



**VA Teams Cheatsheet**  
(updated 2021\_03\_01)  
MTL 2.0

## Modeling to Learn

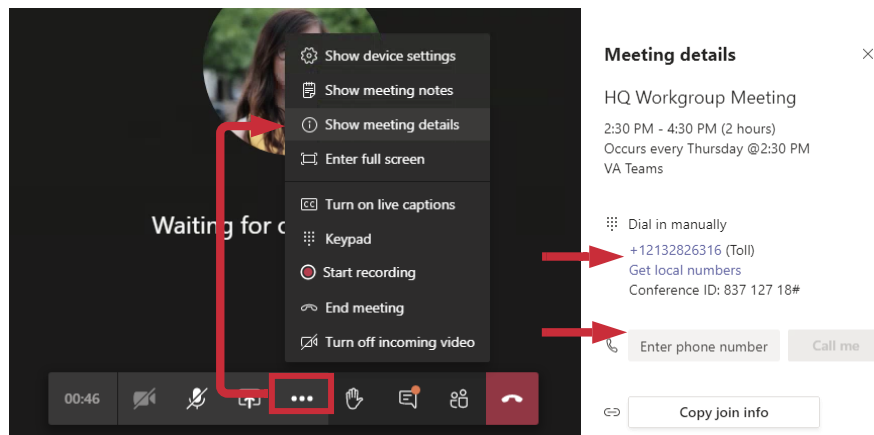
Test. Don't guess.

MTL objectives include activities and competencies that...

1. Are meaningful for you and align your learning goals with your team.
2. Develop systems thinking skills to help you see how several things fit together, & understand causes hard to see without data & modeling resources.
3. Make VA data, initiatives, and standards transparent to you.
4. Empower you to realize ongoing improvements in team quality of care & work life.

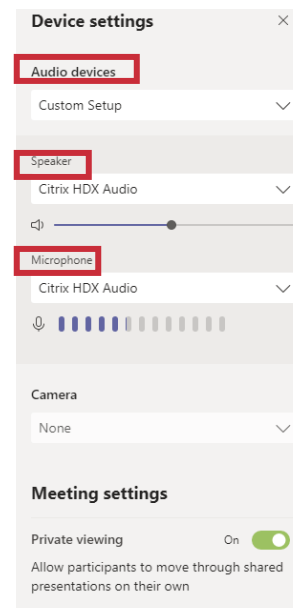
### Dial-into a meeting:

1. Click on the **3 dots** in the navigation bar of the meeting.
2. Click on **"Show meeting details"**.
3. Enter your phone number to have the meeting call you in or dial in manually using the phone number & conference ID.



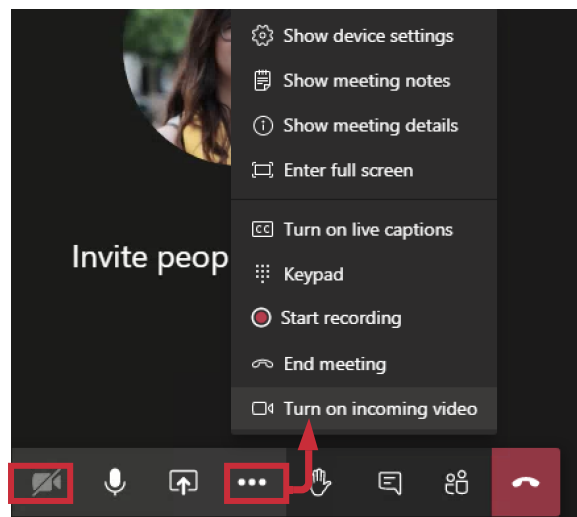
### Check Device Settings:

1. Click on the **3 dots** in the navigation bar of the meeting.
2. Click on **"Show device settings"**.
3. Double check your **Audio devices** and **Speaker** and **Microphone dropdowns** to ensure your audio is coming from the right source to prevent echos and audio failure.



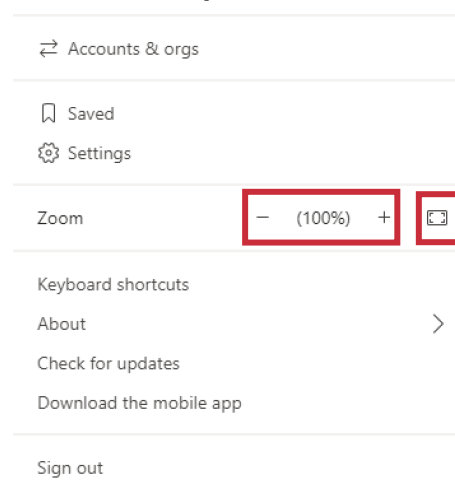
### Increase bandwidth for screen-sharing and audio by:

1. Having attendees and the presenter **turn off their camera**. To turn off attendees videos, click on the **3 dots** in the navigation bar of the meeting and click on **"Turn off incoming video"**.
2. Reduce scrolling and moving the mouse while speaking.
3. Recommend another attendee to "drive" the meeting and the presenter could speak.



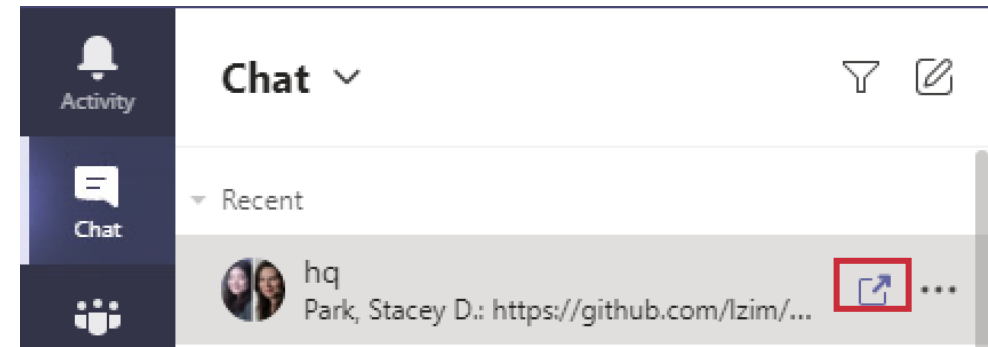
### Zoom in/out of a shared meeting screen and/or Teams user interface:

1. Click on the **meeting screen**.
2. To zoom in/out use any of the following shortcuts:  
**Key combination:** CTRL + Windows + plus/minus key  
**Mouse:** point and scroll with your mouse on the screen.  
**Zoom feature:** Click on your photo icon in the upper right and zoom in and out using the (-) and (+) icons.  
To reset, click on the square icon next to the (+) icon.



### Pop out a chat for back-channeling while screen-sharing (2 monitors required):

1. Hover over the chat and the **pop out chat icon with the arrow coming out of a box**.
2. Drag the chat over to the monitor that is not being shared to back-channel while driving a meeting.



### Pin and/or Mute a chat:

1. Hover over the chat and **click on the 3 dots**.
2. Click **"Pin"** to bring a chat to the top for easy access.
3. Click **"Mute"** to silence the chat from showing notifications.

