

GSD. MS Teams - Teams Meetings Features

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General Information:

Possible symptoms/errors:

Teams Meetings Features in Microsoft Teams.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

This article describes the following Teams Meetings Features:

How to move around during a Teams meeting:

User can keep working even while they are in a meeting in Microsoft Teams. For instance, if user is in a Teams meeting and they want to reply to a message or check the latest activity in Teams, they can do so, and the meeting window becomes smaller but stays close by.

How to Enable/Disable Microphone and Camera in a Teams Video Chat:

With Microsoft Teams replacing Skype for user's meeting needs, they can be assured that it has the same features like video and microphone for video chat. Since these features are available, one of the things user should know is how to enable or disable camera and microphone on their meeting or video chat.

Once in the meeting, user will be presented with this floating bar that has the camera and microphone icons. They can then proceed with enabling or disabling the camera and microphone.

A. For the Camera

1. Advise the user to click the camera or video icon.
2. User will know that the video has been disabled once they see a slash on the icon.
3. To enable the camera again, advise the user to click the camera icon and the slash will disappear. This means that the camera or video has been activated.

B. For the Microphone

1. Advise the user to click the microphone icon.

2. They will know that the microphone has been disabled or muted once they see a slash on the icon.
3. To enable the microphone again, advise the user to click the microphone icon and the slash will disappear. This means that the microphone has been activated.

How to view the Teams meeting window while sharing the screen:

When presenting in a Teams meeting, user may need to share their screen to present some content or information. However, while sharing the screen, Teams hides the main meeting window, making user no longer see the meeting attendees or the meeting chat.

As the main Teams meeting window minimizes while sharing screen, user may not be able to see the participants list, their reactions, comments or questions and hand raises while presenting.

Currently, there is still no formal way on how user can still keep tabs on the meeting even while presenting their screen in Microsoft Teams.

How to set the shared screen into Full screen mode:

How user can turn on full screen mode when someone shared a screen with them in Microsoft Teams:

1. In the Teams meeting or call screen-sharing window, advise the user to click on More actions icon then to select Full screen.
2. If user is not able to see the Enter full screen/ Full screen option, they need to disable Turn on new meeting experience (New meetings and calls will open in separate windows. Requires restarting Teams.) option.

Ask the user to click on their profile image then to select Settings. Under Settings, ask them to select General. Under Application, ask the user to disable Turn on new meeting experience (New meetings and calls will open in separate windows. Requires restarting Teams.) option. Now the user needs to Restart Teams. To restart, ask them to right-click the Teams icon in the taskbar then select Quit. Then, to reopen Teams.

Advise the user to check if they are now able to see the Enter Full screen/ Full screen option.

3. To end full screen mode, they need to click on More actions icon then click on Full screen to remove the checkmark beside it.

How to Create a Meeting in a Channel in Microsoft Teams:

User can schedule an open meeting in their team in Microsoft Teams by creating a meeting in a channel. When user has a channel meeting, everyone in the team can see and join that meeting.

Hold a meeting in a channel:

Instruct the user to select Calendar > New meeting > Add channel > choose a channel from the list. Ask them to add details. Then, to select Send.

If user wants to join an ongoing channel meeting, advise them to select Join on the meeting.

How to Change Background for a Teams meeting:

User can change what appears on their background in their video in a Teams meeting. It includes video chats, Meet now in a channel, or a call that they set up with another user. They can either blur their background or replace it with another image which they can do before and during a Teams meeting.

Change background before a Teams meeting starts Change background during a Teams meeting

A. Change background before a Teams meeting starts

Before joining the Teams meeting, while user is setting up your video and audio, advise them to select Background effects.

It will display the Background settings. They can choose to blur their background or replace it with a provided default image or their own choosing. Advise them to:

Choose Blur to blur background.

NOTE: User will still appear clear while everything behind you is subtly concealed.

User can also choose to replace their background with one of the default images provided.

User can also use background image of your own choosing. To use an image of their own, they must click on Add new then select an image to upload from their computer.

NOTE: They must make sure that it is a .JPG, .PNG or .BMP file.

User's new background will appear in all their meetings and calls until they change it. To turn off the background effects, they must select.

B. Change background during a Teams meeting

While in a Teams meeting, advise user to select More actions then choose Show background effects.

Background settings will appear. Advise them to:

Choose Blur to blur background.

NOTE: User will still appear clear while everything behind you is subtly concealed.

User can also choose to replace their background with one of the default images provided.

User can also use background image of your own choosing. To use an image of their own, they must click on Add new then select an image to upload from their computer.

NOTE: They must make sure that it is a .JPG, .PNG or .BMP file.

Advise user to click on Preview to preview their chosen background to see how it looks before they apply it.

Once finally selected a background image, they must click on Apply.

User's new background will appear in all their meetings and calls until they change it. To turn off the background effects, guide them to select.

NOTE: Users can find all default backgrounds on this location:

C:\Users\username\AppData\Roaming\Microsoft\Teams\Backgrounds

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

Microsoft Teams - Microsoft 365 Learning: <https://fresenius.sharepoint.com/sites/MS365Learning/SitePages/Get-started-with-Microsoft-Teams.aspx>