



CITY OF **MADISON**

Microsoft Training:

Teams Meetings Basics

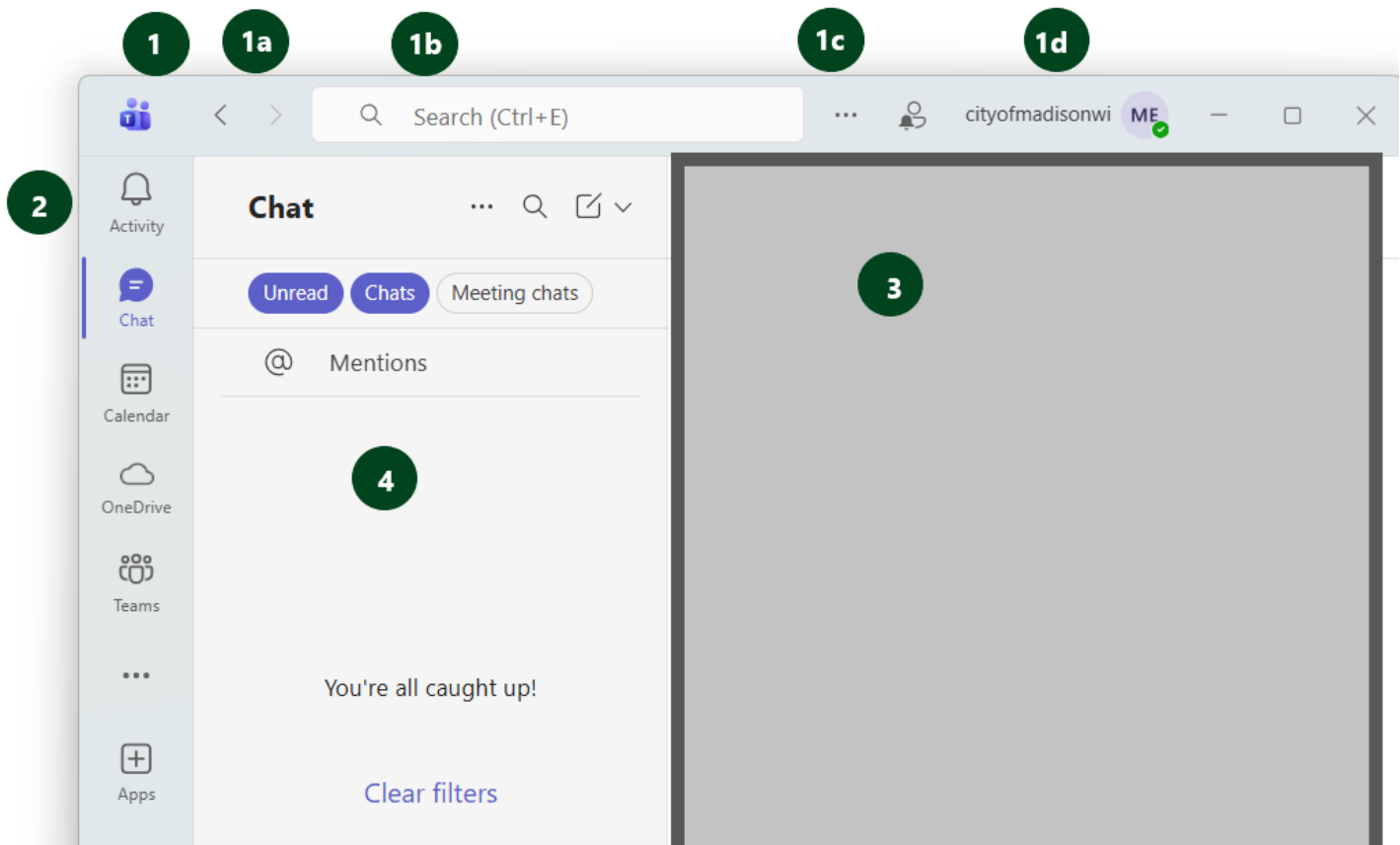
Teams Meeting Basics

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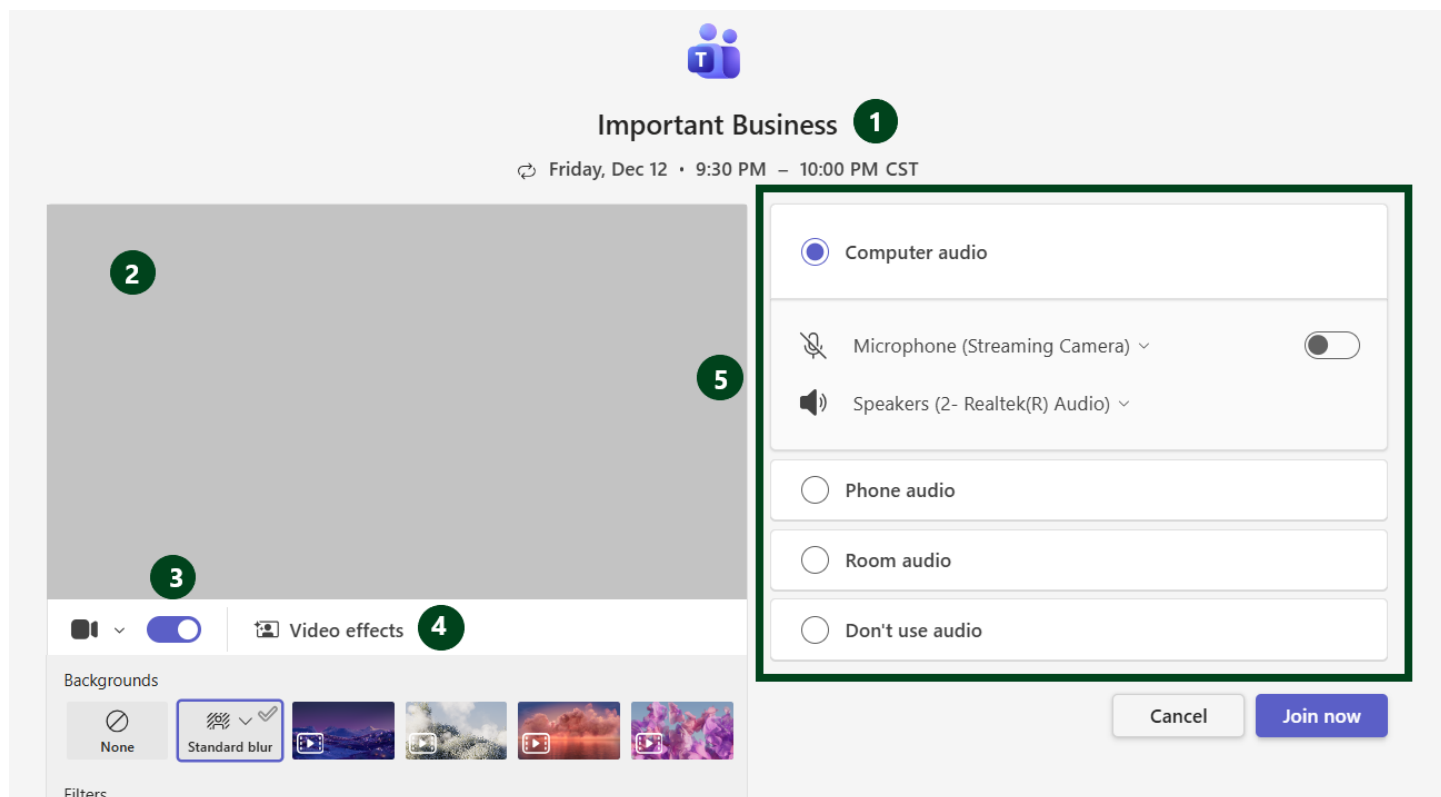
Getting Started

Teams App Orientation

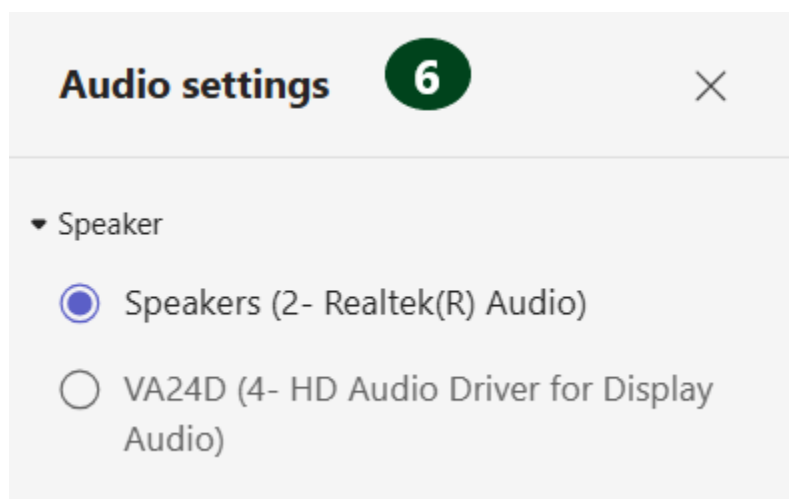


1. **Top menu bar** – Search the app and access the settings and account information.
 - a) **Forward and back buttons** – Go back and forth between locations.
 - b) **Search field** - Search for things like messages and OneDrive files.
 - c) **Settings and more button**- Access account settings and find keyboard shortcuts.
 - d) **Account manager** - Set your work location. Change or add your profile picture.
2. **App bar (AKA vertical toolbar)**- Select the buttons to go to different areas of the app. Teams calls each area a view. What you see in the main part of the app changes depending on the view you select.
 - **Activity**- See notifications for meeting invites, chat reactions, and missed Teams calls. Select one, and the main part of the app goes to the event's location.
 - **Chat** - See chats sent and received over the past 24 hours. Message someone or a group of people.
 - **Calendar** - See your calendar. It's connected to your Outlook calendar. Create and respond to meetings.
 - **OneDrive** - Access your OneDrive files for easy access and sharing.
 - **Apps** - Access M365 apps for easy collaboration during meetings.
3. **Main content area** - See the main parts of the app based on the view you select.
4. **List Pane** – Lists view-specific things like teams, chats, and notifications. Select items in the Pane to open them in the main content area.

Prejoin Screen

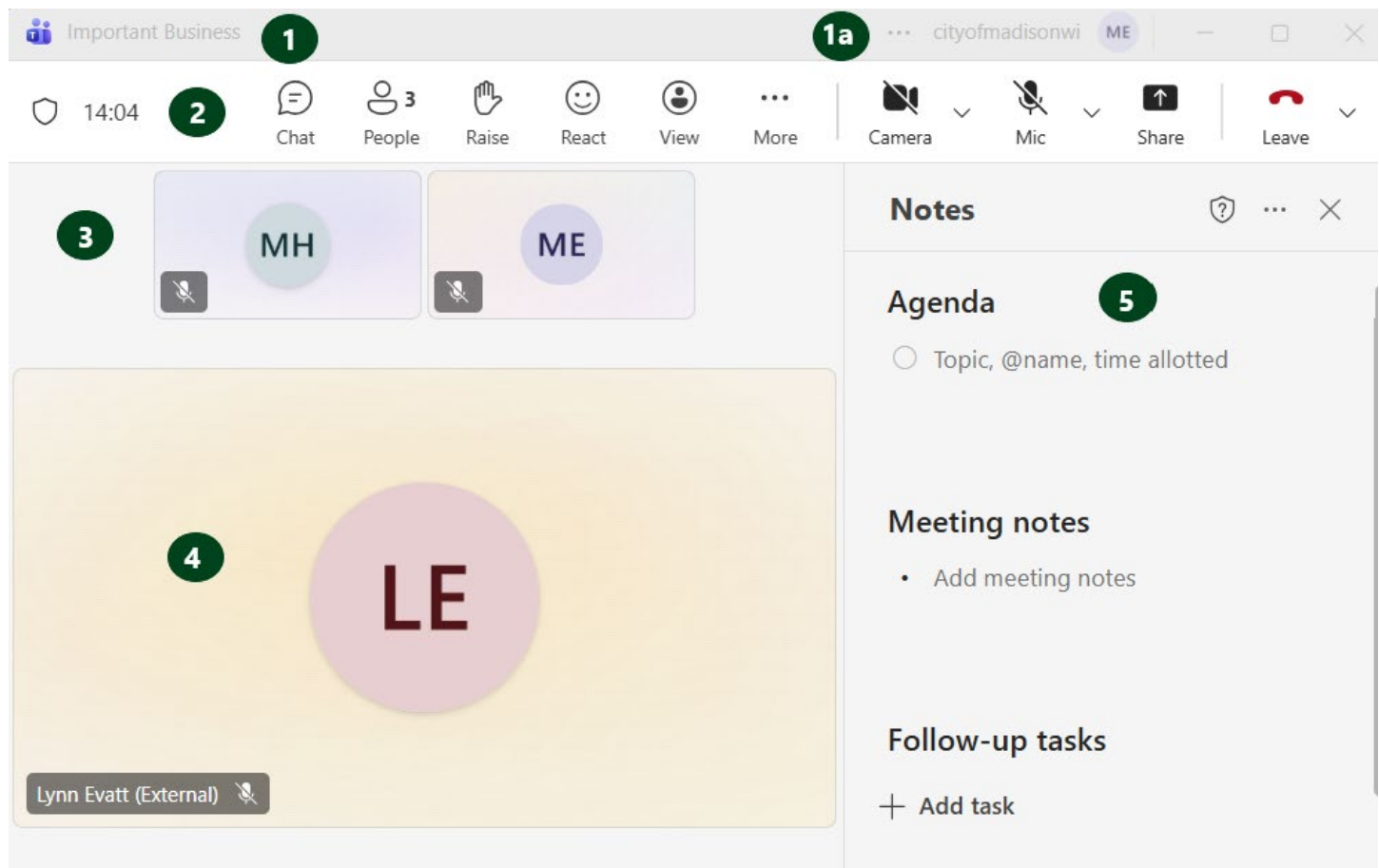


1. **Meeting information** – See the meeting name, date, and time.
2. **Video preview** – See yourself before joining.
3. **Camera toggle** – Turn your camera on and off and choose which one to use.
4. **Backgrounds and filter** – Add or blur a background.
5. **Audio settings** – Choose where you'll hear the meeting.
6. **Side panel** – Open by selecting the **camera**, **speaker** or **audio** button, then **more settings**. Choose things such as which camera, mic, and speaker you'll use in the panel.



