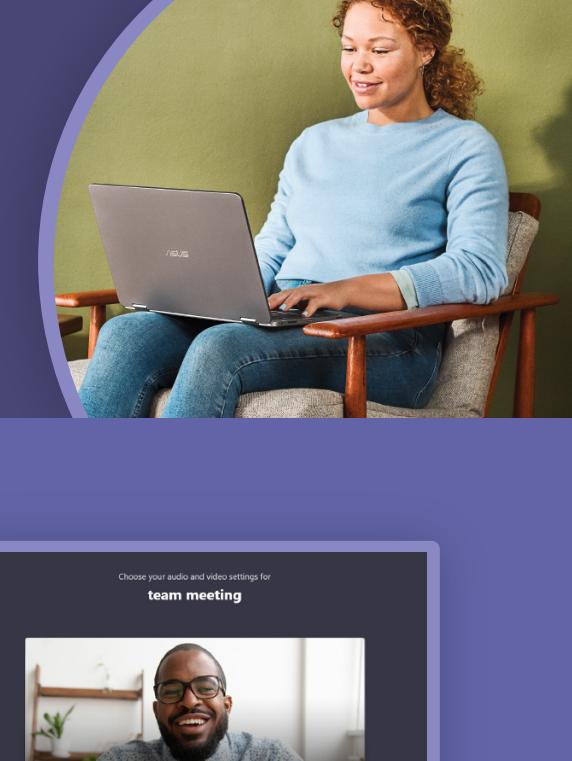


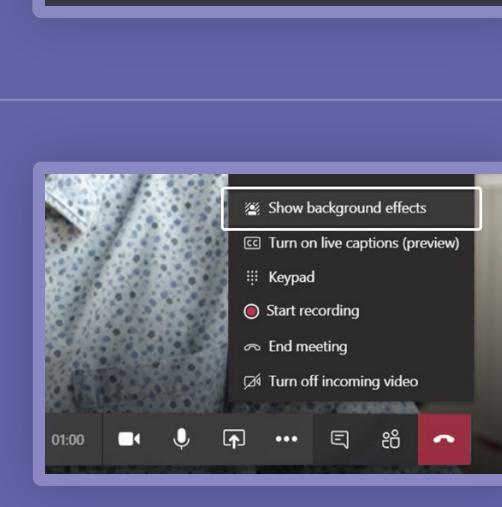
10 tips and tricks to better online meetings



1 Use video

Turn video on so your team can interact face to face and feel more connected.

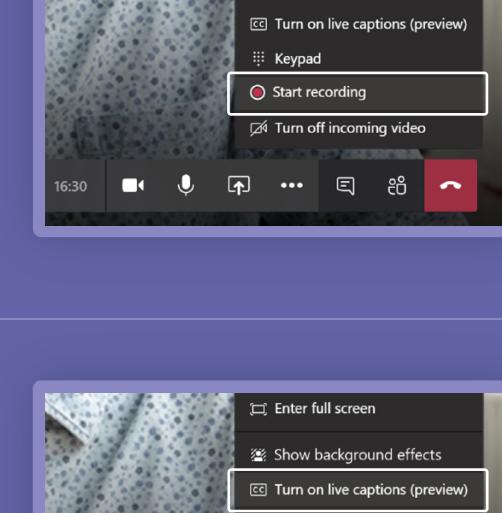
Toggle the camera icon to turn on your video.



2 Background effects

If you're somewhere with background distractions, use background effects in Microsoft Teams to keep teammates focused.

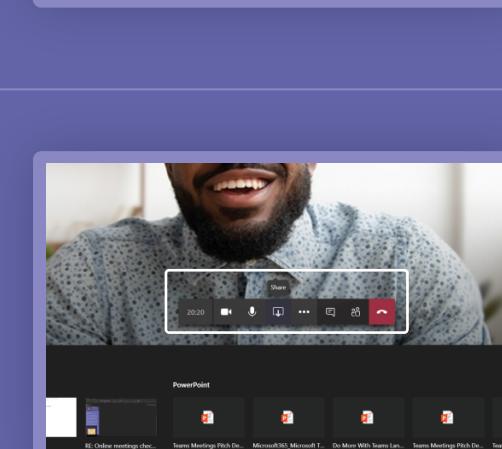
Select More actions (...), click Show background effects and select desired background.



