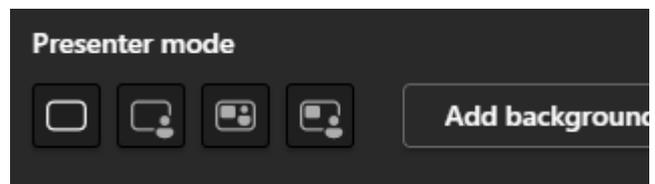
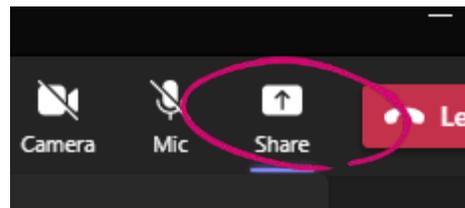
Step 1

Click on the **Share** content icon.

Step 2

Choose an appropriate **Presenter mode** and background.

- **Content only** – no webcam
- **Standout** – your webcam with no background over your content
- **Side by Side** – content and webcam side by side
- **Reporter** – content in a window with webcam



Content only



Standout



Side by Side

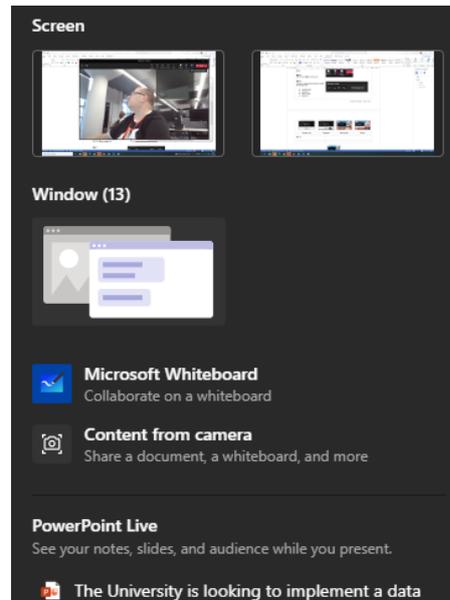


Reporter

Step 3

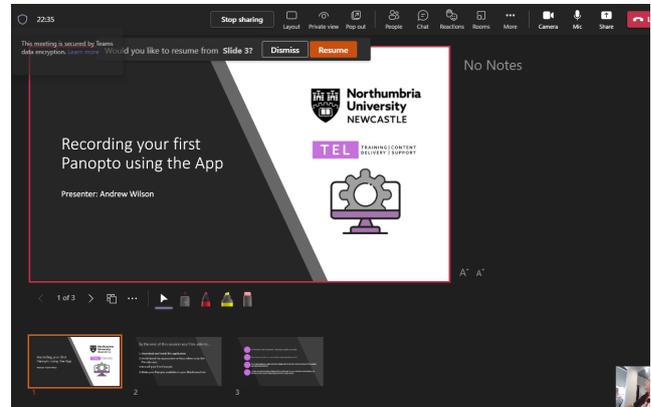
Chose what you would like to share.

- **Screen** – Allows you share your entire screen.
- **Windows** – Allows you share any open application window. If you want to share a PowerPoint this way you should open it first.
- **Microsoft Whiteboard** – Allows you to share an interactive whiteboard.
- **PowerPoint Live** – Allows you present a PowerPoint while see you notes slides.



If you want to present a PowerPoint, **PowerPoint Live** is a good option as you can see your notes as well as annotate (draw or write) on the screen.

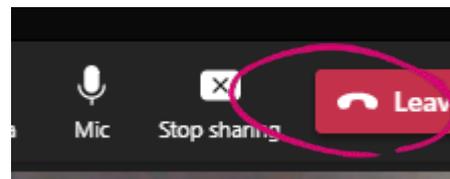
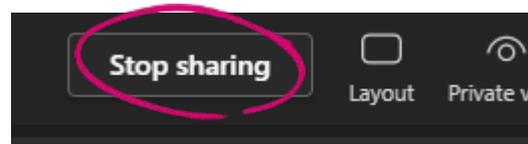
The audience will only see the PowerPoint slide.



PowerPoint live screen

Step 4

Click **Stop Sharing** when you want to finish sharing your screen.



