



# Instruction

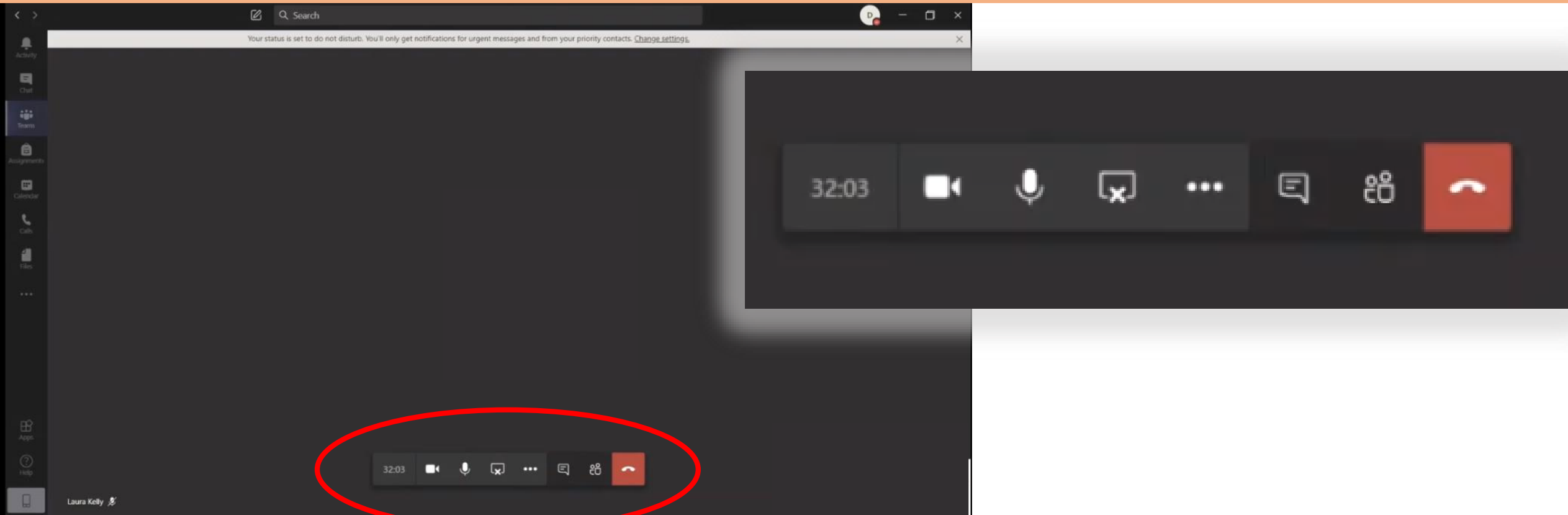
## Tips and Tricks for when you are in a call on Microsoft Teams

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# Tips & tricks for calls in MS Teams

When you are in a call and move around your mouse, a toolbar will appear with various icons. Let's find out what they mean! If you don't touch your computer for a moment, the toolbar will disappear. Simply move around your cursor/mouse to make it reappear.





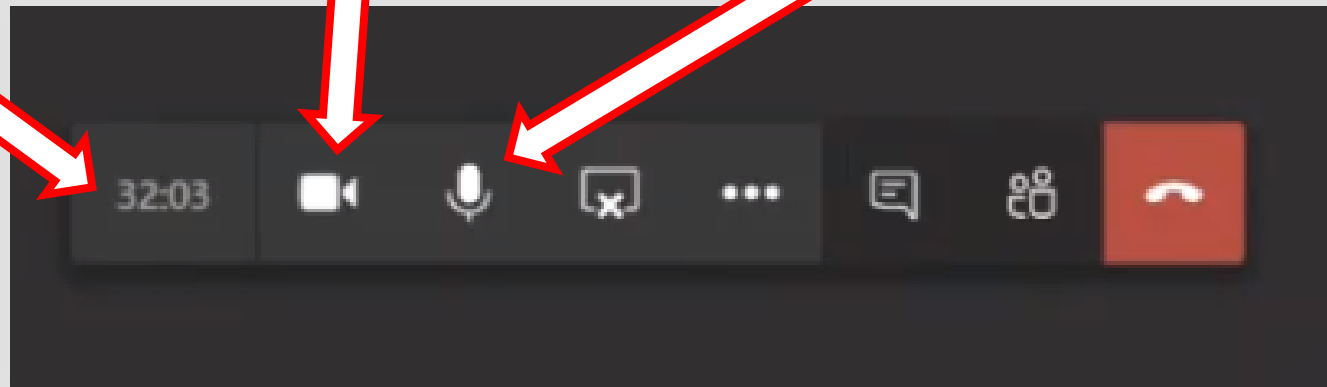
# Tips & tricks for calls in MS Teams

From left to right....:

A timer to show you how long your meeting has been going on for

Click here to switch your camera on or off

Click here to turn your microphone on or off (mute/unmute yourself)



Generally speaking: always have your microphone on mute, unless otherwise indicated. This means we don't disturb speakers or video's that are shown.



