

How to Use Microsoft Teams Functions (Laptop)

When you take part in a MS Teams meeting it is important to know how to use the functions, so that you can interact accordingly with the virtual session.

Toolbar

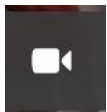


You should see a toolbar in the top right of your screen with buttons as per the image above. This toolbar is the control centre for your MS Teams functions (Left to right);

- Show Participants- Here you can see names of participants
- Meeting Chat – You can type questions here
- Raise Hand/ Reactions– Alerts the room that you would like to ask a question or allows you to react to comments made.
- Camera – Denotes camera on or off
- Microphone – Denoted mic on or off
- Share Screen – For presenters only (not covered in this guide)
- Leave Meeting- Press this button to leave the meeting

The following buttons will be important during your meeting:

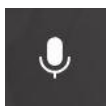
Camera



When the button is displayed like this, it means that your camera is on.
When you click this button, your camera should turn off:
To turn the camera back on, simply click the button again.



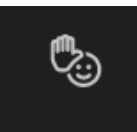
Microphone



When the button is displayed like this, it means that your microphone is on.
When you click this button, your microphone should turn off:
To turn the microphone back on, simply click the button again.



Raise Your Hand/reactions

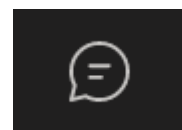


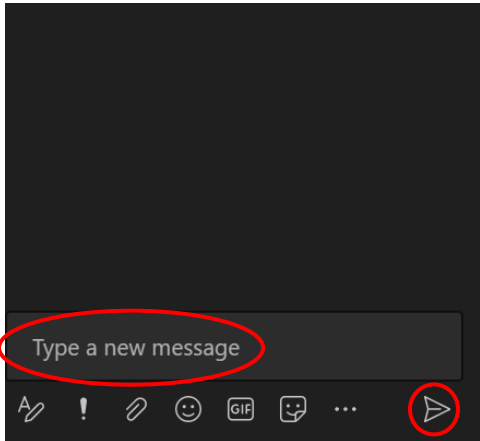
If you would like to ask a question or react to a comment made, you can press this button. Various options will then be presented. When you press the raise hand button this will alert the organiser that you wish to ask a question.

Important Note: Please remember to press the button again to lower your hand once your question has been answered or it will remain and may confuse the speaker.

Meeting Chat

You can use this function to ask questions. When you click the button, a chat panel should appear on the right side of your screen as per the image below:





Any questions which have been typed by participants will be displayed here in real time.

To type a question, click in the 'Type a new message' bar and enter your text. You can send the message by pressing the paper aeroplane icon. This will then appear in the message feed.

To close the meeting chat box, simply click the message chat button on the toolbar.

Leave Meeting

Press this button to leave the meeting. When you leave the meeting, the software will register this, so please be sure to stay in the meeting for the duration of the session to receive full eCPD.



If you leave the meeting accidentally, then you can access the meeting again by returning to the email invite and clicking the link again.