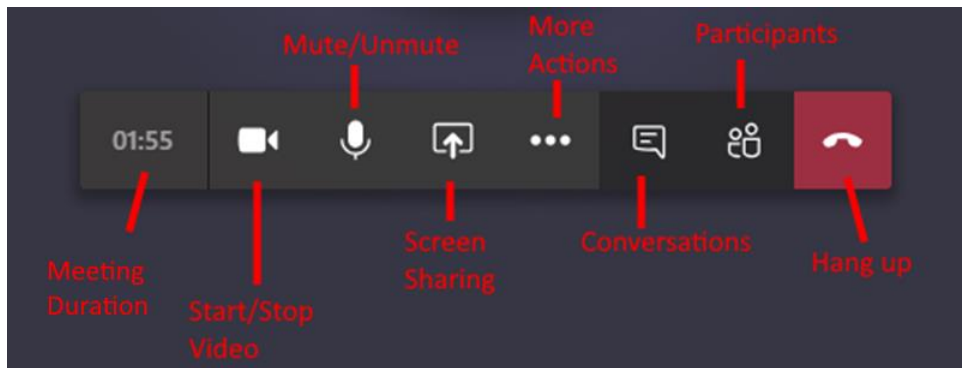


Using Microsoft Teams for Meeting

In Meeting Controls



Meeting Duration

This will display the duration of your meeting.



Start/Stop Video

To start or stop your camera video.



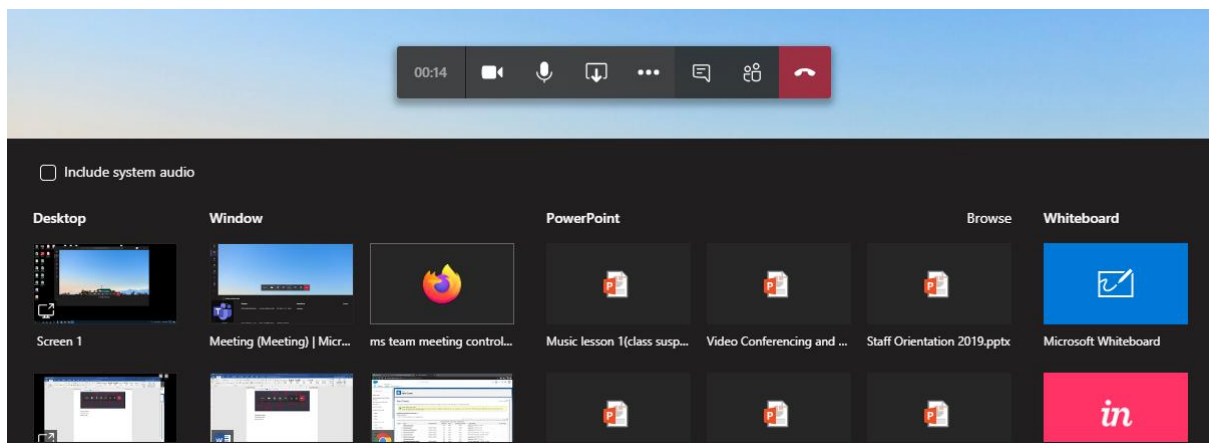
Mute/Unmute

To mute or unmute your audio (from microphone or system sound).



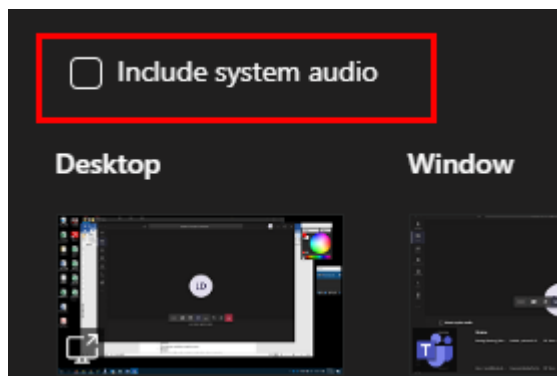
Screen Sharing (Organizer/Presenter Only)

Click the “Share” button to share the contents of your computer.



- Include system audio

Enable this option if you want your system audio to be heard by the participants (e.g. movie playback in web browser).



- Desktop

Allow you to share your complete computer screen.