Teams Meeting Window Orientation

Join a meeting to open the Teams meeting window.



1. **Title bar** – See the name of the meeting.
 - a. **Settings and more** – Select to make the meeting window smaller or larger. Or to report a problem to Microsoft.
2. **Meeting controls toolbar** – Engage, manage what you show and see, open chat, or add an app.
3. **Gallery** – See participant tiles. Where you'll see them depends on the settings you apply and if someone is sharing content.
4. **Main content area** – See content someone is sharing, a speaker, or the gallery. What you see will depend on what's happening in the meeting and the settings you select.
5. **Side Pane** – Open by selecting certain buttons on the meeting controls toolbar. Pre-Join Screen Orientation

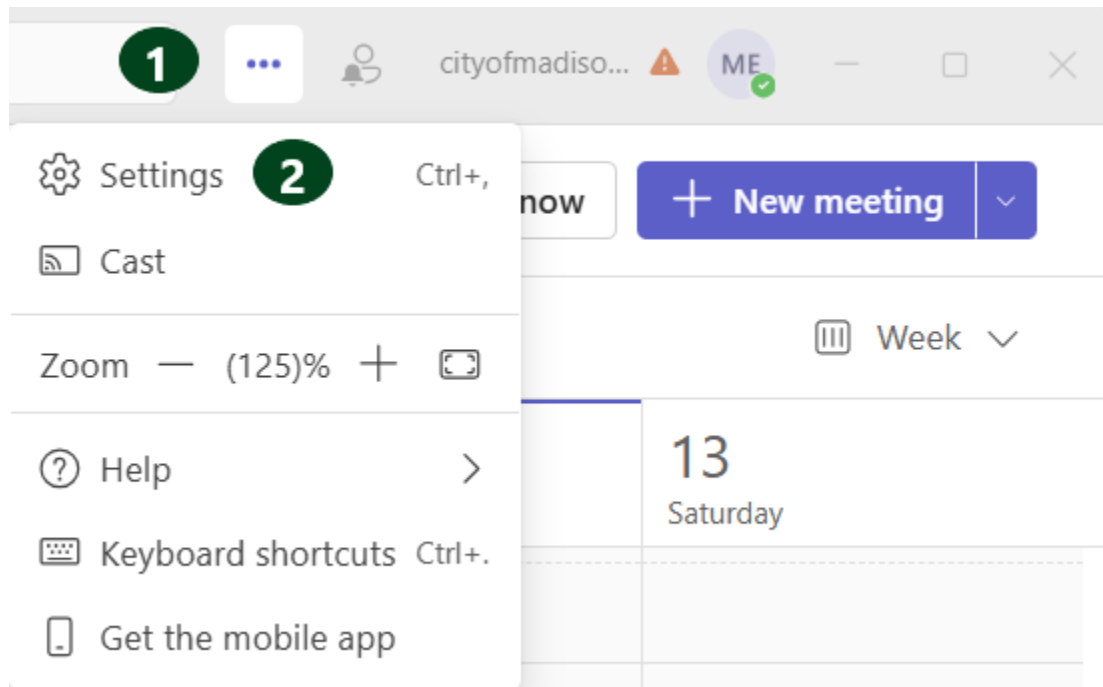
Personalizing Teams

Add or Change Your Pronouns

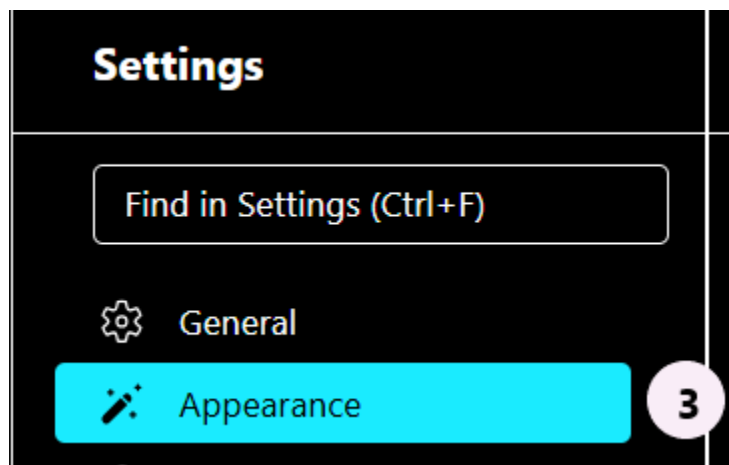
Go to the IT Service Center's Knowledge Base to learn how to [add or change your pronouns](#).

Set a Theme and Emoji Skin Tone

1. Select the **Settings and more (...)** button from the top bar of the app.

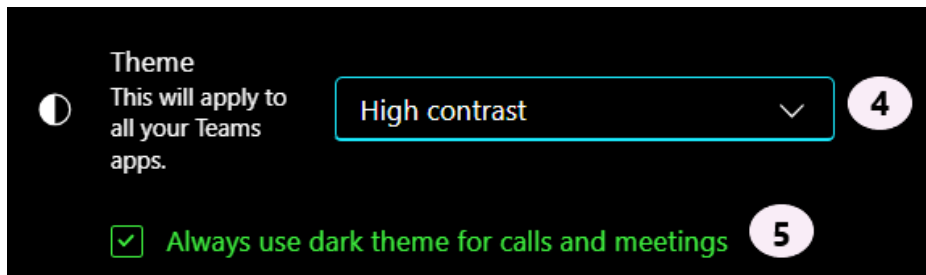


2. Select **Settings**. This opens the **Settings** window.
3. Select **Appearance** from the side navigation pane.

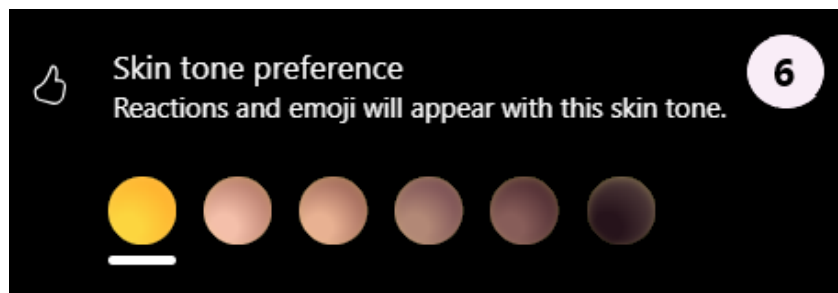


4. Choose one of the following from the **Themes** list. (The one used in these steps is high contrast.)
 - **Follow operating system theme** – Matches your device's settings
 - **Light** – A gray border around the app
 - **Dark** – Standard dark mode

- **Classic** – A blue border around the app
- **High contrast** – Dark mode with high contrast colors



5. Check the **Always use dark theme for calls and meetings** to open calls and meetings in dark mode regardless of which theme you apply.
6. Choose your **skin tone preference**.



Joining a Meeting

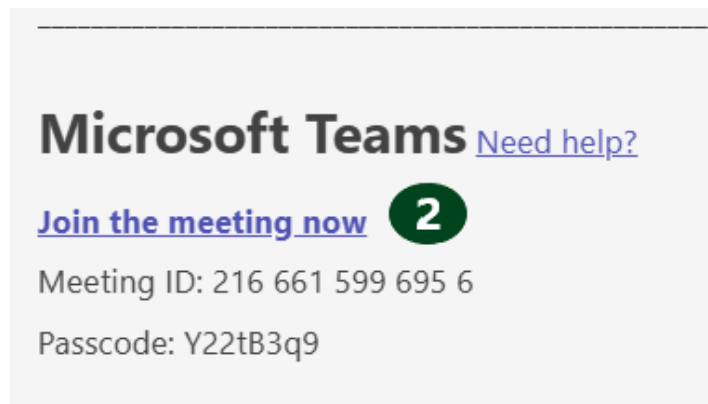
Join from the Meeting Join Info

In Outlook, you can find the meeting join info in the meeting invite you got via email. You can also find it by double-clicking the meeting in your Outlook calendar to open the meeting details.

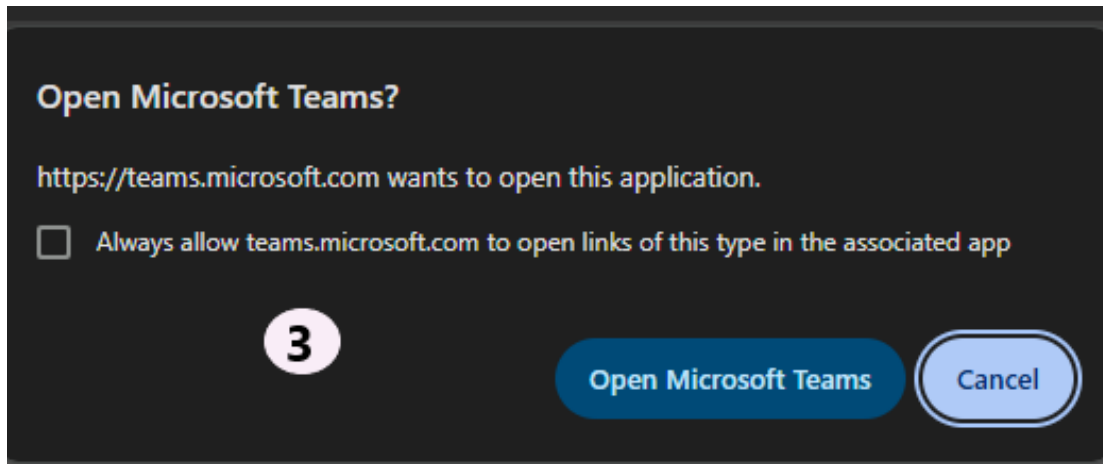
In Teams, you can find the meeting join info by double-clicking the meeting in the calendar.

Join from the Meeting Link

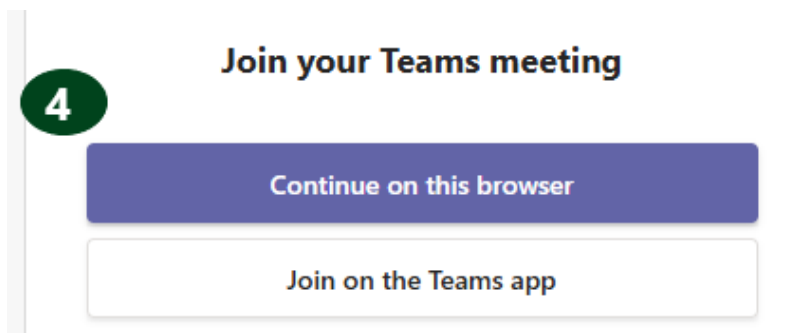
1. Open the join info.
2. Select **Join the meeting now**.



3. A pop-up box might open. To open the meeting in the desktop app, select **Open Microsoft Teams**. To open the meeting in a web browser tab, select **Cancel** and continue to the next steps. (If you don't want to see this pop-up again, select the **Always allow teams.microsoft.com to open links of this type in the associated app** check box.)



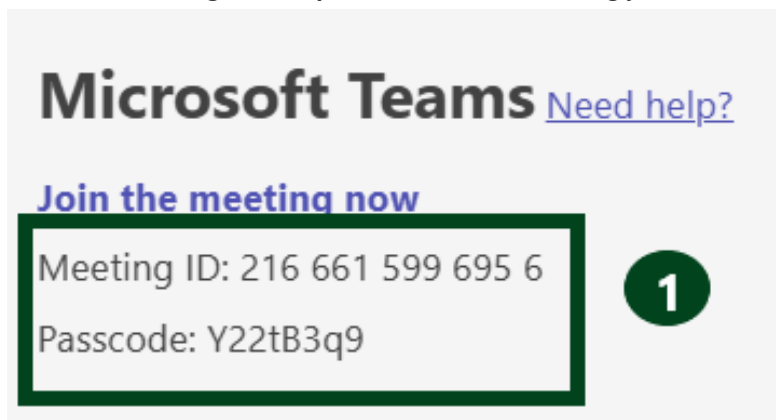
4. Select **Continue on this browser**.



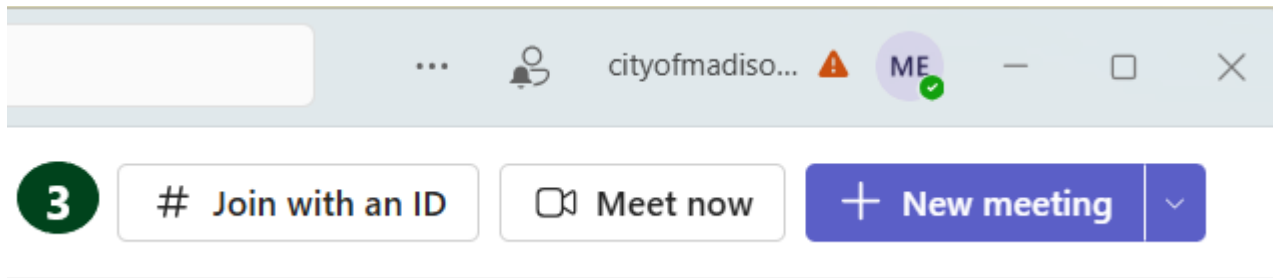
5. If you're not logged in to Teams, you're meeting status will be **"anonymous."** This means you won't be able to do things like present. You'll also need to provide your name.

