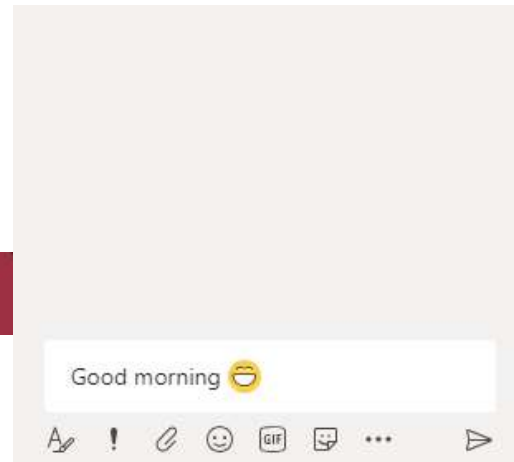


# HOW TO MANAGE A MEETING IN TEAMS

---

Say hello in the chat



Turn your video on and say hello



# HOW TO MANAGE A MEETING IN TEAMS

---

See who is on  
the call



People ×

Invite someone ↻

Currently in this meeting (1)

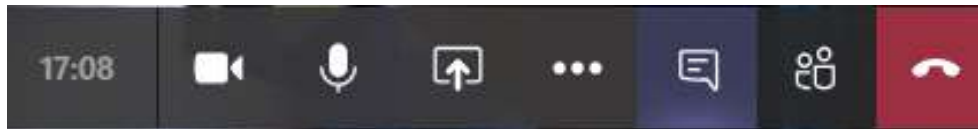
 Arnold, Mandi  
Organizer



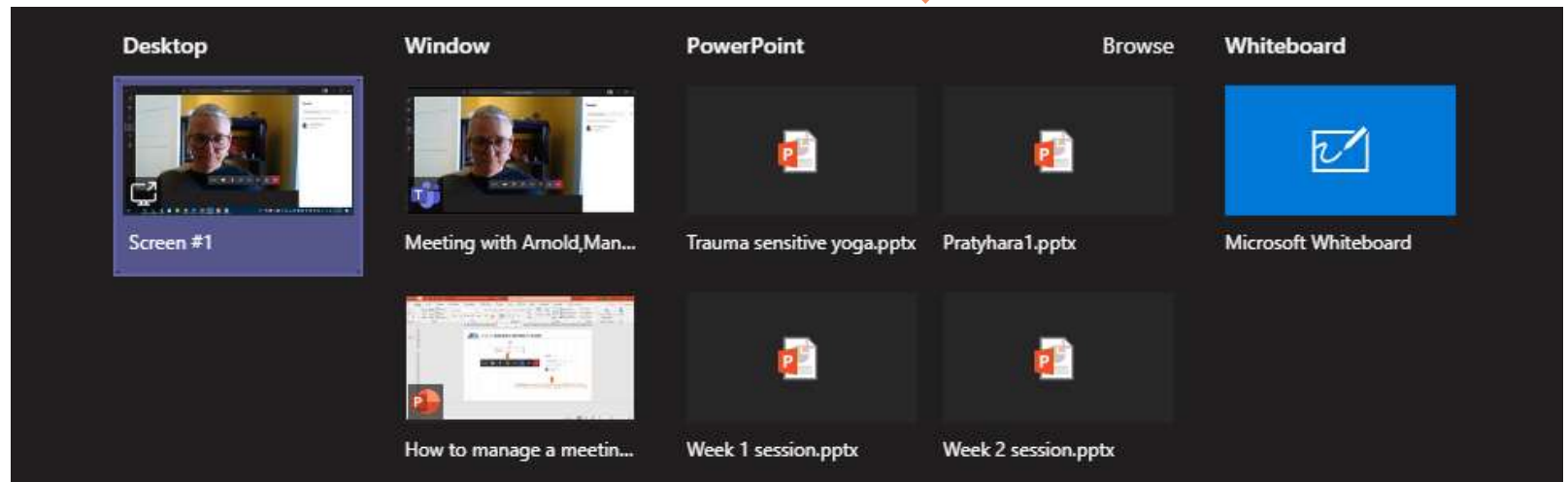
You can see who is in the call and who was invited that isn't here yet  
You can make the participants presenters and mute their mics if you need

# HOW TO MANAGE A MEETING IN TEAMS

**Share**

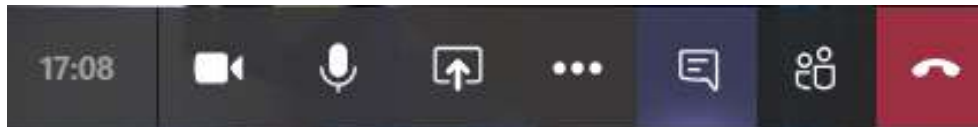


Share your desktop, a window, a PowerPoint or a whiteboard



# HOW TO MANAGE A MEETING IN TEAMS

More



- Show device settings
- Show meeting notes
- Info pane is disabled by policies
- Enter full screen
- Blur my background
- Turn on live captions (preview)
- Keypad
- Start recording
- Turn off incoming video

Participants can individually turn on live captioning



Record the session



Ensure you are using the correct devices