- Window

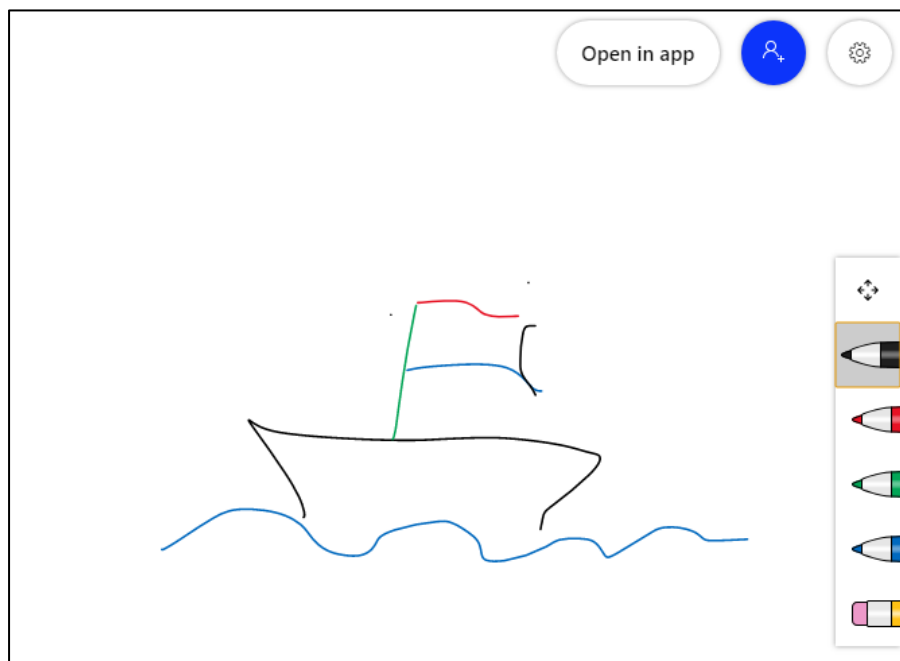
Allow you to share one of the active window (application) of your computer.

- PowerPoint

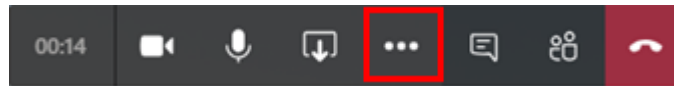
Provide a list of the most recent PowerPoint documents and allow you to present it without starting the PowerPoint application.

- Whiteboard

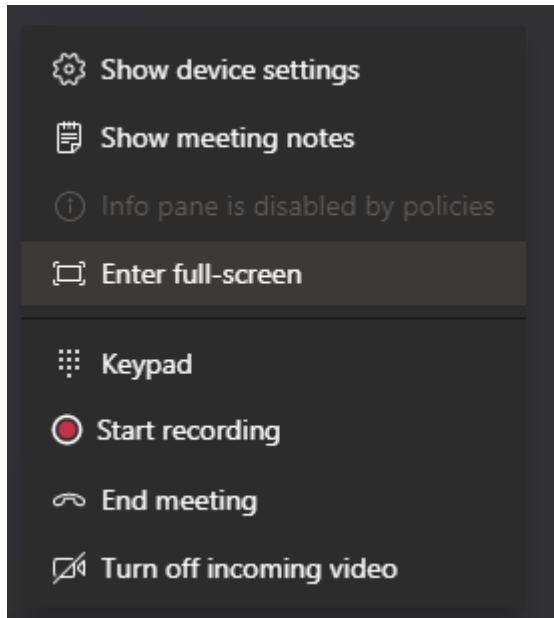
Allow you to display a whiteboard and share your ideas by drawing.



More Actions



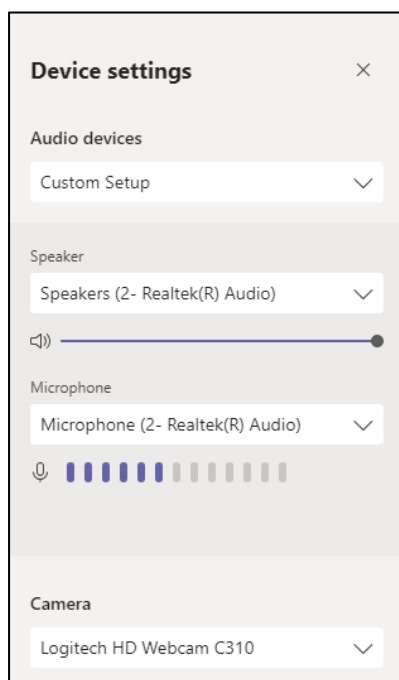
A list of extra meeting control actions will be listed when you click the “More Actions” button.