Join Using the Meeting ID & Passcode in the Teams App

1. Find the **meeting ID** and **passcode** in the meeting join info.



2. Open your Teams calendar.
3. Select **# Join with an ID** from the toolbar. The button's icon may be marked by a pound sign (**#**) only.



4. Enter the **meeting ID** and **meeting passcode**.

A screenshot of the 'Join a meeting with an ID' dialog box. The dialog box has a title bar with a close button. Inside, there is a section for 'Meeting ID' with an information icon and a red asterisk. Below this is a text input field containing '322 222 2'. Below the input field is a section for 'Meeting passcode' with a placeholder text 'Type a meeting passcode'. At the bottom of the dialog box is a blue button labeled 'Join meeting'. To the left of the dialog box, there are two green circles with numbers '4' and '5'.

5. Select **Join meeting**.

Join by Dialing-In

1. Find the phone number and phone conference ID in the meeting join info.

A screenshot of the 'Dial in by phone' section of a meeting join info. The section has a title 'Dial in by phone'. Below the title is a text input field containing '+1 347-991-7104,,883689031#'. To the right of the input field is the text 'United States, New York City'. Below the input field is a link labeled 'Find a local number'. At the bottom of the section is a text input field containing 'Phone conference ID: 883 689 031#'. To the left of the section, there is a green circle with the number '1'.

2. Call the **number**.
3. Enter the **phone conference ID** followed by # (pound).

Join from the Calendar Event

The meeting calendar entry in both Teams and in Outlook will have a **Join** button 15 minutes before the meeting begins.

In Teams:



In Outlook:

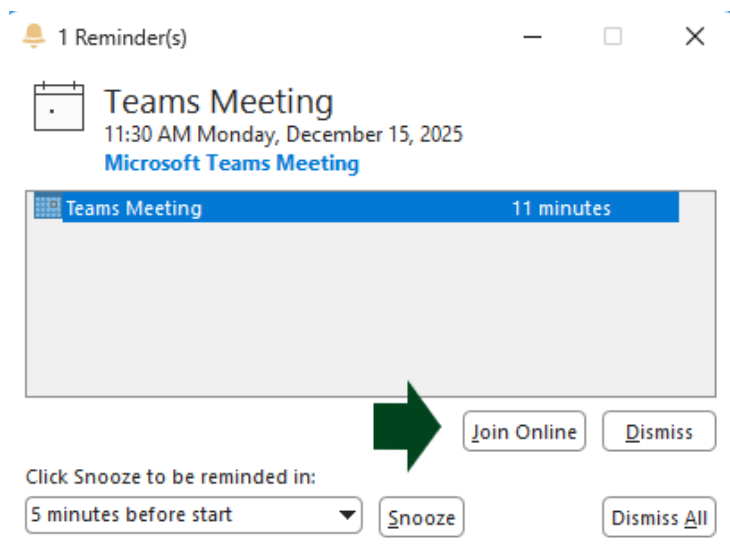


Join from the Outlook Calendar Reminder

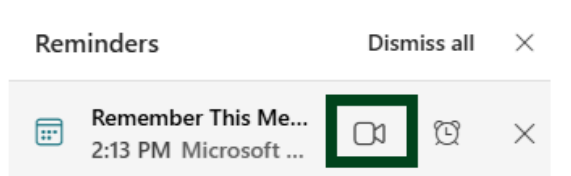
An Outlook meeting reminder pops up on your device's screen in these situations:

- The meeting organizer chose a reminder within a certain amount of time before the meeting. Or they kept the default **Reminder** setting at 15 minutes before the meeting.
- You chose how much time before the meeting starts to get the reminder.

If you're logged in to your M365 account on your City device, select the **Join Online** button in the **Reminder** pop-up. This opens the meeting pre-join screen in the desktop app.

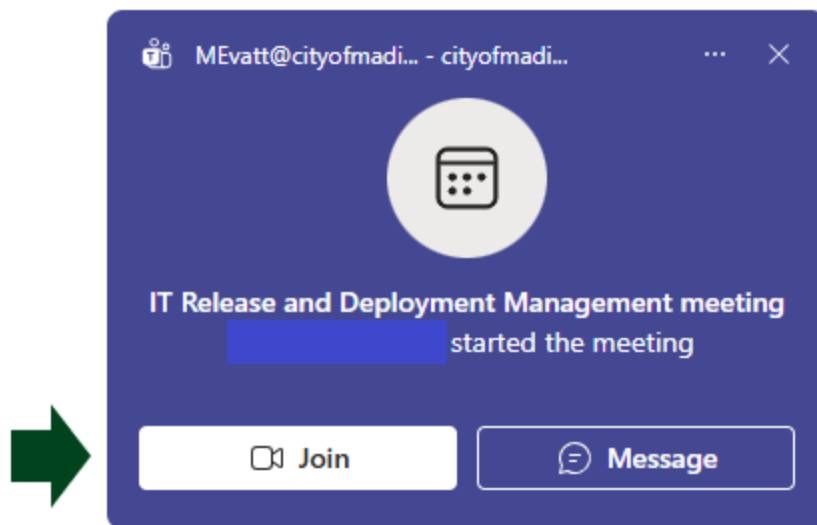


If you're using **Outlook on the Web**, select the **Join Teams meeting** button in the **Reminder** pop-up. This takes you to the join webpage where you can choose where to open the meeting.



Join When Someone Starts the Meeting

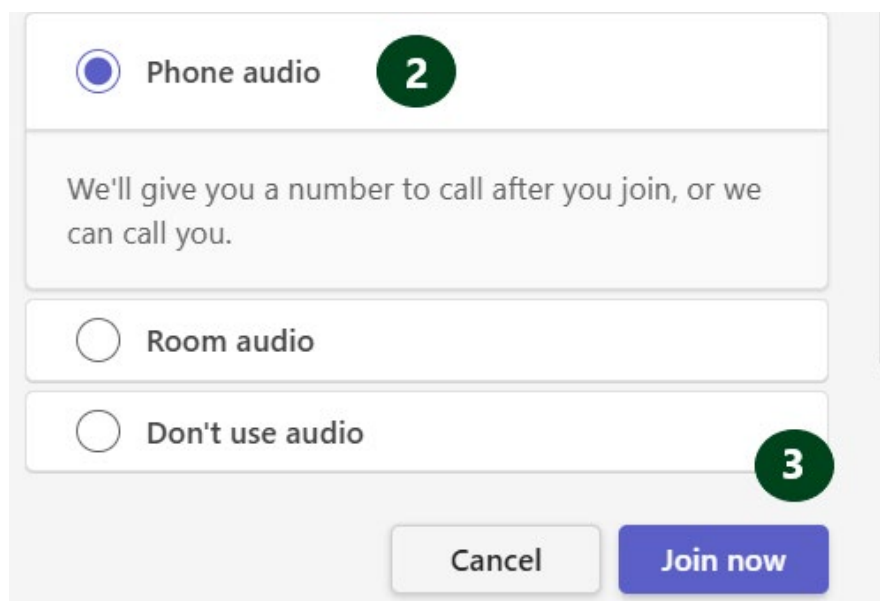
Teams shows a pop-up when someone starts a meeting. Select **Join** to open the meeting.



Join by Using Your Phone and Your Device

Use your phone for audio and Teams for the Web or the desktop app to see the meeting:

1. Go to the pre-join screen by joining the meeting.
2. Select **Phone audio** from the column of audio options. Use the **down arrow** to get to the option with your keyboard.



3. Select **Join now**. This takes you to the meeting and opens a pop-up box.
4. Enter your phone number, then select **Call me**.

Use phone for audio



Enter your number and we'll call you.

6085552712

4

Call me

OR

5. Select **Dial in manually**.

Dial in manually

5

6. Call the **phone number** and enter the **Conference ID** when prompted.

Use phone for audio

Dial in with one of the following phone numbers.

+13479917104 (Toll)

6

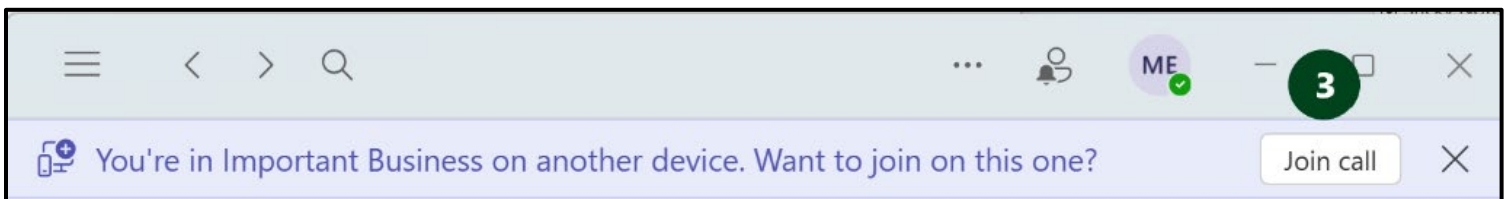
[Get local numbers](#)

Conference ID: 883 689 031 #

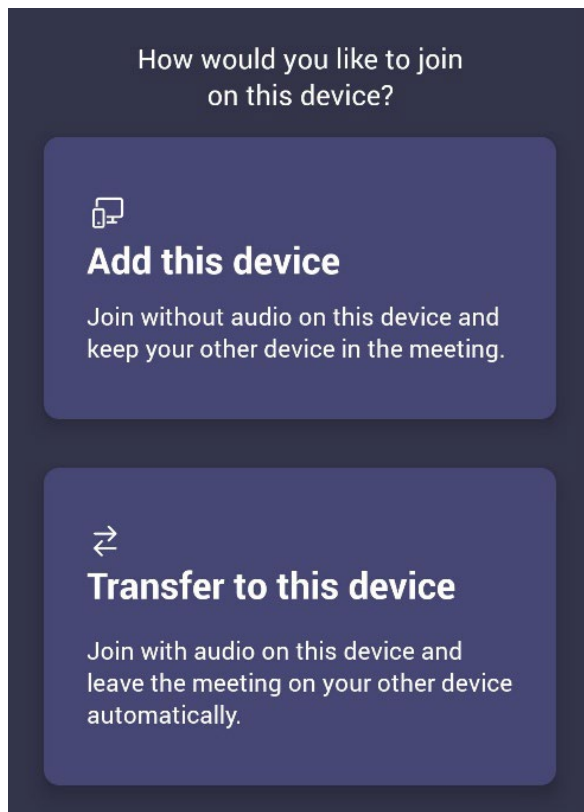
Join by Transferring the Meeting to Another Device

Switch the device you use to attend the meeting, mid-meeting:

1. While in the meeting, open Teams on the device you want to transfer the meeting to.
2. Sign in to the same Teams account you're logged in to on the first device.
3. The app on the new device will have a banner at the top. It says, "**You're in [meeting name] on another device. Want to join this one?**" and has a **Join call** button. Select **Join call**.



4. If you opened Teams on your phone, choose one of these options:
 - **Add this device** – Join without audio on your phone and keep the other device in the meeting.
 - **Transfer to this device** – Join with audio on your phone and leave the meeting on the other device.



Participating in a Meeting

Customize Your Video Settings

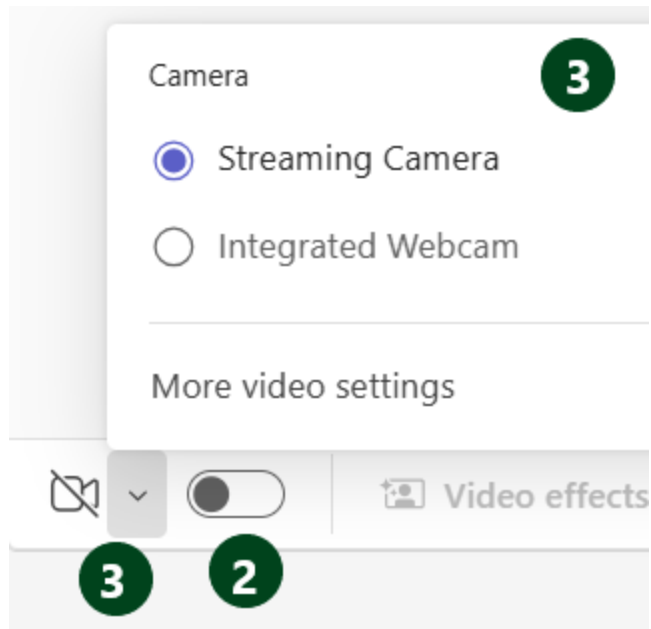
You can choose these video settings from the [pre-join screen](#) and [while in the meeting](#):

- **Camera** - Choose which camera to use. Or turn off your camera.
- **Backgrounds** – Blur your background or choose a different one.
- **Filters** – Apply a color to your background or add a frame.
- **Appearance:**
 - **Adjust brightness** – Enhance the quality of your video in low light conditions.
 - **Soft focus** – Smooth your appearance.
 - **Super Resolution** – Improve low resolution when your device has the resources to apply.
 - **Mirror my video** – See yourself the same way participants do. Applying this setting will only affect your view.