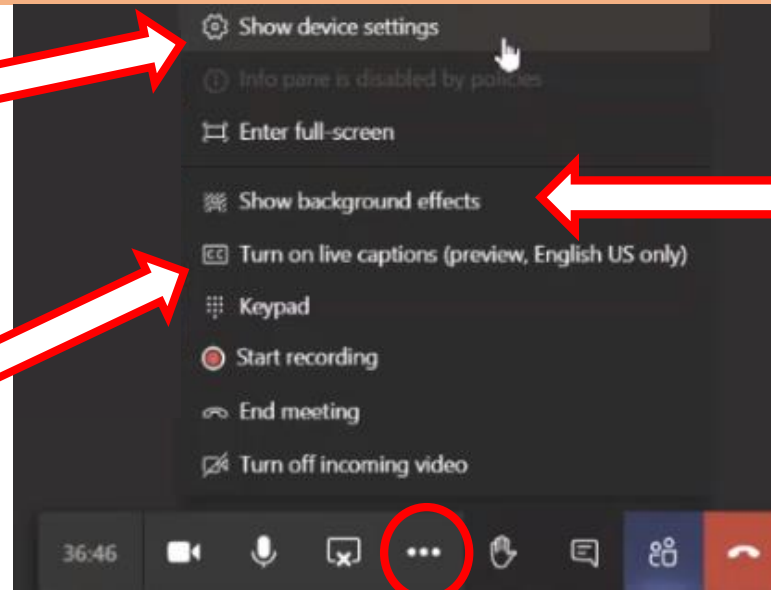
# Tips & tricks for calls in MS Teams

Clicking on the three dots opens a small menu of extra options.

1. 'Device settings' allows you to check the settings of your microphone and webcam;
2. 'Background effects' are pictures you can use to create a virtual background, e.g. a picture of your city, your national flag or the logo of your school. There are a few standard options and you can click 'add new' to upload your personal picture.
3. Clicking 'Live captions' will turn on automatically generated subtitles. This is a useful feature if English is not your first language, as it allows you to read what a speaker is saying while you listen. They are not perfect, but it might be helpful nonetheless.

1. 'Show device settings'

3. 'Turn on live captions'

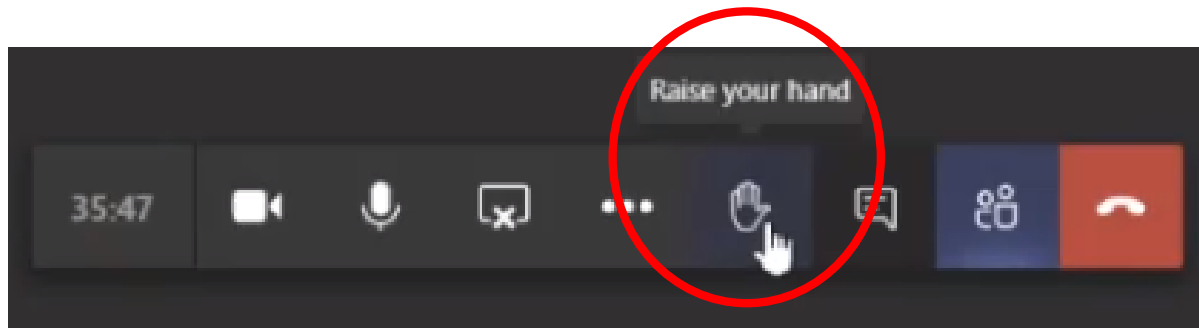


2. 'Show background effects'



# Tips & tricks for calls in MS Teams

The icon of a little hand allows you to virtually 'raise your hand'. If you're in a group discussion and you want to make a point, you can raise your hand. The chair and other participants will see this and will give you an opportunity to speak when it arises.



