

# 12 THINGS YOU MAY NOT KNOW...

...about **Microsoft Teams** meetings



## 1. LIVE CAPTIONS

Teams can turn all audio into captions during a meeting in real time so that users who have hearing difficulties or can't turn on audio can still take part in a meeting. Currently this is English only but will roll out to different languages AND translate from one language to another in the future!

A blue circular icon containing the white letters 'CC', representing closed captions.

CC

## 2. RECORD & TRANSCRIBE

All meetings in Teams can be recorded. This recording is stored in the cloud and accessible to all internal participants of the meeting. As well as giving everyone access to a meeting after the event, Teams will also provide users with a searchable transcription so that they can easily navigate to the parts of the meeting they are interested in via a keyword search.

A blue circular icon containing a white circle with a dot inside and the white letters 'REC' below it, representing recording.

REC

## 3. DIAL INTO A TEAMS MEETING

For £3 extra per month, a user can add Audio Conferencing to their account. This will allow meeting invitees to dial into a meeting via a phone if they can't join via Teams directly. It also allows the licence holder to dial a user into a meeting by calling them through the add attendees button.



## 4. TAKE CONTROL

Not only can you share your screen on Teams but you can also request or give control of your screen so that others on the call can control it. Very useful for a bit of impromptu IT Support!



## 5. SHARE DOCUMENTS IN CHAT

Not only can you use text chat in a meeting but you can use this area to share documents with everyone so that they can all see what you are referencing and even work on it collectively.



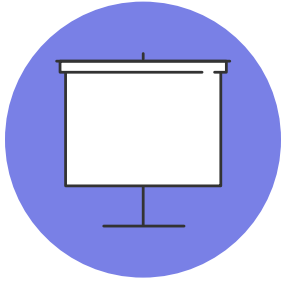
## 6. ANYONE CAN JOIN

You can invite anyone to a Teams meeting. They don't have to have a Microsoft account and, if joining from a computer, don't even need to install anything. They just join the meeting by clicking on the link you send them which will open Teams on a web browser.



## 7. JOIN A CALL TWICE

Do you want to join a meeting on your computer so that you can take advantage of your large monitor but don't have a microphone to attach to it? No problem, you can join the meeting from your computer and your phone simultaneously. That way your phone handles the audio while your PC displays the information!



## 8. WHITEBOARD IDEAS

One of the options when sharing a screen is called Whiteboard. This creates an interactive whiteboard linked to the meeting that all users can interact with. It's not just for drawing either. You can embed files, create templates, paste pictures and lots more.

## 9. BLUR YOUR BACKGROUND

Is your home office a bit of a mess? Are the kids running amok in the background? No problem, just blur your background by clicking the three dots in the meeting bar and selecting it. You can even change your background entirely if you'd like to simulate (among other things) an office environment.



## 10. CONTROL YOUR FEEDS

Teams can now display up to 49 feeds at once but if you are in a big meeting and you might want to focus on a particular person or people throughout, you can. Just click on the three dots in the bottom right of their video feed and select Pin. You can also do this by right clicking on their initials/photo if their video feed isn't one of the 9 currently on display.



## 11. SHARE AUDIO

If you want Teams to share audio when you are sharing your screen, you can. Just click the box 'Include System Audio' when selecting what to share. That means if you want to play music or a video you can and everyone on the call will hear the audio as intended.



## 12. POWERPOINT LIVE

Did you know that you can present via PowerPoint using PowerPoint Live instead of sharing your screen? By doing this, you will have far more control over your presentation including access to your notes (as it opens in Presenter mode for you) while still be able to see all the video feeds, raised hands etc. in the meeting as you never leave Teams.



FOR MORE INFORMATION ON  
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