- Show device settings



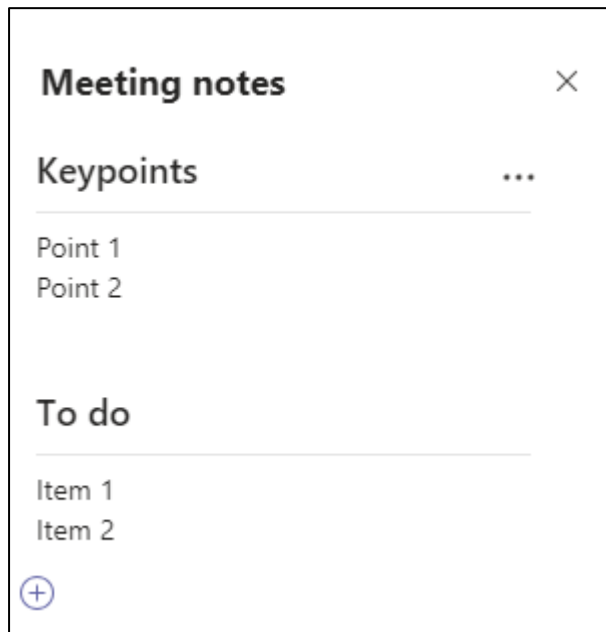
Allow you to change your video and audio settings, e.g. select a different microphone or camera.



- Show meeting notes

 Show meeting notes

Capture meeting objectives, important notes or action items by the meeting notes.



- Enter/Exit full-screen

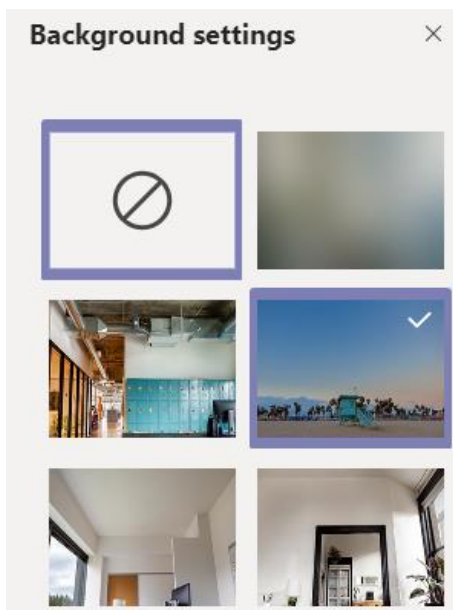
 Enter full-screen

To enter or exit full-screen mode.

- Show/Hide background effects

 Show background effects

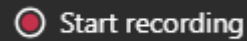
Allow you to show or hide your virtual background.



- Keypad (Not in use)



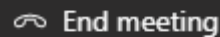
- Start/Stop Recording (Organizer/Presenter Only)



Start meeting recording by clicking the “Start recording” button during the meeting.
An indicator will be displayed besides your meeting duration.

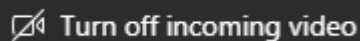


- End meeting (Organizer Only)



End the meeting completely.

- Turn on/off incoming video (Organizer/Presenter Only)

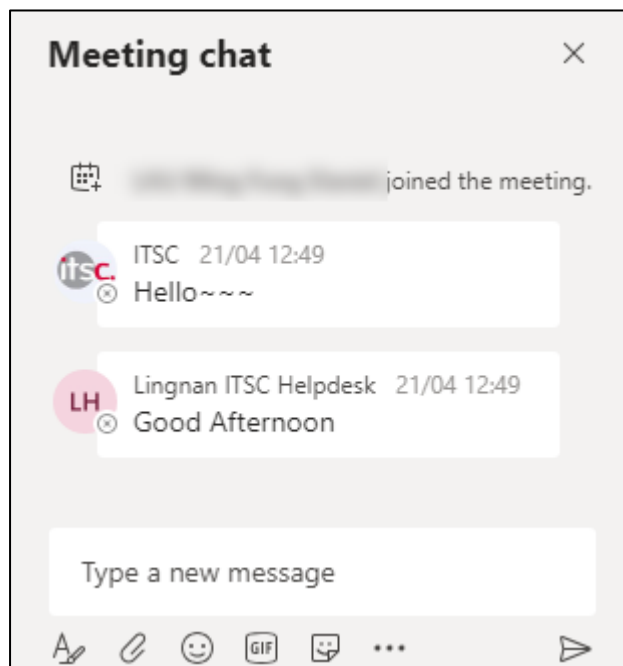


Turn on/off incoming videos of participants.