4 - How to turn on live captions

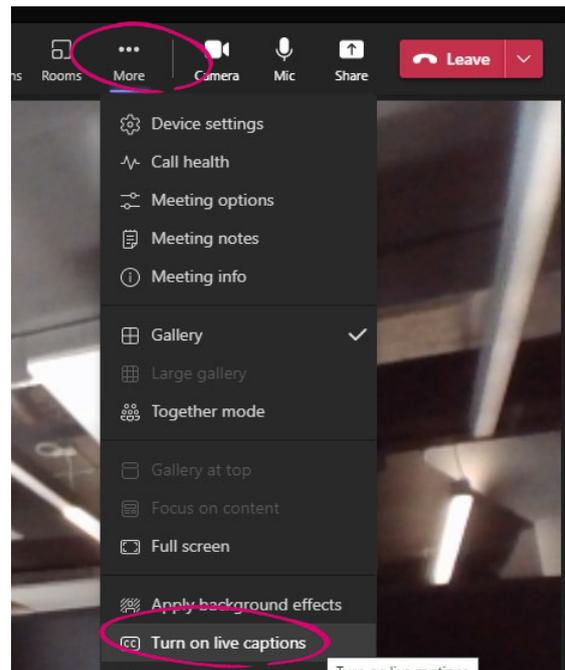
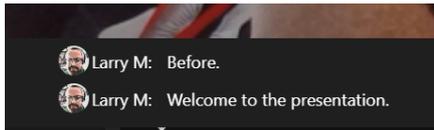
Step 1

Click on the ellipses (three dots) at the top of the meeting screen.

Step 2

Click Turn on live captions.

Captions will appear at the bottom of the screen.



5 - How to change your background

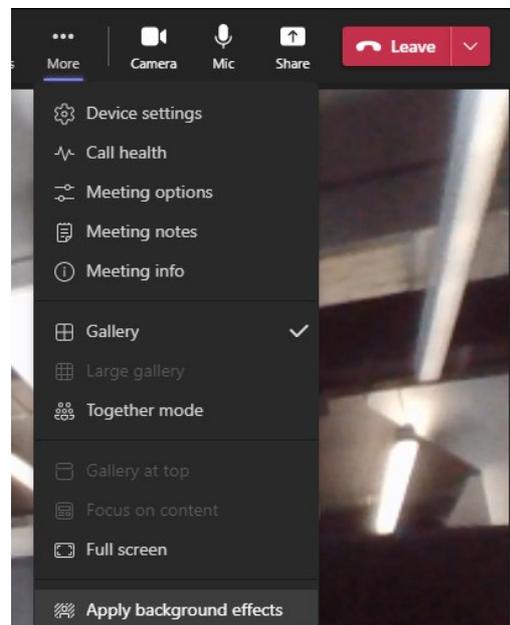
If your camera is on, Teams allows you to change or blur your background.

Step 1

Click on the ellipses (three dots) at the top of the meeting screen.

Step 2

Click Apply background effects.



Step 3

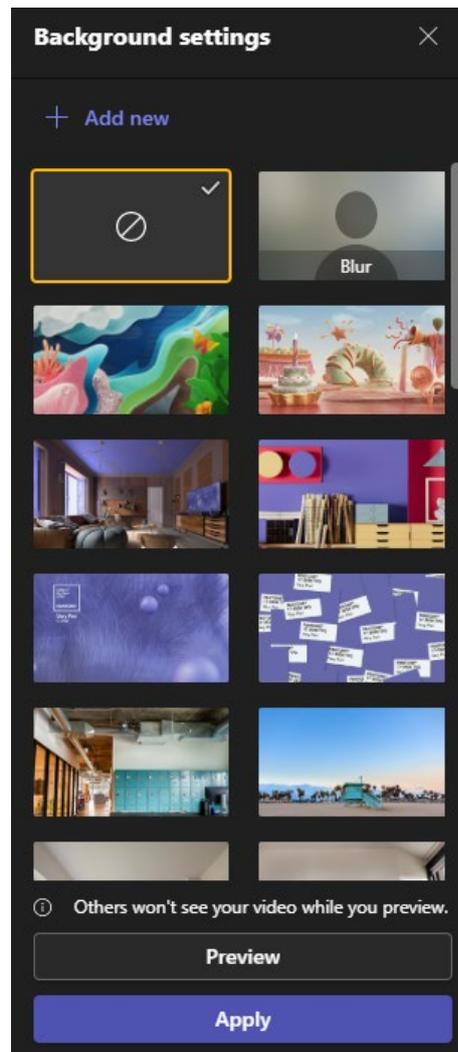
Choose Blur or an appropriate background.

You can also click **Add new** to add your back background image.

Step 4

Click **Apply** to apply the background.

Your camera will now display a background effect.