## People

Invite someone

Currently in this call (3)

Demo  
Organiser

Jana Cox

Laura Kelly



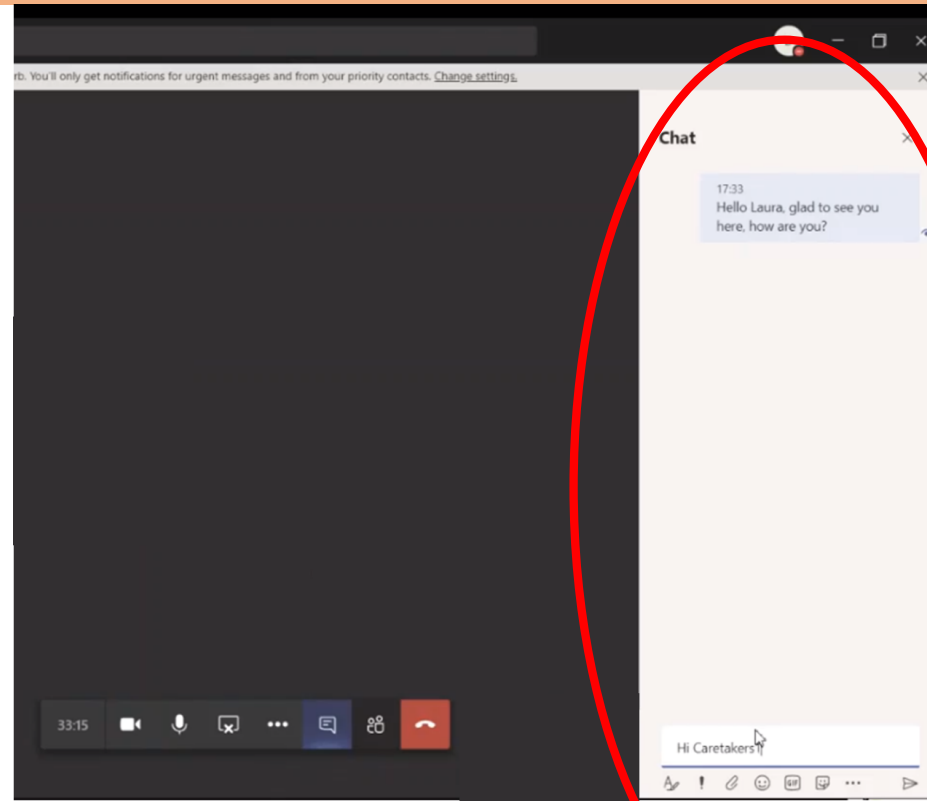
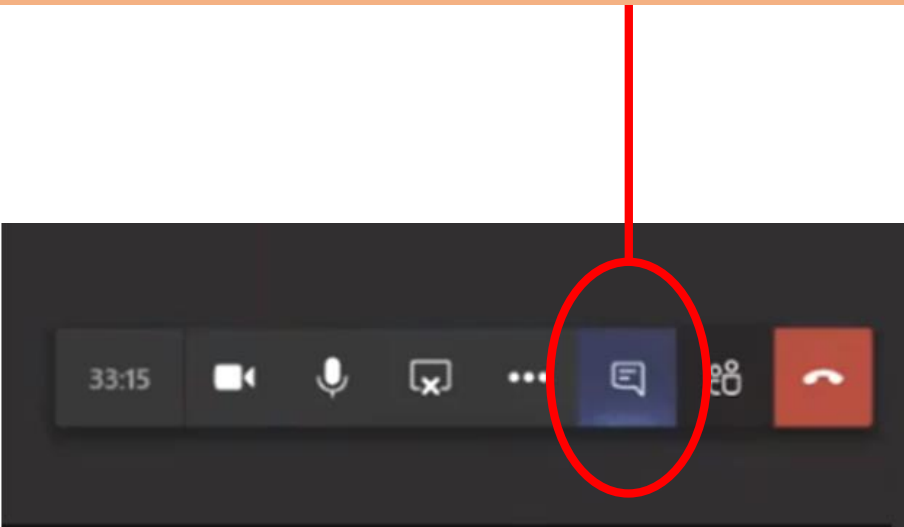
Calling...