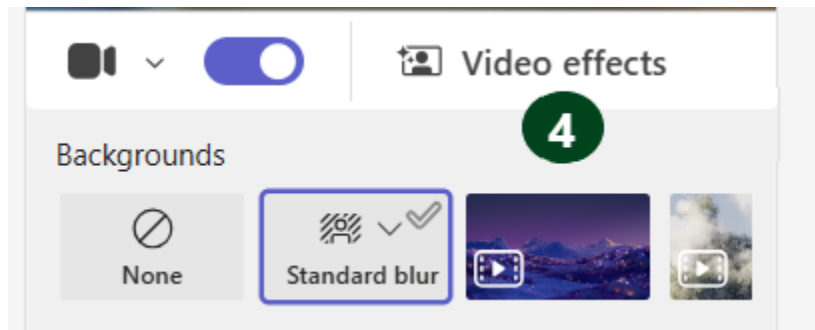
Note: Choose backgrounds and filters that aren't too flashing or busy.

Customize Video Settings from the Pre-Join Screen

1. Open the pre-join screen.
2. Select the **Camera** toggle switch to turn your camera on or off. The toggle is white when it's off and purple when it's on.
3. Select the arrow on the **Camera** button to open a menu containing a list of cameras you pick to use during the meeting and the **More video settings** option. Selecting **More video settings** opens more settings in the **Video Settings Pane**.

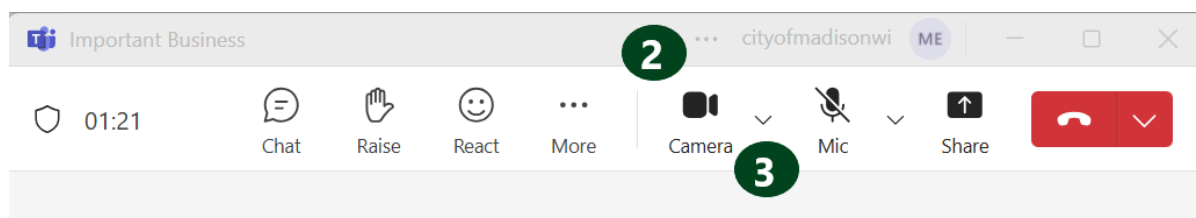


4. Select **Video effects** to open and choose background and filter options.



Customize Video Settings While in the Meeting

1. Join the meeting.
2. Select the **Camera** button from the **Meeting Controls** toolbar to turn your camera on and off.



3. Select the arrow on the **Camera** button to open a menu.
4. Preview what people will see if you turn on your camera.



Camera

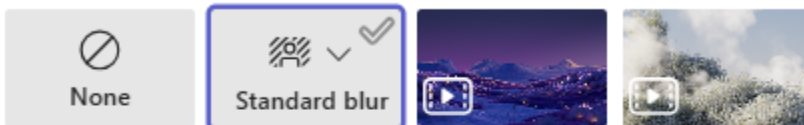
- ☒ Streaming Camera
- ☐ Integrated Webcam

5

5. Choose which camera to turn on.
6. Choose a background.

Backgrounds

6



Adjust brightness

7



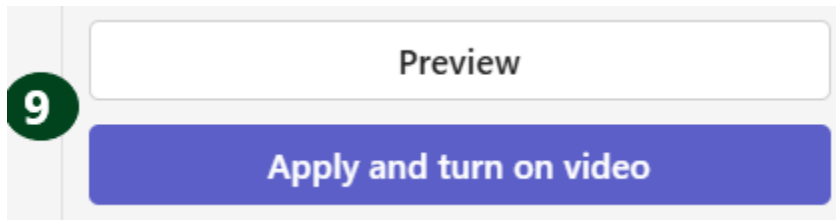
Soft focus



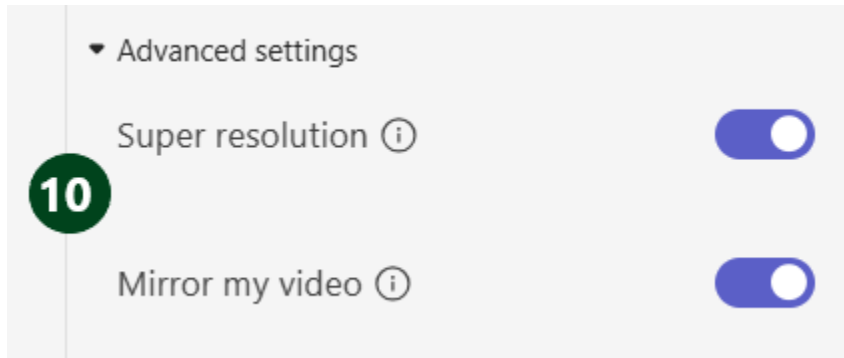
More video effects and settings

8

7. Choose whether to use **Adjust brightness** and **Soft focus** features.
8. Select **More video effects and settings** to choose more options.
9. Preview or apply a background or filter in the **Video effects** tab.

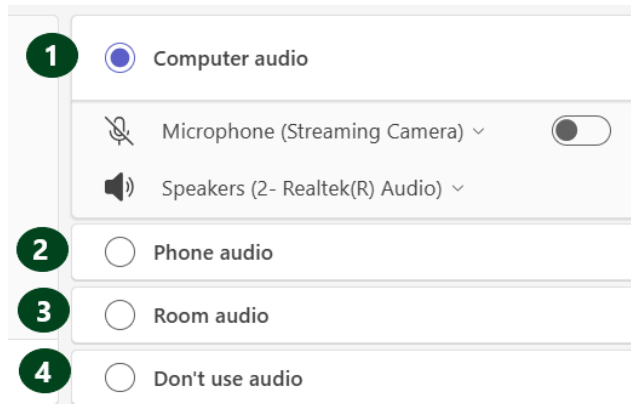


10. Go to the **Settings** tab to choose the **Super resolution** and **Mirror my video** features



Choose Where You Will Hear the Meeting

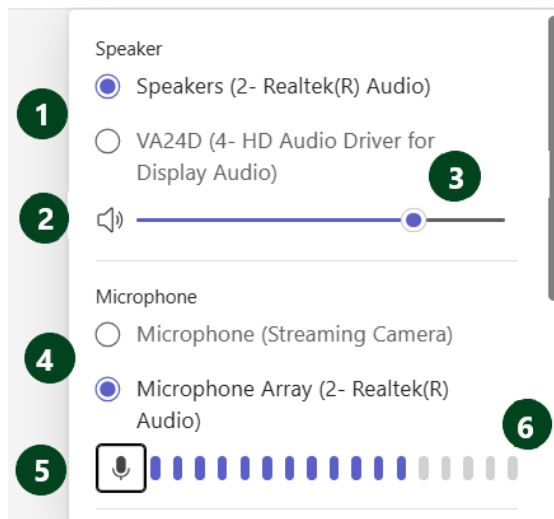
Choose where you will hear the meeting from the pre-join screen:



1. **Computer audio:** Use your computer's speaker and mic.
2. **Phone audio:** Use your phone's mic and speakers while participating in the meeting from the device you joined on.
3. **Room audio:** Connect your device to a Bring Your Own Device (BYOD) Zoom Room. You must join the meeting from the desktop app to use this feature.
4. **Don't use audio:** Select to join the meeting muted. You'll still use your device's speakers to hear audio.

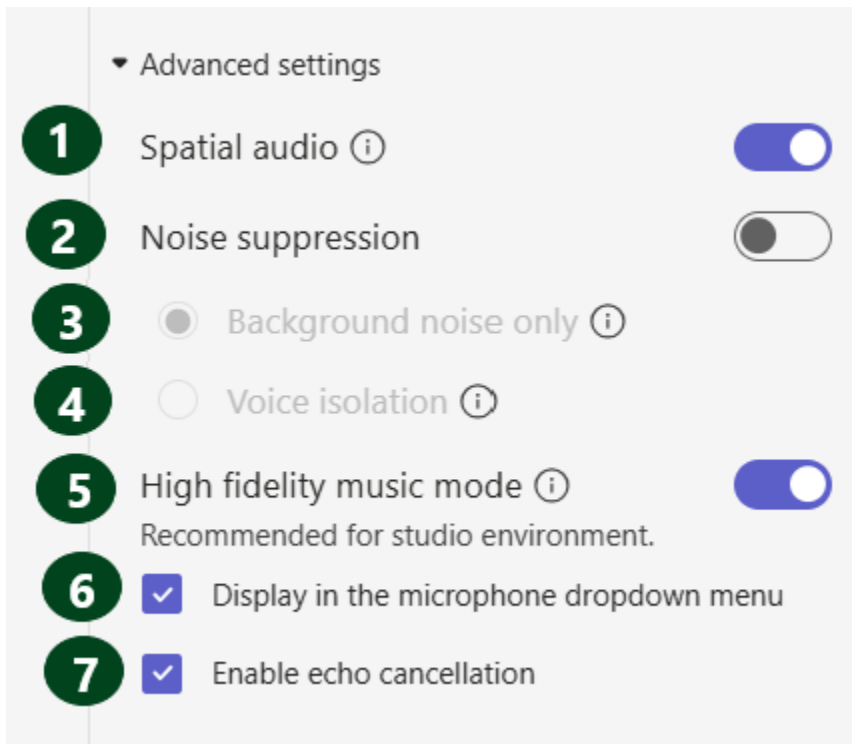
Manage Computer Speaker, Mic, and Advanced Audio Settings

Manage your computer's microphone and speakers with the **Computer audio** settings:



1. **Speakers** - Choose which speakers you'll hear the meeting from.
2. **Speakers on and off button** – Turn your speakers on or off.
3. **Speaker volume control slider** – Control the level of volume you hear from your speakers.
4. **Microphones** – Choose which microphone you want to use when speaking.
5. **Mute or unmute microphone** – Turn your microphone on or off.
6. **Microphone volume slider** – Get visual feedback about the volume of your microphone.

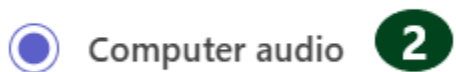
Manage these advanced **Audio** settings:



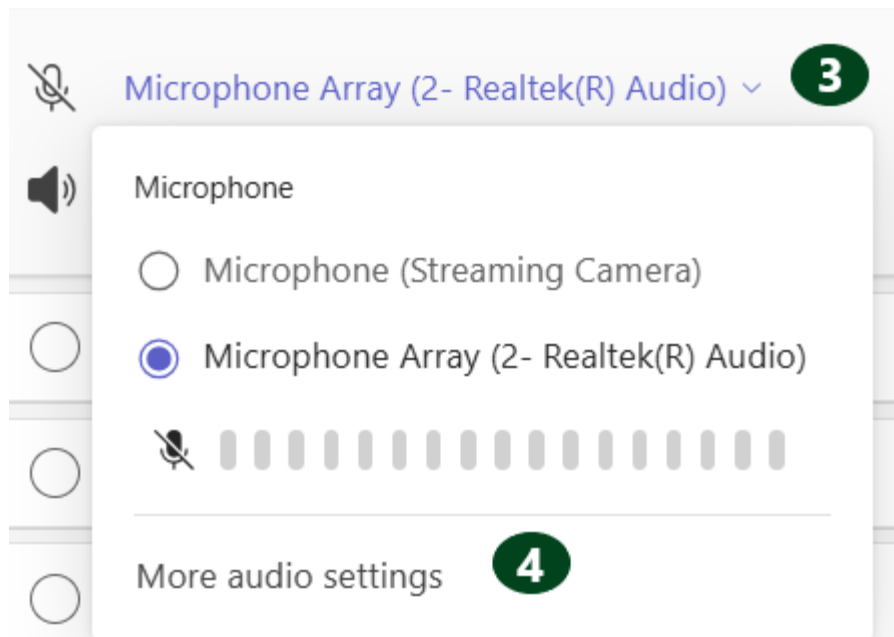
1. **Spatial audio** - Hear speakers from their relative positions on the screen.
2. **Noise suppression** – Choose one of these options to cut background distractions.
3. **Back noise only** - Filter out most background noise.
4. **Voice isolation** - Further isolate your voice and suppress background noise.
5. **High fidelity music mode (only available from the meeting controls toolbar)** - Optimize the sound quality of music you play, such as an instrument or singing. Leave it off for regular calls and meetings. Note that this setting requires more bandwidth and doesn't suppress background noises. Choose one or both settings when you turn the mode on:
6. **Display in the microphone dropdown menu** – Add the High fidelity mode setting to the Mic drop-down list on the meeting controls toolbar.
7. **Enable echo cancellation** – Avoid hearing your voice repeat.

