

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



If you move your mouse over the centre of the screen in Microsoft Teams, you should see a toolbar with buttons as per the image above. This toolbar is the control centre for your MS Teams functions (Left to right);

- Duration – Length of time the session has been running
- Camera – Denotes camera on or off
- Microphone – Denoted mic on or off
- Share Screen – For presenters only (not covered in this guide)
- More Options (3 dots) – For organisers only (not covered in this guide)
- Raise Hand – Alerts the room that you would like to ask a question
- Meeting Chat – You can type questions here
- Show Participants- Here you can see names of participants
- 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.



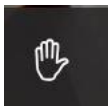
Microphone



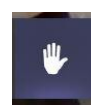
When the button is displayed like this, it means that your microphone is on.
When you click this button, your microphone should turn off:
To turn the microphone back on, simply click the button again.



Raise Your Hand

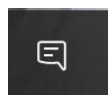


If you would like to ask a question, you can press this button. This will alert the room that you wish to ask a question. The button will change colour:

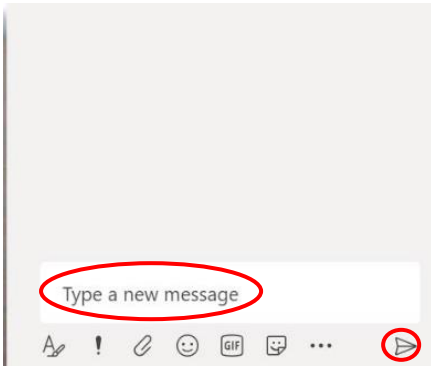


Important Note: Please remember to press the button again to lower your hand once your question has been answered or it will remain up.

Meeting Chat



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

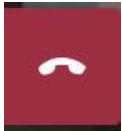


Any questions which have been typed by participants will be displayed here in real time.

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.