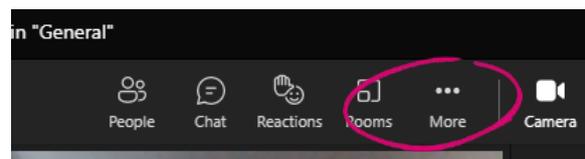


6 - How to chat in meetings

Teams allows you to chat or attach files during meetings.

Step 1

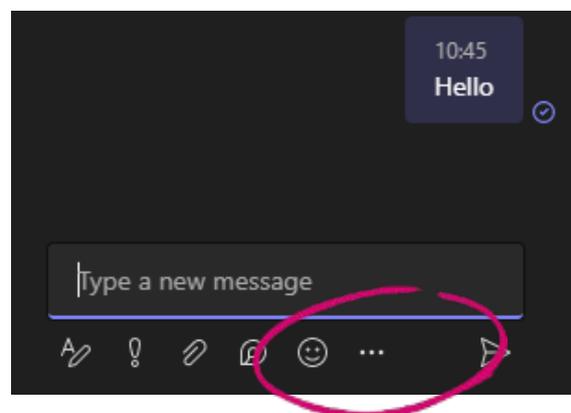
Click the **Chat** icon at the top of the screen.



Step 2

Type a message in the **Type a new message** box and press return.

You can also use the icons below to either format a text, attach a file or use an emoticon.



7 - How to take meeting notes

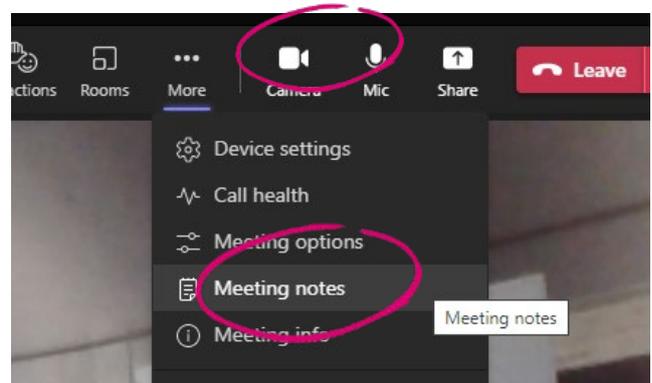
Meeting notes can be very useful in meetings as you or a colleague can keep notes or any important actions or points raised during the meeting.

Step 1

Click on the ellipses (three dots) at the top of the meeting screen.

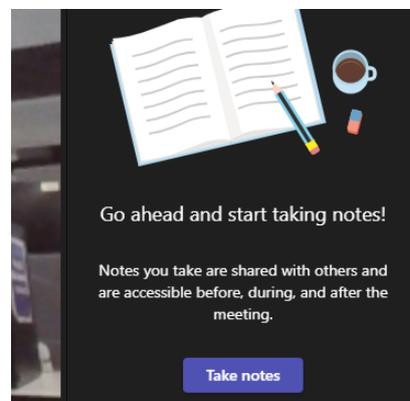
Step 2

Click Meeting notes.



Step 3

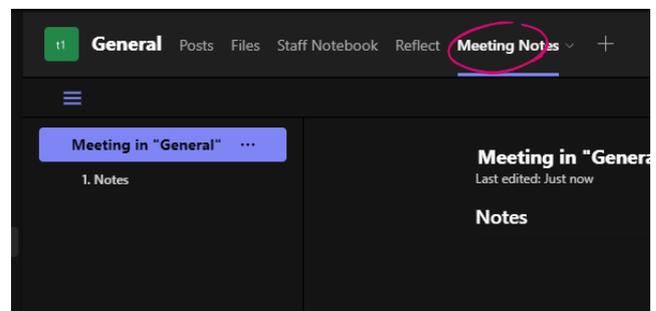
Click Take notes.



A Meeting Notes tab will now be available in the meeting.

You can also use the plus sign to create new sections within this area.

Any notes typed in this area will be saved.



8 - Further help

For more help in Managing Teams meetings, please visit the [Manage meetings](#) tutorial section at Microsoft.com.

You can also view a wider range of videos at [Microsoft Teams video training](#).



A graphic with a black background and white text. On the left, a white circle contains the number '24' with the word 'HOURS' written below it. To the right of this circle, the text reads 'IT SUPPORT – AVAILABLE' followed by '24 HOURS, 7 DAYS A WEEK' on the next line. Below this, there are two lines of text: 'Online northumbria.ac.uk/StudentIT' and 'Chat northumbria.ac.uk/itchat'.

24
HOURS

IT SUPPORT – AVAILABLE
24 HOURS, 7 DAYS A WEEK

Online northumbria.ac.uk/StudentIT

Chat northumbria.ac.uk/itchat