Manage Audio from the Pre-Join Screen

1. Open the meeting pre-join screen.
2. Select **Computer audio** from the column that lists the audio sources options.



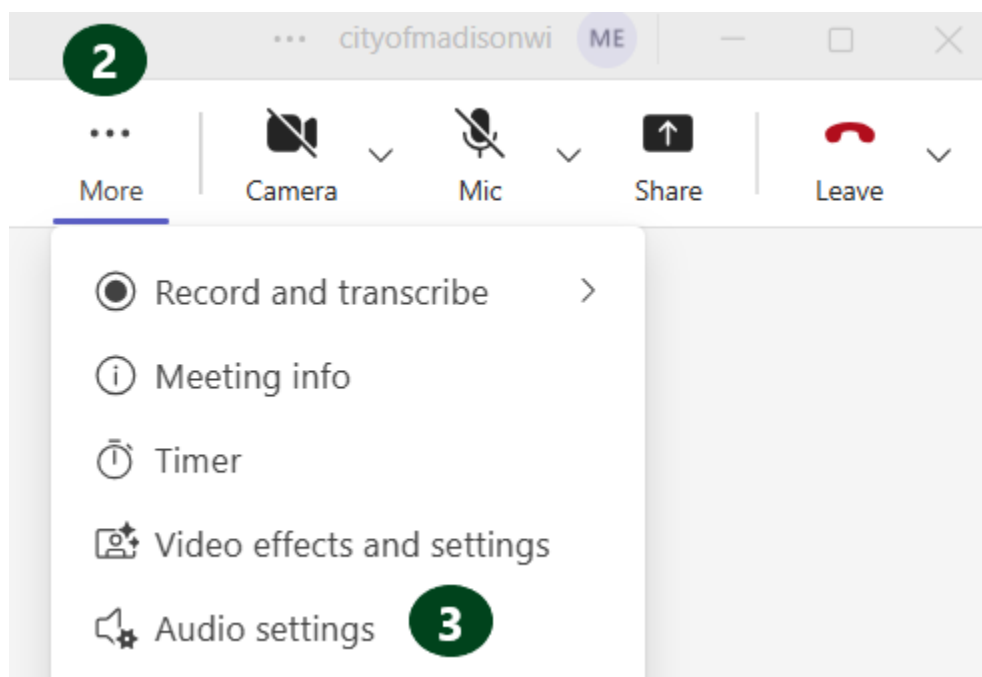
3. Select a microphone or speaker to open a menu.



4. Select **More audio settings**. This opens the **Audio Settings Pane**. Choose the appropriate settings from the **Pane**.

Manage Audio from the Meeting Controls Toolbar

1. Join the meeting.
2. Select the **More (...)** button from the **Meeting Controls** toolbar.

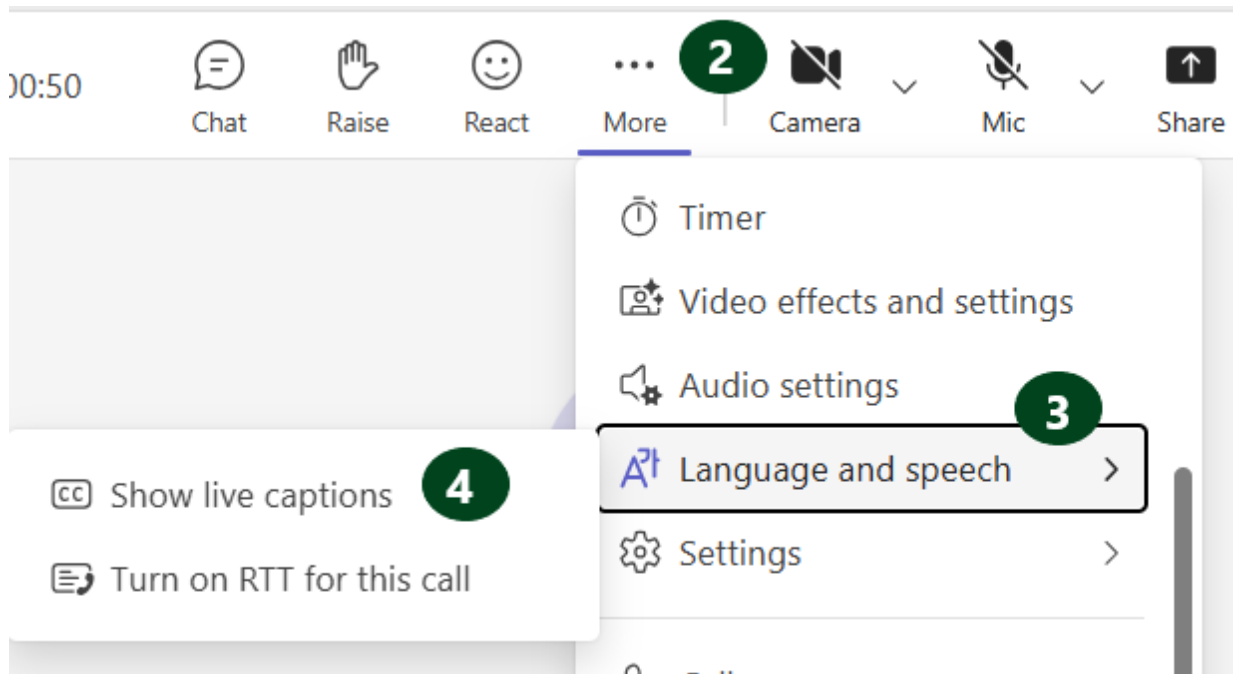


3. Select **Audio settings**. This opens the **Audio Settings Pane**.
4. Choose the settings that work best for you from the **Pane**.

Add Automated Captions

Automated captions are generated by the Teams app. You can choose to see them during the meeting, but captions can't be copied or saved.

1. Join the meeting.
2. Select the **More (...)** button from the **Meeting Controls** toolbar.

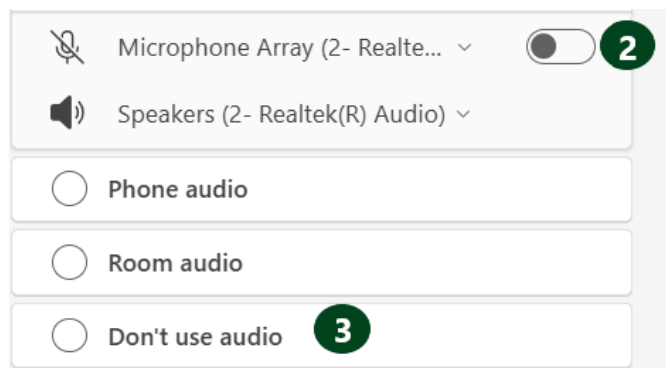


3. Select **Language and speech**.
4. Select **Show live captions**.

Mute or Unmute Your Mic

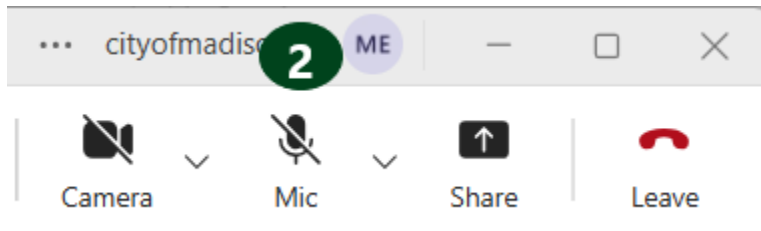
Mute or Unmute from the Meeting Prejoin Screen

1. Open the meeting prejoin screen.
 2. Select the **Mic** toggle. The toggle is purple when it's on and white when it's off.
- OR**
3. Select **Don't use audio** from the column of audio option.



Mute or Unmute from the Meeting Controls Toolbar

1. Join the meeting.
2. Select the **Mic** button from the **Meeting Controls** toolbar. The button has a slash across it when your mic is off. Select it again to turn on your mic.



Use Meeting Chat

People with City IT-managed Teams accounts who were invited to a City meeting can send, receive, and view meeting chat messages before, during, and after a meeting without attending the meeting. They can only access messages sent from the time they were invited. They will not have access to messages that were sent before being invited. An automatic process deletes chat messages after 24 hours.

Everyone else can only send, receive, and view chat messages sent during the meeting once they join. If you join a meeting hosted or attended by someone without a City IT-managed account, their chat retention settings will be different.

You can access the chat feed from these locations:

- The **Chat** tab in the **Meeting Details** window
- The **Chat** panel in a meeting
- The **Chat** panel in the Teams app

Note: Because chat messages can be copied and forwarded, please consider their content when sending messages.

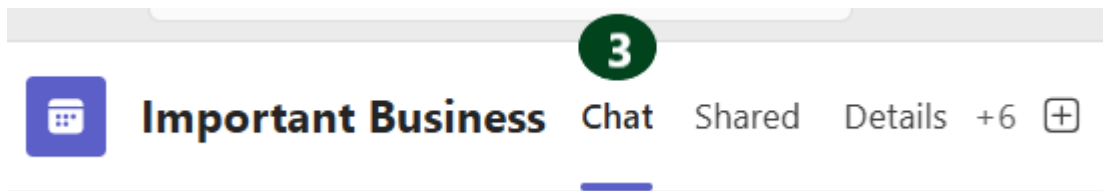
Open the Meeting Chat Feature

Open from the Chat Tab in the Meeting Details Window

1. Open your Teams calendar.
2. Double-click the meeting. Or, press **Tab** until you reach the meeting. Then press **Enter** to open the **Meeting Details** window.

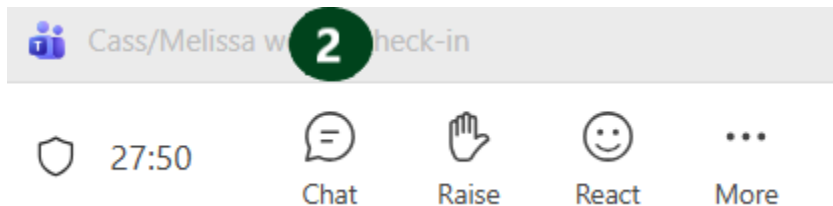


3. Go to the **Chat** tab. (Press **Ctrl + F6** until you reach the tab. Then press **Enter**.)



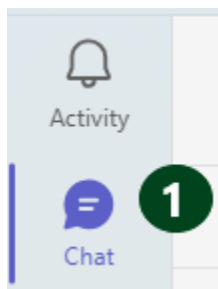
Open from the Chat Panel in a Meeting

1. Join the meeting.
2. Select **Chat** from the meeting controls. This opens the **Chat** panel.

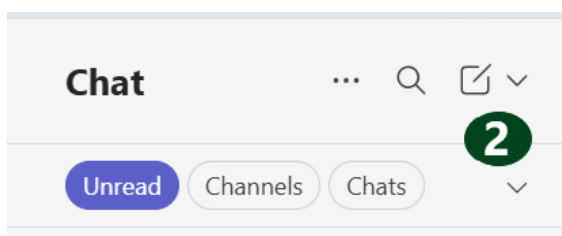


Open from the App's Chat View

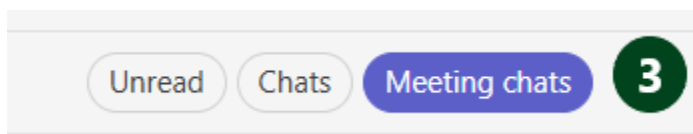
1. Select **Chat** from the **App bar** in the Teams app.



2. Select the **More filters** arrow from the Filter Options toolbar.



3. Select **Meeting chats**.



4. Select the meeting chat message. It has the same name as the meeting.

Open in a Separate Chat Window

You can open a chat message in a separate window no matter where you access the message:

1. Go to the message.

2. Select the **Open in new window** button from the top panel of the chat message feature.

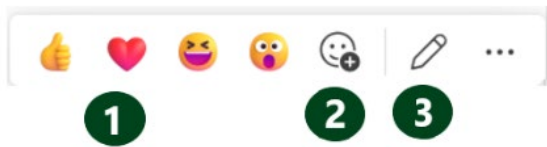


Respond to Meeting Chat Message

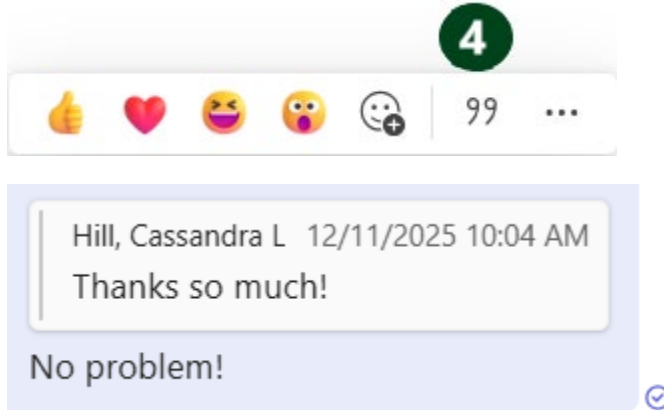
React to, Edit, and Reply to Sent Messages

Hover your mouse over a chat message you sent or received. Do any of the following things:

1. **Reactions:** Choose the **like**, **heart**, **laugh**, or **surprised** reaction. People will see your reaction underneath the chat message.



2. **More reaction:** Select **to** choose more ways to react.
3. **Edit:** Edit a message you sent. (You can only edit messages you sent.)
4. **Reply with quote:** Repost a message someone else wrote with your reply underneath it. (Select the **More options ...** button to find the **Reply with quote** option for a message you wrote.)

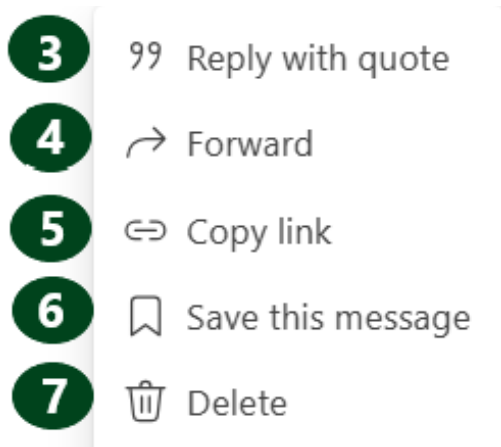


Reply, Forward, Link to, Delete, and Pin Meeting Chat Messages

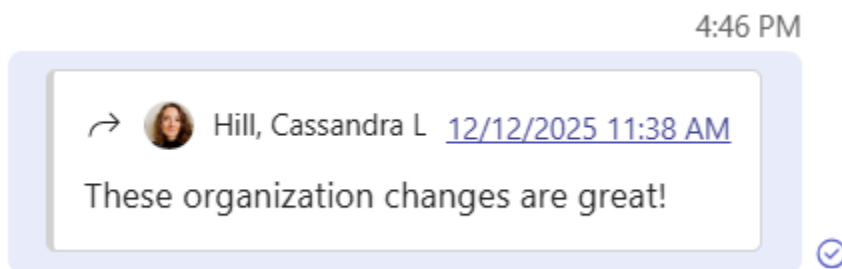
1. Hover your mouse over a meeting chat message.
2. Select the **More options (...)** button.



