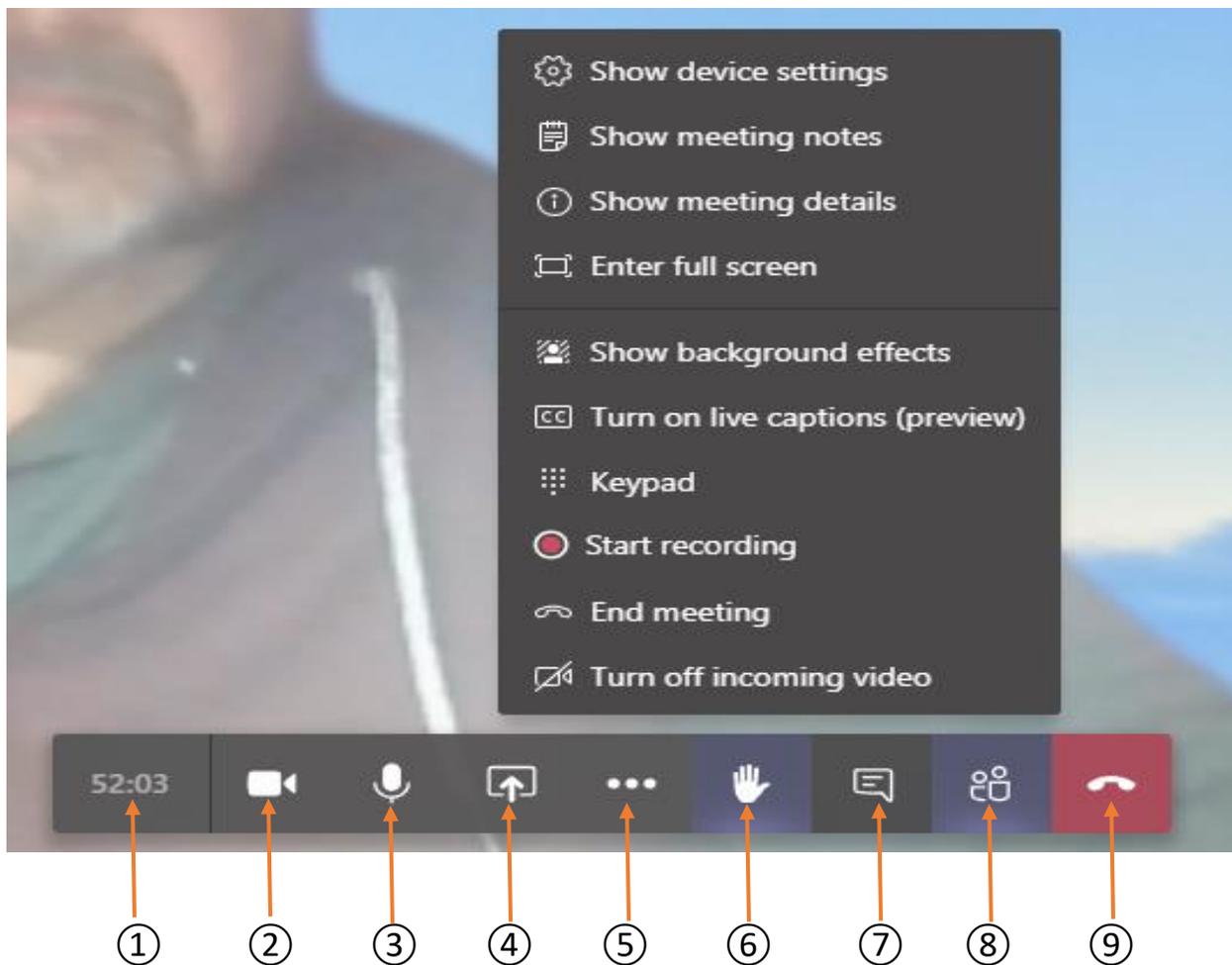


## MS Teams Toolbar Options:

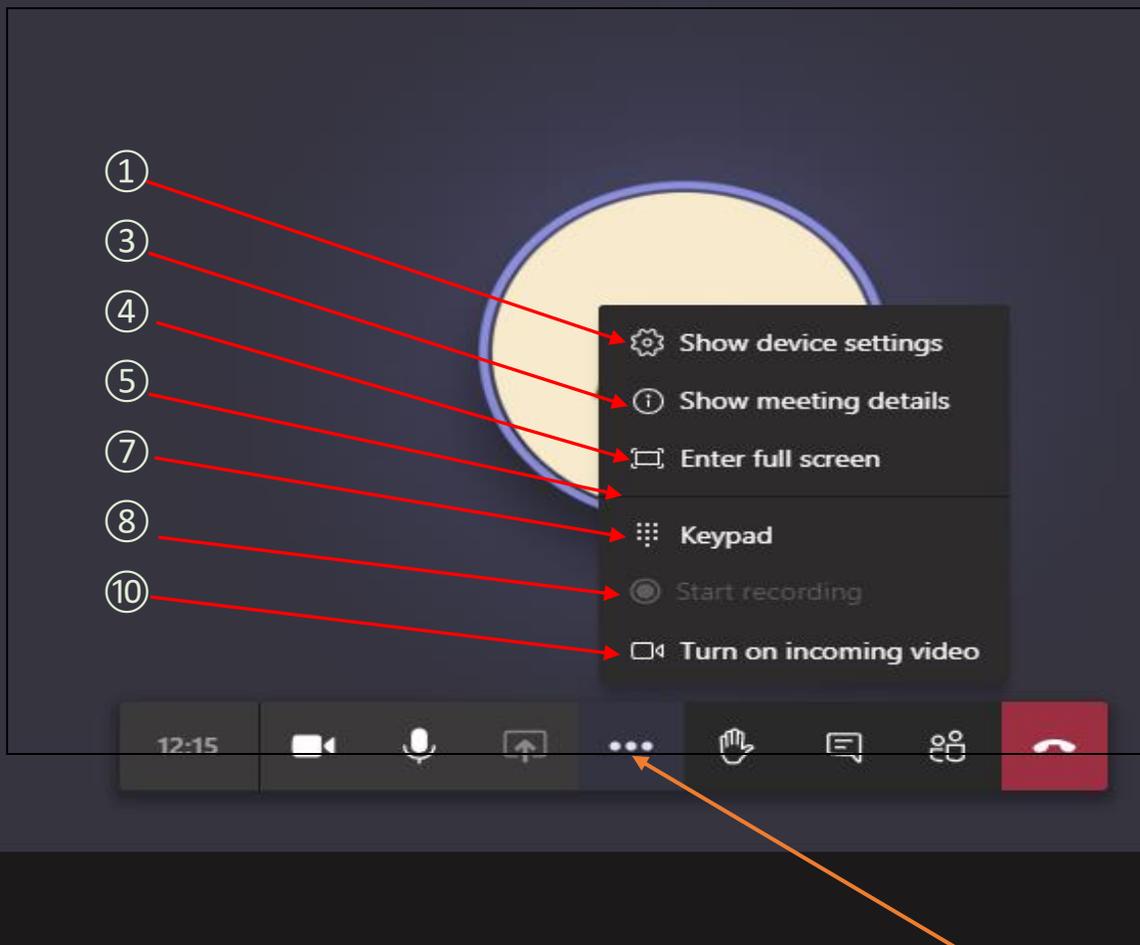


- ① **Meeting Time Log** counts the duration of the meeting.
- ② **Show/Mute Video** allows users to show or hide their webcam video.
- ③ **Show/Mute Audio** allows users to turn their microphone on or off in the meeting. **Can also be controlled from phone connection by pressing \*6. Please self-mute** when not speaking to reduce overall meeting background noise. Depending upon your connection speed, there may be a brief lag between muting & unmuting yourself.
- ④ **Share Screen** allows you to share your screen with others (not available to all participants).
- ⑤ **Additional Options** consists of the menu options above the toolbar (click to open menu). These options are explained on the next two pages of this help sheet.
- ⑥ **Raise Hand** alerts meeting managers that you'd like to speak. Raised hand is displayed in Meeting Participants menu (displayed on right of the screen when Option 8 is on)
- ⑦ **Chat Screen** is displayed on the right of the screen when Option 7 is on. Can be used to ask written questions during the meeting. (It will be monitored). Chat & Meeting Participants displays cannot be shown on screen at the same time.
- ⑧ **View Participants** displays all current meeting attendees in a display on the right of the screen.
- ⑨ **End Call:** Disconnects you personally from the meeting. Does not end the meeting for everyone else.

**SEE NEXT PAGES FOR "ADDITIONAL OPTIONS" DESCRIPTIONS**

## MS Teams Additional Options Menu: (Menu options available to most Teams users shown)

A typical “Additional Options” menu is shown; Available options will vary depending upon browser and hardware used.

