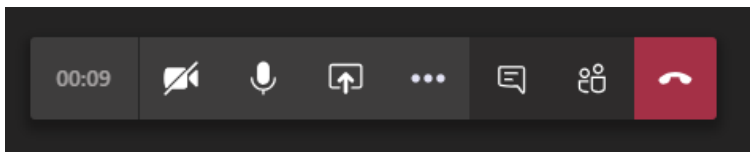


5 Video Call Tips for Teams Users

Tip 1. Understanding the basics

If you know what these icons do you will be more than capable of using the video call program in Teams.



This bar will appear on your screen when you move your mouse during a meeting.

From Left to right, after the time:

Camera: Click to turn on / off

Microphone: Click to turn on / off

Share screen: click to share your screen with other participants.

3 Dots: clicking this will open up a menu of additional video call controls/options.

Chat – If you click the chat icon it will open up a chat box on the right-hand side.

Participants – this allows you to see who else is in the meeting.

Red phone- click this button to leave the meeting.

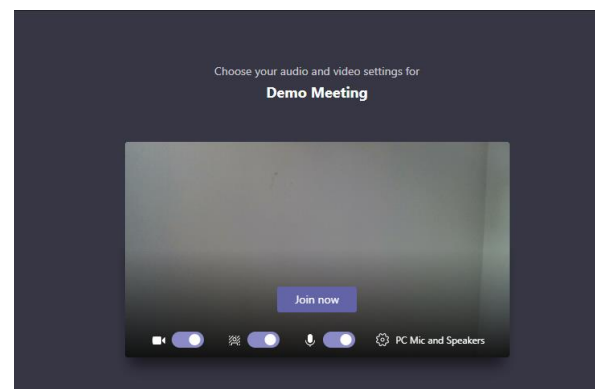
Tip 2. Prepare before you enter

When you're joining a call via Teams, you're given time to prepare yourself before entering the meeting. When you click join you will be taken to a screen like the one shown below.


This stage gives you time to:

- Turn your camera on or off
- Turn your microphone on or off
- Edit your background
- Ensure you are sitting within the video frame and your lighting is okay.

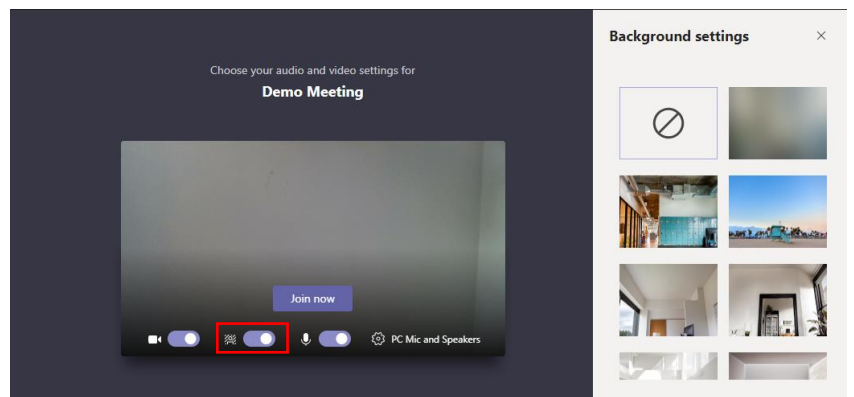
All before entering the call.



Tip 3. Change your background


Whether it be for privacy, professionalism, or fun there may come a time you wish to mask your background during a video call. To do this all you have to do is look for this icon  on Teams.

It can be found by clicking the "3 dots icon" located in the options bar (mentioned in Tip 1.), or at the bottom of your video screen when you are about to join a meeting (as seen in the above image)



Tip 4. Hush your crowd

If you are hosting a meeting and need some silence to present, you don't have to waste time waiting for everyone to switch their microphones off. As the host/creator of the meeting, you automatically have the ability to mute your attendees. They will get a notification informing them they have been muted and will need to unmute themselves in order to speak again.

To do this, simply click the  button in the options bar (mentioned in Tip 1), this will open a participants list on the right and here you will be able to mute all participants.

Tip 5. Use the Chat feature for questions during a presentation

It can be hard to adapt to presenting via video call, especially when your audience members want to ask a question without talking over one another or interrupting the presentation. This is where the Teams chat feature can help. Tell your attendees to post any questions they have in the chat bar so you can address them later. When you reach the questions portion of your presentation, open the chat sidebar, and make your way through each question.

We hope these tips are helpful to you and your team!

Please do not hesitate to contact us if you would like any further assistance



visit www.cygnet.it email info@cygnet-it.org call 020 8619 1200