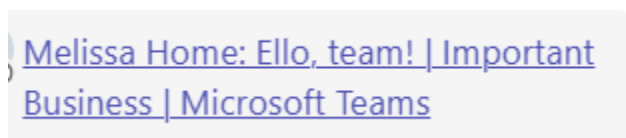
Choose one of these options from the top section of the menu:



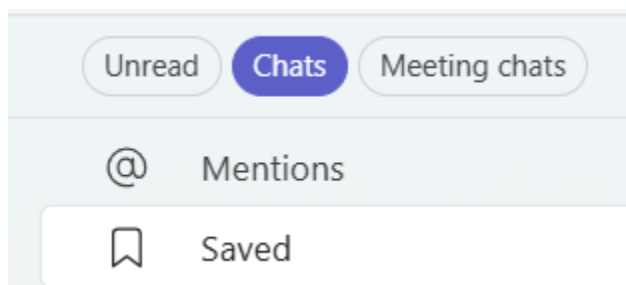
3. **Reply with quote:** This is where you find this feature if you wrote the message.
4. **Forward** – Forward



5. **Copy link** – Send someone a link to a message. Everyone with access to the meeting chat messages can send a link to a meeting chat to anyone, regardless of whether they attended the meeting. Only people with access to the meeting chat message can open the link. But, the link text will show the message's content, who sent it, and the name of the meeting it was sent from. Here's what a shared link looks like:



6. **Save this message** - Save a message. Access it later from the **Chat** panel in the **Chat** view. Only you can see that you saved the message.



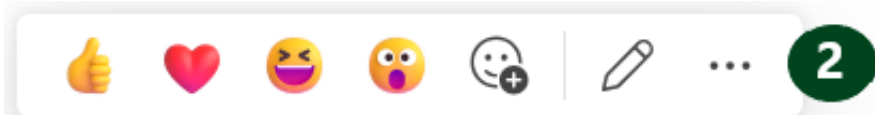
7. **Delete** – Delete a message you wrote.
8. **Pin** – Anchor a message to the top of a chat feed. (The chat feed is the list of messages sent during a chat session.) You'll also anchor the message for everyone who's a member of the chat.

8

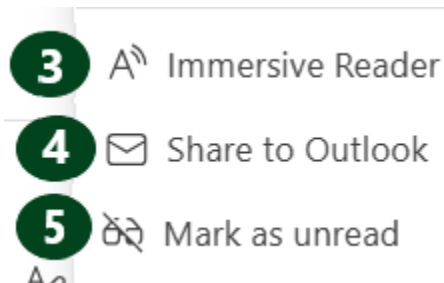
Pin

Immersive Reader, Share to Outlook, & Mark as Unread

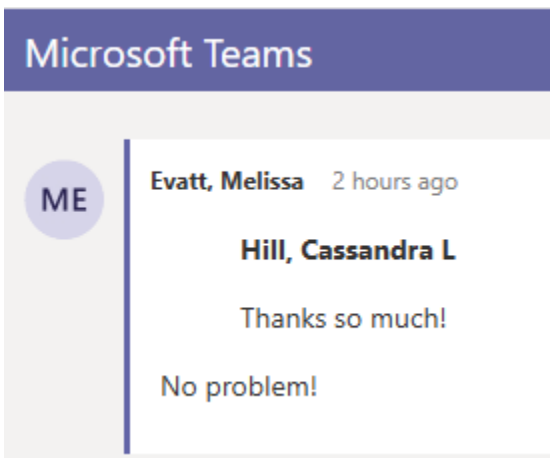
1. Hover your mouse over a meeting chat message.
2. Select the **More options** (...) button. This opens the **More options** menu.



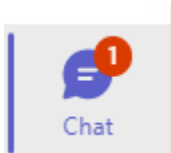
Choose one of these options from the bottom section of the menu:



3. **Immersive Reader:** Look out for future trainings about advanced Teams meeting features.
4. **Share to Outlook:** Email an individual chat message to anyone, regardless of whether they attended your meeting. Here's an example of what a forwarded chat message looks like:



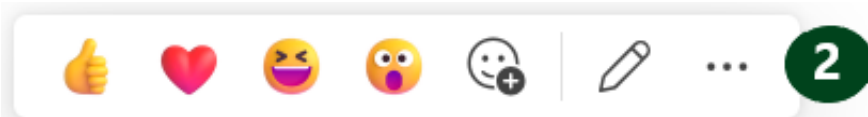
5. **Mark as unread:** Get a new chat notification to remind yourself to read a message at another time. Messages will still be deleted after 24 hours.



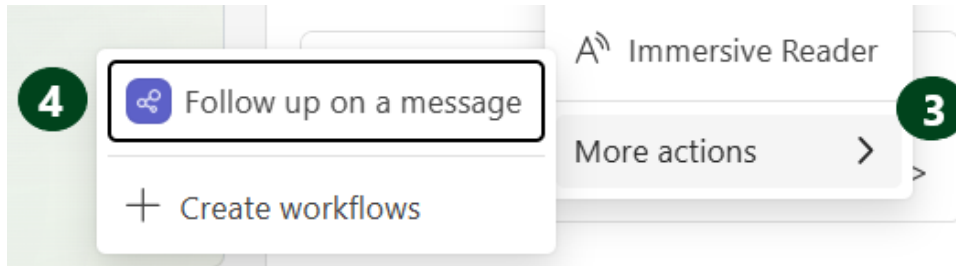
Follow Up on a Message

Get a notification in the **Activity** feed to follow up on a message. An automatic process will delete the notification after 24 hours.

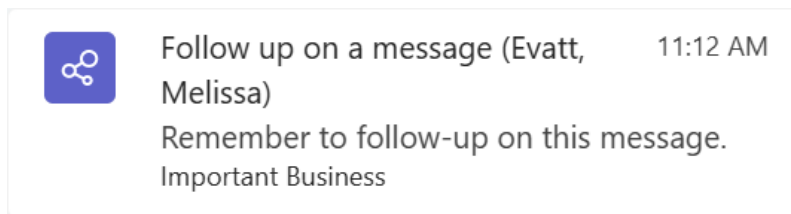
1. Hover your mouse over a meeting chat message.
2. Select the **More options** (...) button. This opens the **More options** menu.



3. Select **More actions** from the menu.

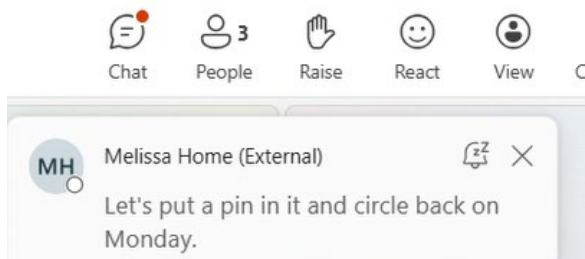


4. Select **Follow up on a message** –



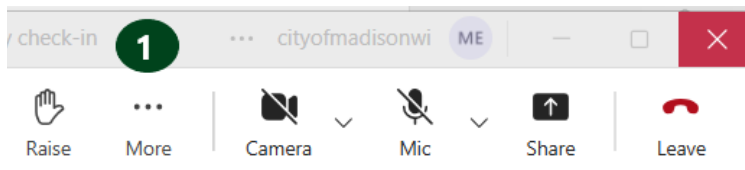
Hide Chat Bubbles

If you don't have the **Chat Pane** open during a meeting, Teams shows a chat bubble when someone sends a meeting chat message:

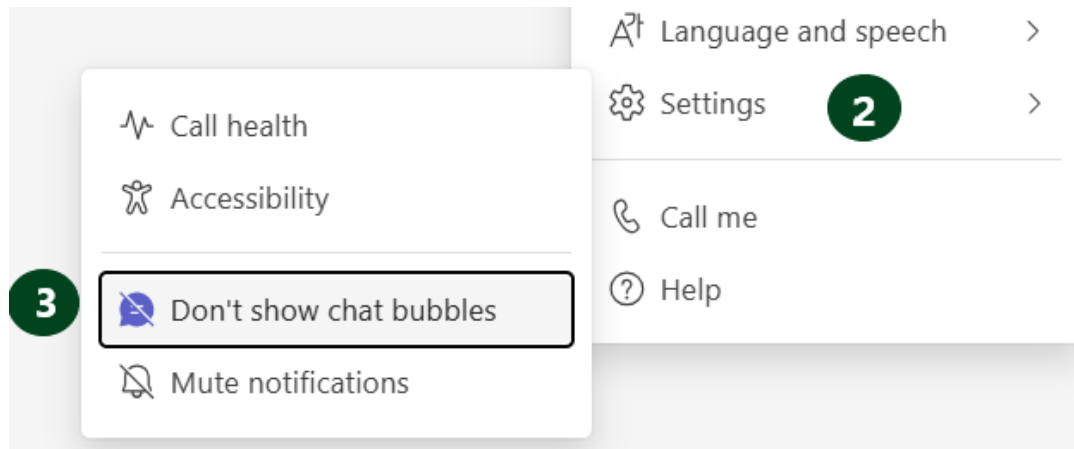


You can hide chat bubbles if you don't want them popping up on your screen:

1. Select the **More actions** (...) button from the **Meeting controls** toolbar.



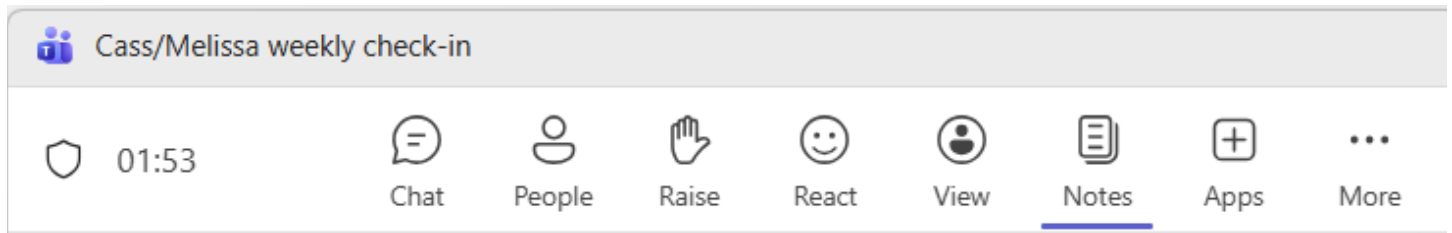
2. Select **Settings**.



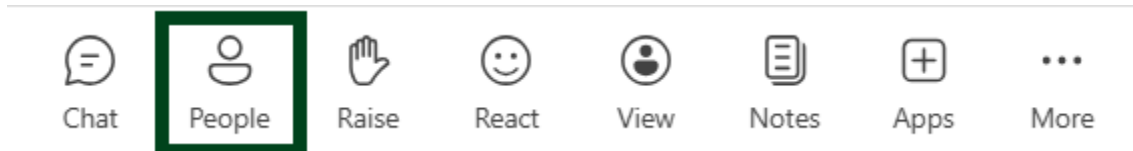
3. Select **Don't show chat bubbles**.

Use Meeting Controls

The **Meeting controls** toolbar has buttons that open menus and side panes. This gives you more ways to engage in a meeting. The toolbar is at the top of the **Meeting** window.

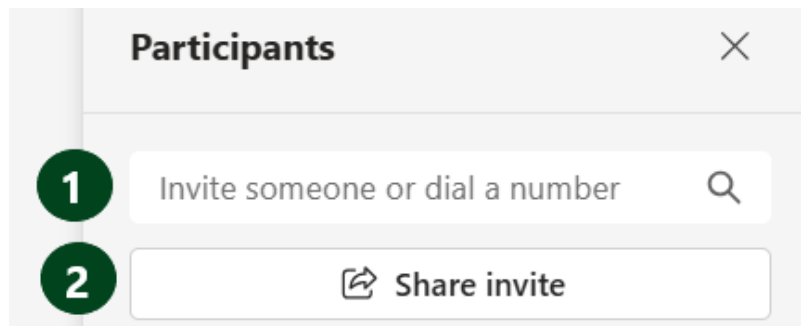


People



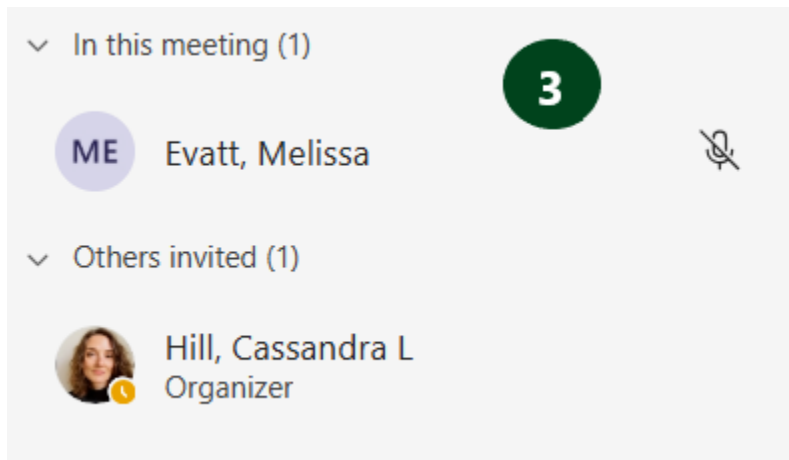
Select **People** from the **Meeting Controls** toolbar to open the **Participants Pane**. Here are some things you can from the **Pane**:

1. **Invite someone or dial a number:** Invite someone with a City IT-managed Teams account or dial a number.