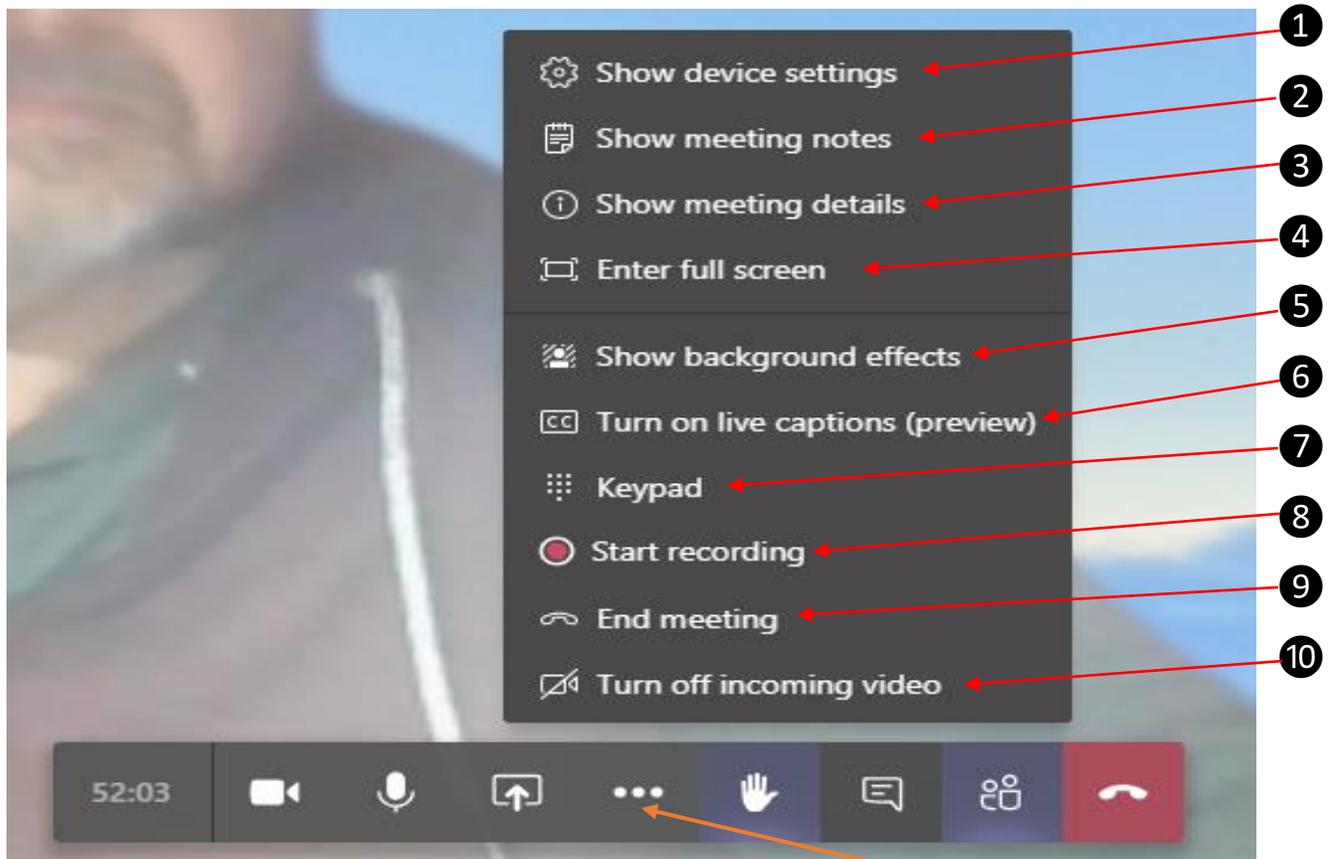


Click on the “Additional Options” icon (the “...” in the Teams Toolbar) to open menu ⑤

- ① **Show Device Settings** allows you to review and adjust your video, audio & microphone sources
- ③ **Show Meeting Details** opens an area to the right displaying the date & time of the scheduled meeting, dial-in conference numbers, & a link that can be copied so that others can join the meeting.
- ④ **Enter Full Screen** enlarges the meeting window to your entire screen.
- ⑤ **Show Background Effects** allows you to add a blur or a virtual background to your video feed. You can select from several artificial backgrounds (appears between “full screen” & “keypad” on devices with active video feeds).
- ⑦ **Keypad** allows participant to dial numbers when necessary for entering conference rooms, etc. (Should not be needed for this meeting).
- ⑧ **Start Recording** allows some meeting participants to start and stop a recording of the meeting (Option not available to all meeting participants).
- ⑩ **Turn Off Incoming Video** shuts-off video feeds from other meeting participants.

## MS Teams Additional Options Menu: (Some of these options will not be visible to all Teams users)

An advanced “Additional Options” menu is shown; this display will vary depending upon browser and hardware used.



Click on the “Additional Options” icon (the “...” in the Teams Toolbar) to open menu ⑤

- ① **Show Device Settings** allows you to review and adjust your video, audio & microphone sources
- ② **Show Meeting Notes** opens a note-taking window that can be saved for later review (Option not visible to all meeting participants).
- ③ **Show Meeting Details** opens an area to the right displaying the date & time of the scheduled meeting, dial-in conference numbers, and a link that can be copied so that others can join the meeting.
- ④ **Enter Full Screen** enlarges the meeting window to your entire screen.
- ⑤ **Show Background Effects** allows you to add a blur or a virtual background to your video feed. You can select from several artificial backgrounds.
- ⑥ **Turn on live captions** creates a text feed of the meeting discussion (Option not visible to all meeting participants)..
- ⑦ **Keypad** allows participant to dial numbers when necessary for entering conference rooms, etc. (should not be needed for this meeting).
- ⑧ **Start Recording** allows some meeting participants to start and stop a recording of the meeting (Option not available to all meeting participants).
- ⑨ **End Meeting:** ends the meeting for all participants (Option not visible to all meeting participants).
- ⑩ **Turn Off Incoming Video** shuts-off video feeds from other meeting participants.