

Virtual Meeting Microsoft Teams Tips & Tools “Hot Sheet”

Note sidebar when log into main Teams screen: Chat, Teams, Calendar, Calls, Files ... and APPS! (Many neat Microsoft and 3rd party apps available)

Meetings link upper right corner – will open in the Team you are currently in (or can set up linked meeting through your calendar in Outlook)

Pre-Start Screen – Audio and video settings – some fun options under Video (Blur is usually best)

Can also create an Avatar – nice if you don’t want to be on camera – reminds me of the Wii!

Once ready, Join Meeting

- If not previously scheduled, you will get options to invite people and/or send copy of meeting link

Once in meeting, note top bar is fairly similar to Zoom’s

- Chat, People (Attendees), Raise Hand, React (fun!)
- View allows you to change how many people you see (speaker only, all attendees, content focus, etc.)
- You can also create a breakout room on the fly – nice for smaller discussions and small group exercises
- Under “More” (the ellipses), you can turn on recording and transcribing, adjust language, and find accessibility options
- Video effects allow you to change background while in the meeting
- Can Leave or End Meeting upper right corner (red button)

Under the Share button, you can share screen, share windows, or open a white board (like Zoom)

First time you open Whiteboard, it will give you some tips and tell you about Templates – probably worth looking through the templates so you know what is available

Bypass the templates screen by clicking the “blank whiteboard” button top right

Can get into Whiteboard settings to open up or restrict who can edit

Note your drawing, shapes, and text options in the bar on the bottom of the screen

Go into ellipses in bottom bar for more: templates, insert images/documents/links/videos

- Under Templates – Games, there are some icebreaker options!