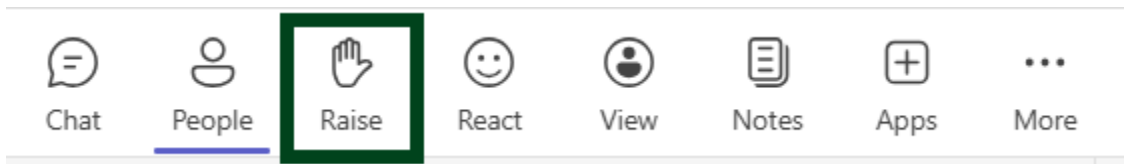


2. **Share invite:** Everyone who joins a meeting can use the **Share invite** feature. The invite recipient doesn't need to have a City IT-managed Teams account, be invited to the meeting, or receive an invite from someone who was invited to the meeting.

3. See a list of invitees categorized by who is presenting in, attending, and invited to the meeting:



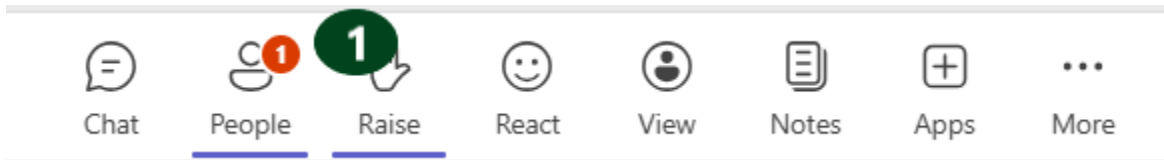
Raise Your Hand



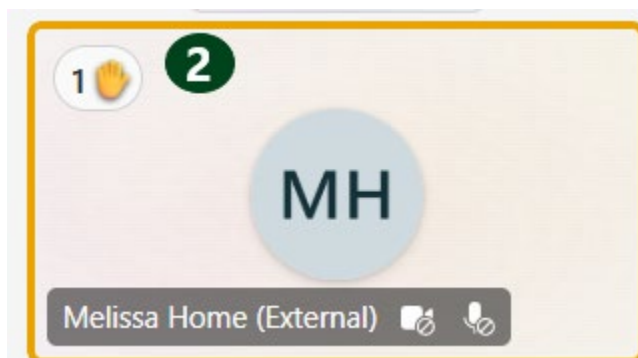
Select the **Raise your hand** button to let the host know you want to speak. Select the button again to lower your hand.

Teams shows the order participants raised their hands in these places:

1. The **People** button on the **Meeting controls** toolbar



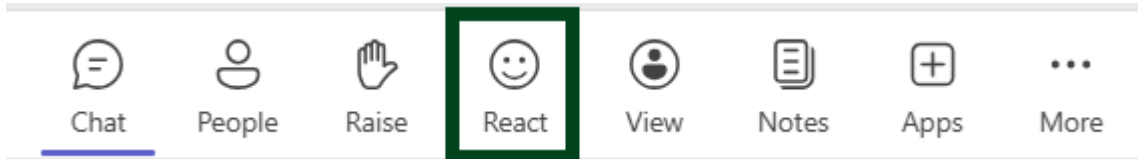
2. The person's video tile



3. The **Participants Pane**



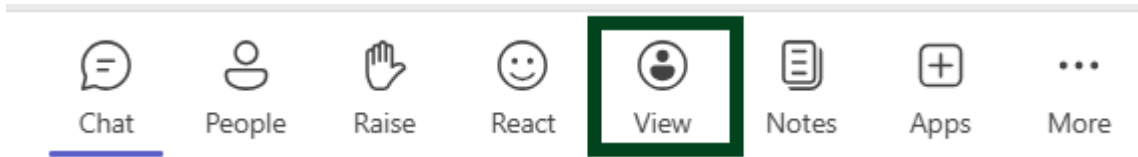
React



Respond to things happening in a meeting with **Reactions**. Options include **Like**, **love**, **laugh**, and **surprise**. Note that hosts can turn this feature off. It therefore won't be available in all meetings.



View



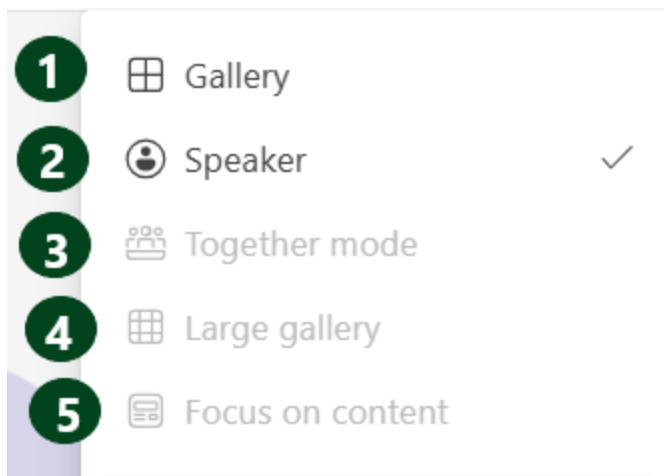
The **View** feature lets you choose what you'll see in the main area of your meeting screen and when you'll see it.

"Gallery" is the default view. It's also the collection of participants' tiles. Teams moves the gallery to different places based on what's happening during the meeting.

If you don't change any of the **View** settings, you'll see the **Gallery** in these places:

- **When someone is not sharing content** – In the main area of the meeting window.
- **When someone is sharing content** – In the **Gallery** panel on the right side of the screen.

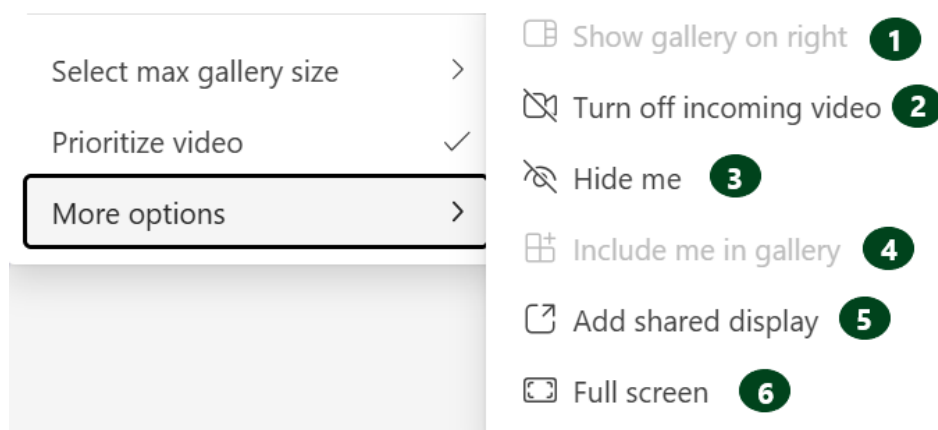
To review or change the default view, select the **View** button and choose one of these options:



1. **Gallery** - Show the gallery in the main area of the window when no one is sharing. (This is the view you'll see unless you choose another view.)
2. **Speaker** - Show the tile of whichever participant is speaking. Shift the gallery to a right side panel in the main content area.
3. **Together mode** - Show participants in an AI scene, such as in chairs in a classroom. At least four people need to be in the meeting with their cameras on for this feature to work. You can use it with up to 49 people. Each available scene shows the greatest number of people it can support in the top right corner.
4. **Large gallery** - Show up to 49 video tiles in the main area of the screen. At least 10 people need to have their cameras on to use this feature.
5. **Focus on content** - Display only shared content and hide the gallery.

Control More View Options

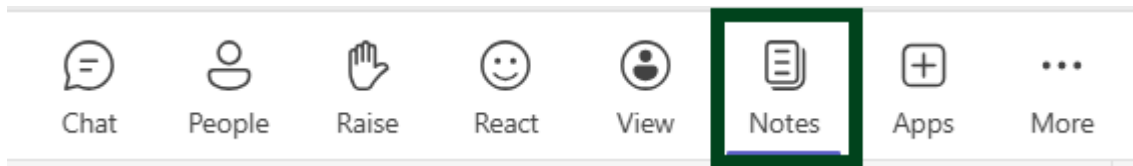
Customize your view in more ways from the **View** menu. Select the **View** button from the meeting controls toolbar to open the menu. Select **More options**. Then select one or more of these options:



1. **Show gallery on right** – Shift the gallery to the right side of your screen.
2. **Turn off incoming video** – Block your view of participant's video feed.
3. **Hide me** - Hide your tile on your screen only.
4. **Include me** – Select to unhide yourself from the gallery.
5. **Add shared display**: Connect your laptop to a bring-your-own-device meeting room.

6. **Full screen:** In the desktop app, hide the title bar. In the Teams web app, hide the browser's address and title bar.

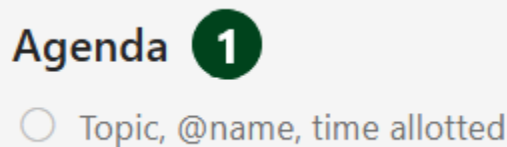
Notes



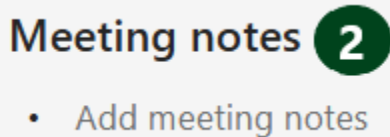
Notes have a section to add an agenda, take notes, and create follow-up tasks. Anyone with City IT-managed Teams accounts can view, start, and edit **Notes**. They can also see changes made to Notes as they're made. You can't share Notes with people who don't have City IT-managed Teams accounts. If someone added a Note before the meeting, you'll see them in the **Note Pane**. Select the **Notes** button from the **Meeting controls** toolbar to open the **Pane**.

Do these things from the **Notes Pane**:

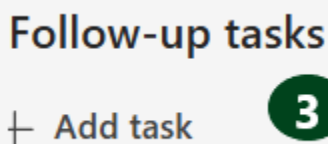
1. **Agenda:**



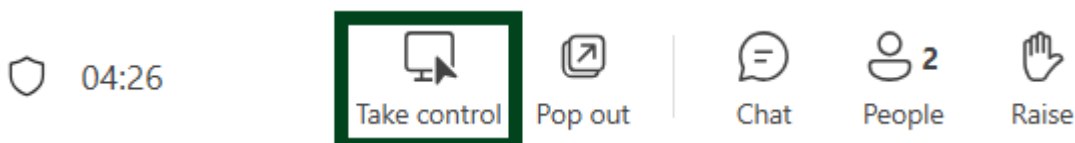
2. **Meeting notes:**



3. **Follow-up tasks:** Assign people follow-up tasks during a meeting. The items are added to the person's Microsoft **To-Do** and **Planner** apps in the **Assigned to Me** section.

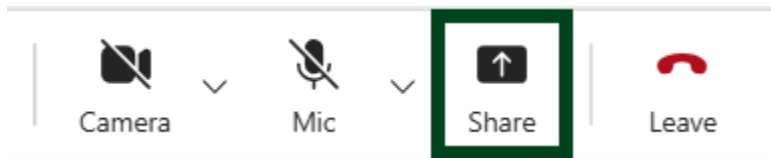


Take Control



The **Take control** feature lets you control someone else's device while they're presenting. How much you can control depends on what the person chooses to present. If they present a screen, you can control everything on the screen. For example, you can do things such as open apps, open and close windows, and access their system settings. If they present a window, you can do things such as open and close tabs and change the area of focus. This can be helpful when trying to help someone with troubleshooting issues. You can only allow people with City IT-managed Teams account to take control of your device.

Presenting in a Meeting



Presenting involves sharing your screen and / or other content with participants during a meeting. You can present in a meeting if you're a meeting organizer, co-organizer, or presenter. The meeting organizer decides which role you'll have.

Share a Screen, Window, or Tab

A screen is everything you see on your device's monitor. A window is everything you can see in an app, such as a Word document. You can share both from the desktop app and Teams for Web:

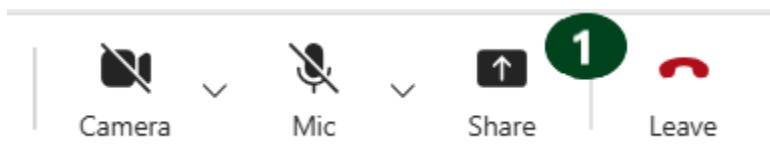
- **Window** – Participants will only see the shared window. You can open another window on the same screen or move the window without changing what they see.
- **Screen** - Participants will see everything that is on the shared screen.

You can also share a browser tab from Teams for Web:

- **Tab** – Participants will only see the shared tab. You can move the tab or open another one without changing what they see.

Share a Screen or Window from the Desktop App

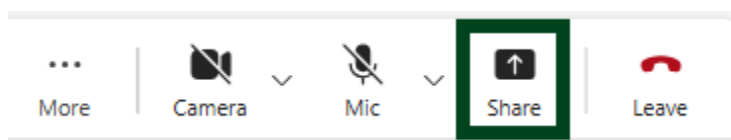
1. Select the **Share** button from the **Meeting controls** toolbar.



