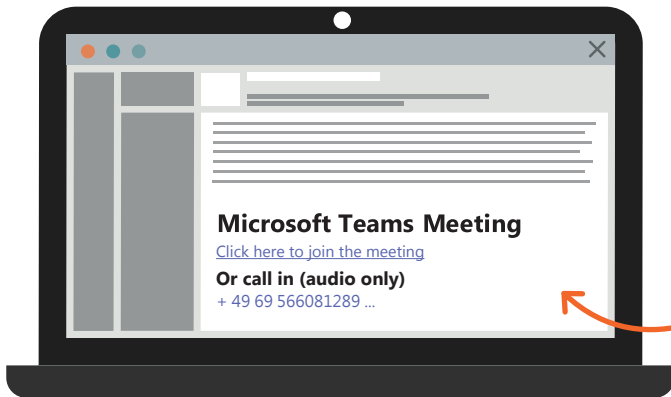


Teams meeting? What now?

Your next team meeting or seminar on Microsoft Teams is coming up, but you're wondering how it all works? No problem, we can help you with the basics!



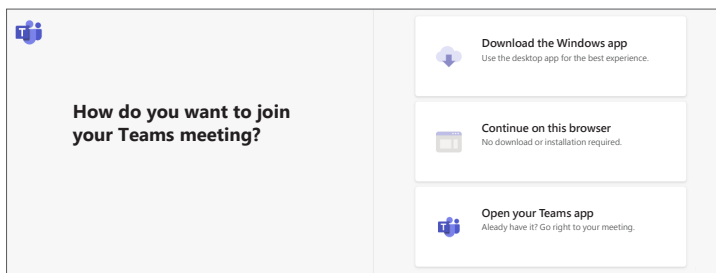
Technical requirements:

- Your device should have a stable internet connection.
- It is best to use the free Microsoft Teams app/application. Alternatively, you can also participate via the browser.
- Close all other programs to ensure optimal transmission.

Join the teams meeting:

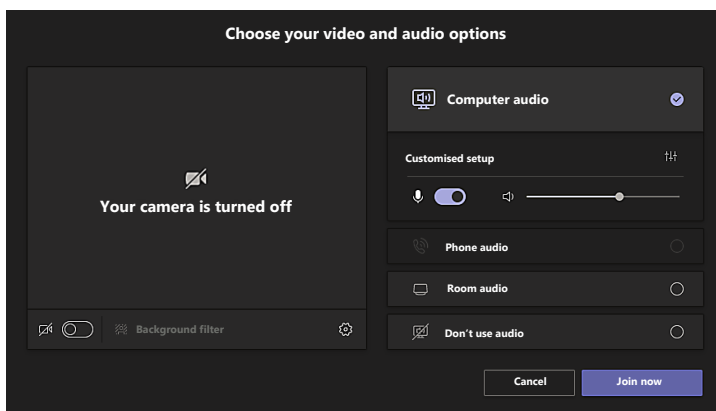
In the invitation email you receive, you will find the dial-in options. Click on the link to join the meeting or call the phone number if you do not have a microphone / loudspeaker.





A window opens in which you can select your desired participation option (browser or app). If you do not use Microsoft Teams in your company yet, use the free Microsoft Teams app to benefit from many application options.



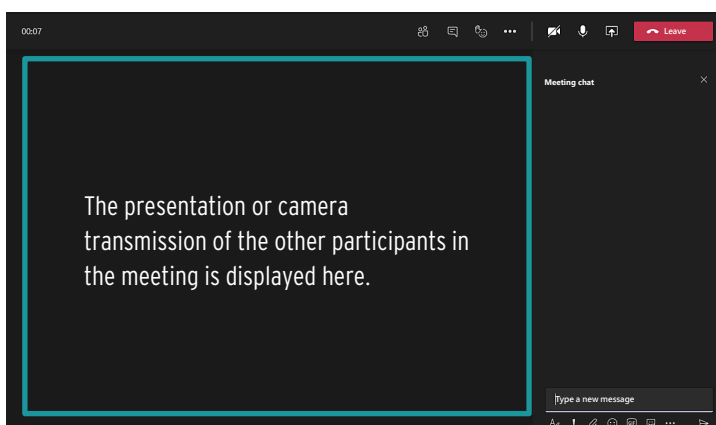
Set video- and audio options:

Now you can then set and test your video-, audio- and camera options.








-  Audio settings
-  User-defined selection of audio / video devices
-  Camera settings / switch camera on or off
-  Device settings

Once you have made all the settings, click on **Join now** and the following presentation view will appear:



The most important symbols briefly explained:

-  (De)activate video / audio
-  Start screen transfer / share content
-  Raise hand (for a message, question, etc.)
-  Open / close meeting chat
-  Show list of participants

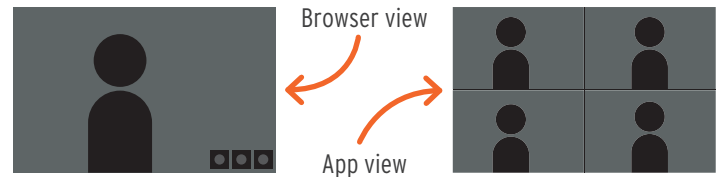
Teams - tips and tricks!

Are you already comfortable with the basics of Microsoft Teams
- but want to become a real pro in teams meetings? We can help you!

See all participants in the grid view

You do not only want to see the person who is speaking during the camera transmission?

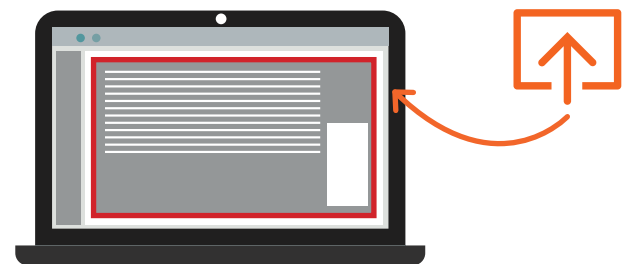
Use the free Microsoft Teams app instead of the browser! There you can see all participants in a grid view.



Sharing the screen with other participants

To show your screen to the other participants or to share content with them, you can activate the screen transmission. To do this, click on the corresponding symbol at the top right.

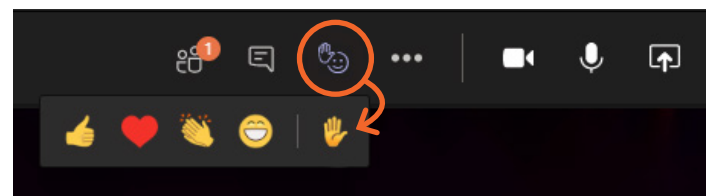
A window opens in which you can select the screen you want to share. As soon as you click on the desired content, the transmission starts. You can recognise this by the red frame.



Silent interaction

At the top right is the „Raise hand“ symbol. If you use it, a small selection of „smileys“ will open. The first four interactions can be used as a reaction. You can throw in a message with the last interaction, the hand. When this is used, everyone will receive a silent notification.

Useful if you think of a question or comment but do not want to interrupt the current speaker.



Use background filter

You don't want your colleagues to notice the renovation work in the background? No problem! Microsoft Teams offers you background filters to make your background unrecognisable.

In addition to the soft sign effect & prefabricated images, there is also the option to upload your own backgrounds.

This setting can be adjusted at the beginning in the video options or during the meeting under „More options (⋮) → Apply background effects“.