Show/Hide Conversation



To show or hide the conversation pane. The conversation pane allows participants to chat in text or transfer files.

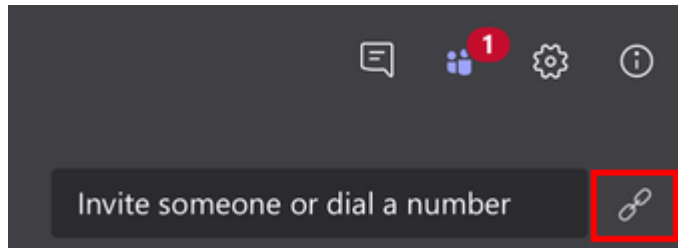


Show/Hide Participants

To show or hide the participants pane, please make use of the following controls.

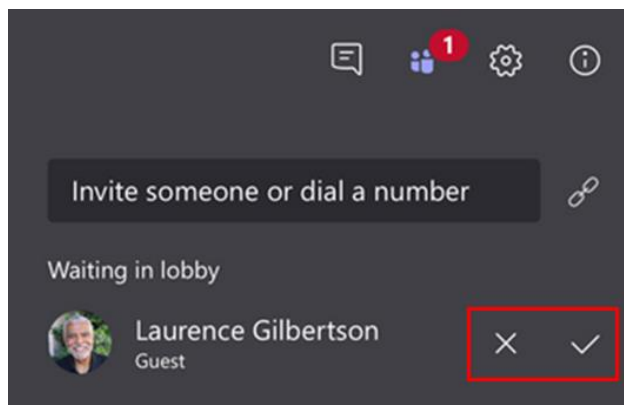
- Invitation Link

By clicking the link button, you can copy the meeting link to clipboard and send it to participants to join your meeting.



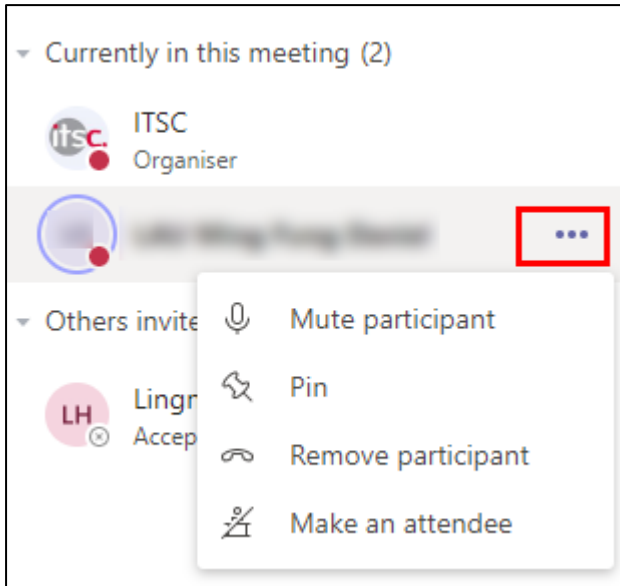
- Lobby Control (Organizer/Presenter Only)

In the “Waiting in lobby” list, you can allow or decline a guest to join your meeting.

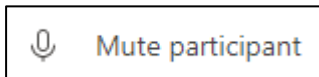


- Participant Control

Click the “more” button beside a participant to show a list of available actions

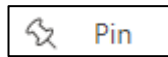


- Mute/unmute participant (Organizer/Presenter Only)



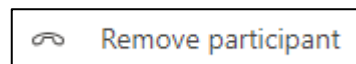
To mute or unmute a participant. When a participant is muted, he/she cannot unmute without permission from the host.

- Pin/Unpin



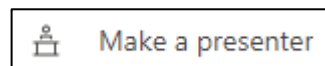
To pin or unpin a participant on your screen. This is useful if you have a long list of participants and you want to have some of them pinned at the top of the list for faster access.

- Remove participant (Organizer/Presenter Only)



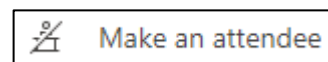
Remove a participant from the meeting.

- Make a presenter (Organizer/Presenter Only)



Change an attendee into a presenter. A presenter can share his/her contents to other participants.

- Make an attendee (Organizer/Presenter Only)



Change a presenter into an attendee. An attendee cannot sharing his/her contents.

As there is no attendance list generated for your meetings, you may need to capture the list of participants manually.

Hang up



Leave the meeting while keeping other participants remain. To end the meeting completely as an organizer, please use the “**End meeting**” button in “**More actions**” menu.

-- End --