2. Choose the screen or window you want to share.
3. These things happen on your screen when you share:
 - Teams adds a red border around the content you're sharing.
 - The Teams app minimizes. The minimized app has controls on top and people's tiles beneath the controls. The bottom tile shows how people see the content you're sharing. Only you will be able to see the minimized app. Everyone else will only see the content you're sharing.

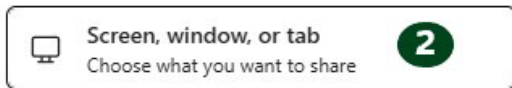
Share a Screen, Window, or Tab from Teams for Web

1. Select the **Share** button from the meeting controls toolbar.

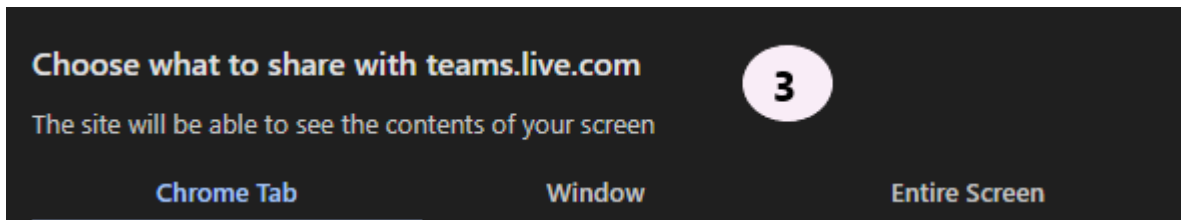


2. Select **Screen**, **window**, or **tab**.

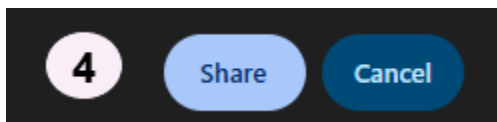
Share content



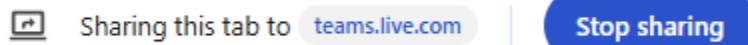
3. Go to the **Tab**, **Window**, or **Entire Screen** tab.



4. Select **Share**.



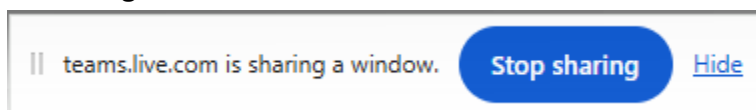
- Teams adds a banner to different places depending on what you're sharing:
 - Tab –**
 - Teams adds a banner to the top of the shared tab. Select the **View tab: teams.microsoft.com** button to go to the tab the Teams meeting is open in.



- Teams also adds a banner to the top of the tabs not being shared. Select the **Share this tab instead** button to change what you're sharing.

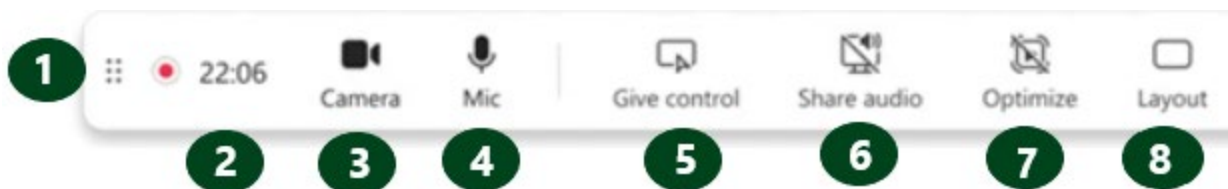


- Window or Screen –**
 - Teams adds a banner to the bottom of your screen. The banner may not be in the window you have the meeting open in or the one that has the content you're sharing. The banner has a **Stop sharing** button.



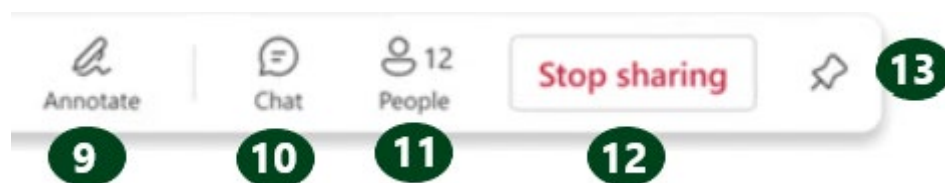
Use Presenter Controls

The presenter controls toolbar shows up when you present a screen or window from the desktop app. Place your cursor at the top of your shared screen or window to open it. Only you will be able to see the toolbar. It will close after you've stopped interacting with it.



Use the controls to do these things:

1. **Drag handle** – Select and hold to move the toolbar.
2. **Time** – See how long the meeting has been going for.
3. **Camera** – Turn your device’s camera on or off.
4. **Mic** – Turn your device’s mic on or off.
5. **Give control** – Allow someone with a City IT-managed Teams account to take control of your screen. They’ll be able to do things like interact with your screen and make edits to documents. Select **Take back** to take back control.
6. **Share sound** – Stream audio from your device, including notification sounds.
7. **Optimize** – Use when you’re sharing video content. This reduces lags and delays. Only use it when sharing a video. It might distort text and images that aren’t in a video.
8. **Layout** – Choose one of the [presenter modes](#) described in the following section.

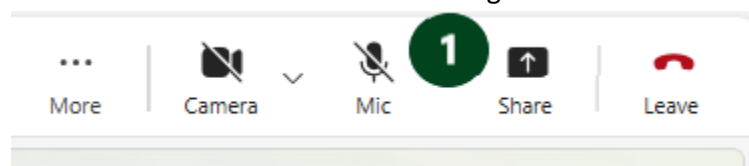


9. **Annotate** – Mark up the content on the screen you’re sharing. All meeting participants can mark up the content right away. The presenter can also choose to be the only one to use the feature. Take a snapshot from the annotation toolbar to save the mark up to a Whiteboard file. **Note:** This feature is only available if you share your screen. It’s not available when you share a window.
10. **Chat** – Open the chat panel in the desktop app.
11. **People** – Open the People panel in the desktop app.
12. **Stop sharing** – Stop sharing content. If you shared from the same monitor you have the Teams desktop app open in, you will return to the main meeting window.
13. **Pin** – Anchor the toolbar to the screen.

Choose How Participants See You with Presenter Modes

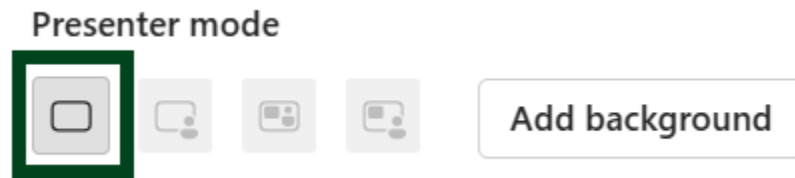
Presenter modes decide what your background looks like when you share. They’re only available when you share from the Teams desktop app.

1. Select the **Share** button on the meeting controls toolbar.

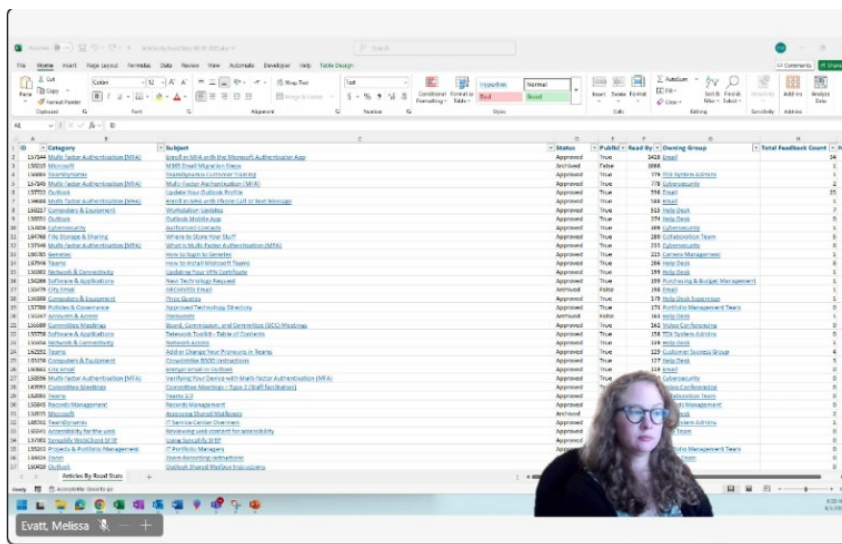
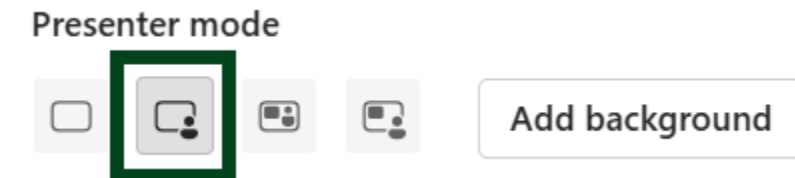


2. Select one of the options below:

- **Content only** – Show only the content you share. Participants will see your video tile where they chose to see the gallery. This is the option that Teams chooses for you if you don't make another selection.

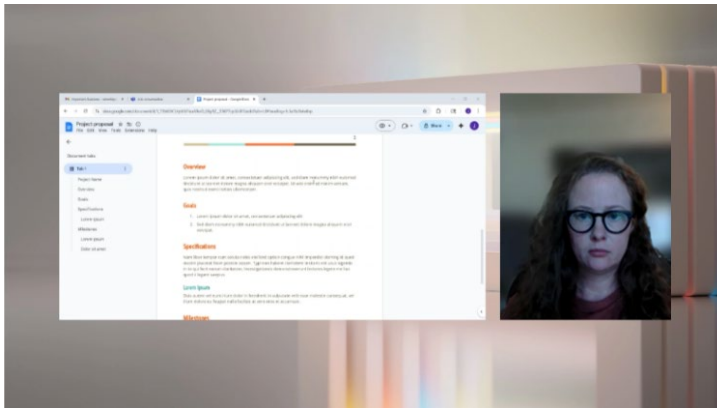


- **Standout** – Show yourself in front of the content you're sharing.



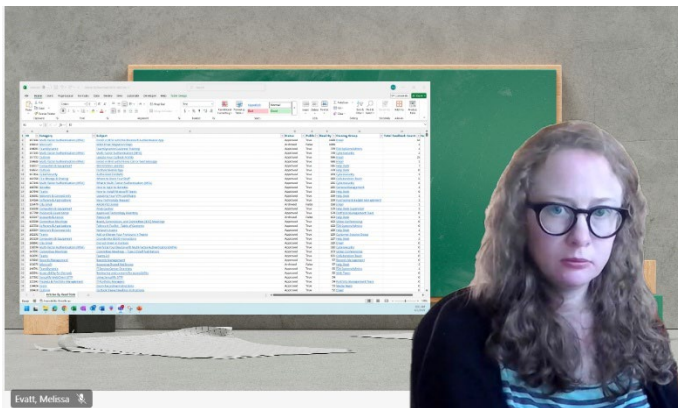
- **Side-by-side** – Show your video feed next to the content.





- **Reporter** – Make yourself larger and the shared content smaller.

Presenter mode



- **Add a background** – Choose a background to show behind your content. The example of the **Reporter** option above shows a chalkboard background.

Presenter mode



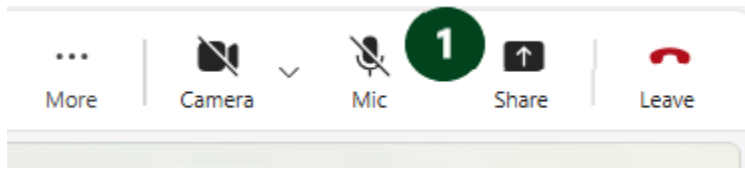
Share Sound from Your Device

Include sound from your device when you're sharing things like videos. This setting isn't the same as muting or unmuting your mic.

Share Sound from the Desktop App

Share your device's audio regardless of what you choose to share. Participants will be able to hear all audio from your computer, including notification sounds.

1. Select the **Share** button on the meeting controls toolbar.



2. Select the **Include sound** toggle switch to turn it on. It's purple when it's on.

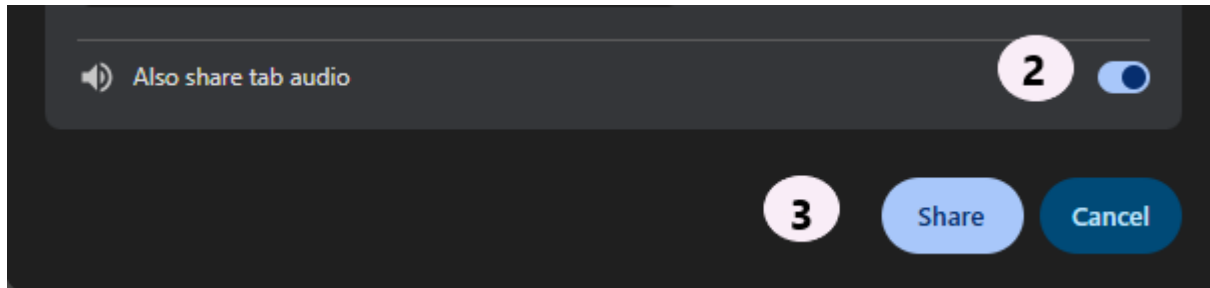


Note: Your device and Teams account need to be set to the same audio settings.

Share Sound from Teams for Web

Only share audio from a **tab**. Or share all audio from your computer by sharing an entire **window** or **entire screen**.

1. Pick a tab or an entire screen when choosing what to share.
2. Select the **Also share system audio** toggle switch.



3. Select **Share**.