

## How to Use Microsoft Teams Functions (Smart Phone- sample from iPhone)

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

When you join the session, you should be able to see a toolbar on your screen:



This toolbar is a control centre for your MS Teams functions (Left to right);

- Camera – Denotes camera on or off
- Microphone – Denoted mic on or off
- Audio – Choose which audio you use i.e. headphones/Bluetooth speaker (not covered)
- More Options (3 dots) – Further settings (not covered in this guide)
- 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.



### Leave Meeting



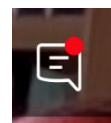
Press this button to leave the meeting. When you leave the meeting, the software will register this, so please be sure to stay in the meeting for the duration of the session to receive full eCPD.

If you leave the meeting accidentally, then you can access the meeting again by returning to the email invite and clicking the link again.

### Other Functions

- **Meeting Chat**

Somewhere on the screen (top right corner on iPhone) you should see the meeting chat button:



Pressing on this icon will open the chat pane as 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 tap the 'back' button in top left corner of the screen. This will return you to the main screen.