3 Record meeting

Team members who aren't able to join can watch later or search the automatically generated transcript for important information.

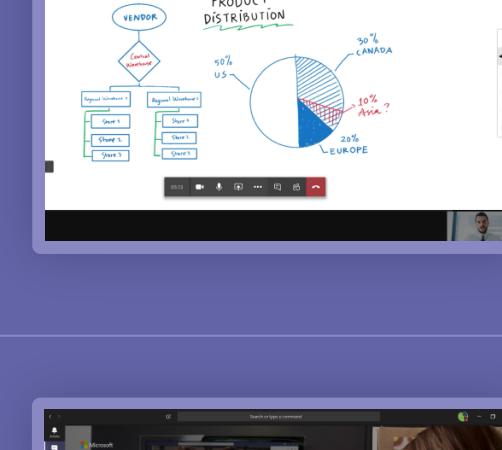
Select More actions (...) and click Start recording.



4 Turn on live captions

Teams can detect what's said in a meeting and present real-time captions for anyone who wants or needs them.

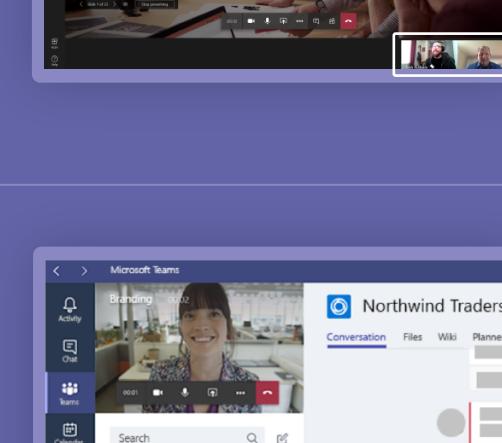
Select More actions (...) and click Turn on live captions.



5 Share presentations

If you need to present in an online meeting, show your PowerPoint slides right from the Microsoft Teams meeting menu.

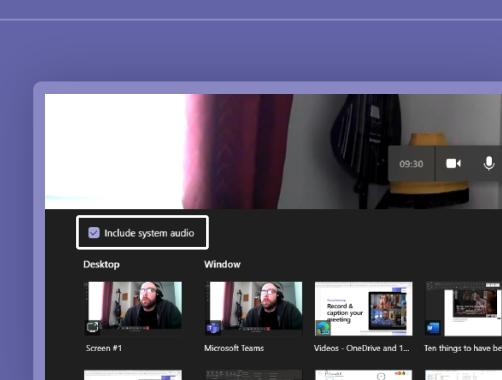
Open the share tray and select a PowerPoint file to present.



6 Collaborate on a whiteboard

Each Teams meeting has a dedicated whiteboard where participants have space to sketch together.

Open the share tray and select Whiteboard.



7 Switch between people and content

When someone's sharing a presentation, you can switch between viewing that content and watching the people on the call.

Simply click on the person's video you're interested in.



8 Multitasking during Teams meeting

Check on what's going on in other channels or catch up on your messages during a Teams meeting.

Just click outside the meeting.



9 Share system audio for videos

Sharing your system audio lets you play a video or audio clip as part of a presentation.

Open the share tray and check Include system audio.



10 Keyboard shortcuts

For many, keyboard shortcuts for Microsoft Teams on Windows can help them work more efficiently. Here are just a few.

Start a video call: `Ctrl + Shift + U`

Toggle mute: `Ctrl + Shift + M`

Go to sharing toolbar: `Ctrl + Shift + Space`