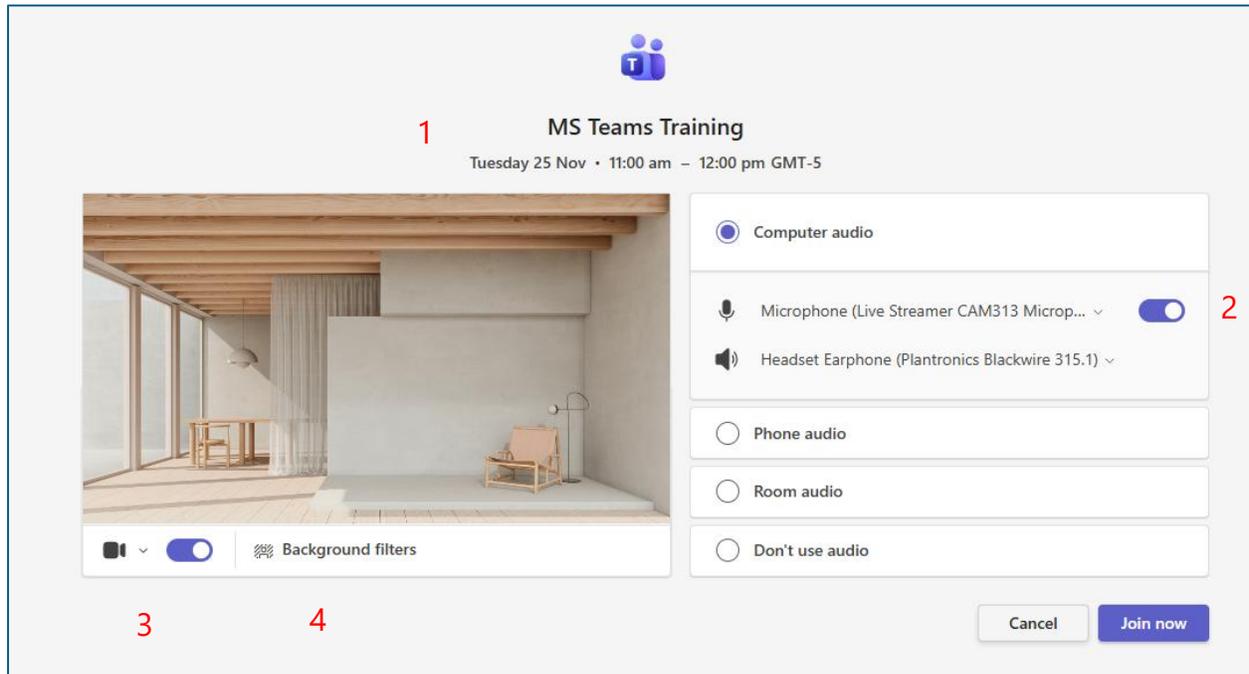
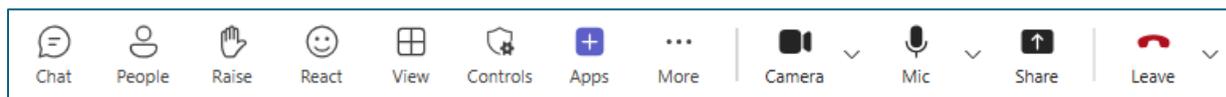


Running a Teams Meetings

Teams meetings enable you to meet with colleagues or students either by scheduling a meeting or using *Meet now*. When you join a meeting as a presenter, you will first see this window: After clicking *Join now*, the meeting window will appear.



- 1 Date and Time of the meeting
- 2 Audio choices if external microphone used
- 3 Video choices – click icon to turn camera off or on, choose external camera options
- 4 Optional *Background filters* – click to see options



Meeting Control Bar

Chat – during the meeting. Everyone in the meeting can see the chats and reply to them. They be viewed in the Post of the Channel they were created in.

People – Participants list. The menu ... to the right of the title, has two options: Download attendance list is saved to the Downloads folder and opens in Excel. Lock meeting will not allow anyone else into the meeting. Select again to unlock.

Raise – used to ask or answer a question.

React – emojis that can be used during the meeting.



View – options for viewing participants differently.

Gallery displays camera windows on a grid.

Speaker highlights the person speaking.

Select max gallery size to select the number of camera windows visible. The max is 49.

Controls allows you to Lock meeting, Enable lobby, turn off or on Chat, Share Screen or Turn off their cameras.

View more options allows more control over meeting features.

... **More** menu is where the Recording and Transcription can be started and stopped.

Camera – turn camera on or off. Other options available from drop-down arrow. This is also where a different source can be selected.

Mic - turn mic on or off. Other options available from drop-down arrow. This is also where a different mic can be selected.

Share – used to share the screen. Please see *Sharing the Screen during a Teams Meeting – Tip Sheet*.

Leave – clicking Leave allows you to leave the meeting while the other participants remain. Also, End meeting.

In the top left corner is the time the meeting has been running. There will be a red circle when a meeting is being recorded.