

# **Microsoft Teams Guide**

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## Teams Administration Roles

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Microsoft Teams can have multiple administration roles. This highlights each role, what the role can do and which tools the admin can use.

<b>Teams Administrator</b>	Manages the meetings, voice controls, messaging, organization wide settings and reports.
<b>Teams Communications Administrator</b>	Manages the calling and meeting features in Teams."
<b>Teams Communications Support Engineer</b>	Supports and assists with any communications issues in Teams to help with quality control. .
<b>Teams Device Administrator</b>	Manages devices to use with Teams software.
<b>Teams Telephony Administrator</b>	Manages the telephone and voice features in the Teams software.

## Share Screen on Microsoft Teams

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While in a Microsoft Teams meeting, users can present content by sharing their screen or entire desktop.

You must have a Microsoft account to use Teams. Screen sharing is available in both the web and app versions of Teams, on a desktop computer or mobile device.

1. Open or start Microsoft Teams.

**Tip:** It is recommended you use the desktop version of Teams to share your screen.

2. Log into Microsoft Teams.
3. Start a Teams meeting.
  - Open an existing meeting link.
  - Create a new Teams meeting.
4. Click the button in the upper-right corner of the screen showing an upward facing arrow inside a square.
5. Click share **Tab**, **Window** or **Entire Screen**.

**Note:** Sharing your tab will allow meeting participants to view the tab currently open on your browser. Sharing your window allows participants to view a specific window or application. All other information on the computer screen will not be shared. Sharing the entire screen allows participants to view your entire screen.

6. Check that there is a red outline around the presentation screen.

**Note:** Users will also see a red outline around the screen indicating that you are sharing content with those on the Teams meeting.

7. Click the **Stop Sharing** button to stop sharing your screen.
8. Click the **Audio Sharing** button from the presenter toolbar.

**Note:** Users can also share computer sound while screen sharing. The presenter toolbar contains user controls and is only visible to the person presenting.

## Record Teams Meeting

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One participant can record a Teams meeting at a time. When you start recording a meeting, everyone will be notified automatically. You can also turn on live transcriptions and view them during the meeting. A copy of the recorded meeting is saved to **OneDrive for Business**.

1. Log in to Microsoft Teams.
2. Start or join a meeting.
3. In your meeting control panel, select the ellipses icon labelled **More actions**.
4. Select the **Record and transcribe** button.

**Note:** Live transcription begins automatically when recording a Teams meeting.

5. Click **Start recording**.
6. In your meeting controls, select **More actions**, **Record and transcribe**, then **Start recording**.

**Note:** A recording of a Teams meeting won't capture more than four video streams at once, whiteboards, shared notes, content shared by apps, or videos embedded in **PowerPoint** presentations.

7. Select **More actions** from the meeting control panel.
8. Open the **Record and transcribe** menu.
9. Select **More actions** then **Record and transcribe** to open the meeting control panel.
10. Select one of the following options to end a recording.

- **"Stop recording"** stops the recording of the meeting and the live transcription.
- **Stop transcription** stops the live transcription of the meeting but the recording will continue.

**Note:** Depending on the type of Teams meeting, the recording will either be processed and saved in the organizer's **OneDrive for Business** or in the meeting chat conversation if meeting in a Teams channel.

## Teams Meeting Recording Roles

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Depending on their roles, different participants in a Teams meeting may have the ability to stop or start a recording. The organizer doesn't need to be present for a Teams meeting to be recorded.

There are several criteria that determine which participants can start or stop a recording if the meeting organizer has their cloud recording policy setting turned on.

- Has one of the following licenses: Office 365 Enterprise E1, E3, E5, F3, A1, A3, A5, M365 Business, Business Premium, or Business Essentials.
- Has recording enabled by an IT admin.
- Isn't a guest from another organization.

Type of user	Can start recording?	Can stop recording?
Meeting organizer	Yes	Yes
Person from same org	Yes	Yes
Person from another org or company	No	No
Guest	No	No
Anonymous	No	No

# Teams Whiteboard Features

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Whiteboard has a multitude of features for use in a Teams meeting on desktop or in the app version.

Name	Function
Follow	Allow allow participants to follow your point of view during a meeting.
Text	Add a text box to the whiteboard. Text color can be changed but the font cannot be changed.
Notes	Add a sticky note to the whiteboard. Choose the note color and type in the sticky note's text box.
Draw	Digital ink with 15 colors, 15 highlighters, ink arrows, and various thicknesses. <b>Draw</b> also contains the <b>Laser Pointer</b> tool for temporarily hihlighting areas of the board.
Ruler	Used to draw straight lines on the whiteboard canvas.
Enhance Shapes	Changes hand-drawn shapes to precise shapes automatically. Toggle off or on in <b>Settings</b> .
Shapes	Eight common shapes.
Reactions	Eight reactions, such as thumbs up, heart, check box, or smiley face.
Templates	Template with whiteboard elements arranged for collaboration and planning. Includes templates designed for brainstorming, retrospectives, workshops, and other uses.