# Tips & tricks for calls in MS Teams

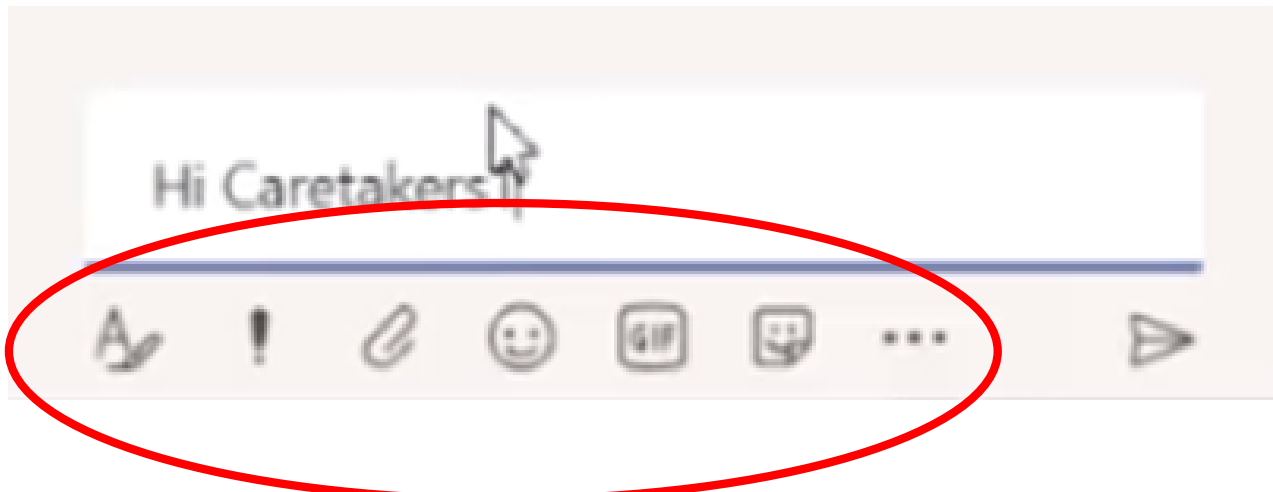
Clicking on this icon opens the chat function. In the chat everyone can post a message. All messages are visible to everyone. Simply type in the bottom and press enter to send.





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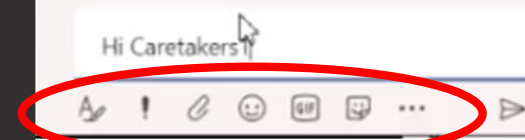
The chat is useful for calls when there is a speaker and all microphones are muted. We use it to react to speakers, communicate to each other, ask questions or respond to them. You can also attach files, emojis, gifs and more to your chat message using the chat menu below the typing bar.



Chat

17:33

Hello Laura, glad to see you here, how are you?

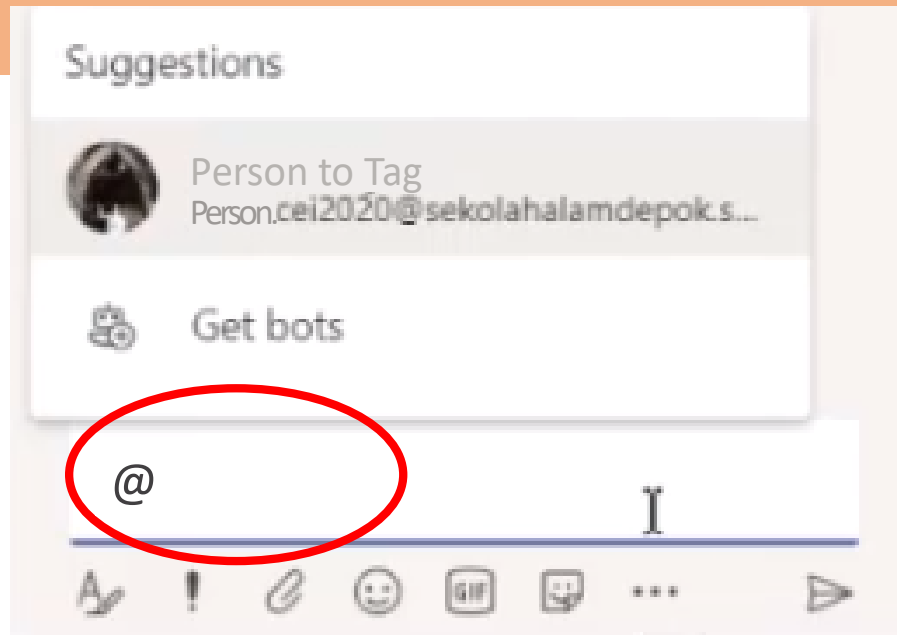




# Tips & tricks for calls in MS Teams

Please make sure the chat remains a safe space for everyone, including participating students. Use appropriate language and be mindful of each other.

If you want to mention someone or a question to someone in specific, simply type @ followed by that person's name.

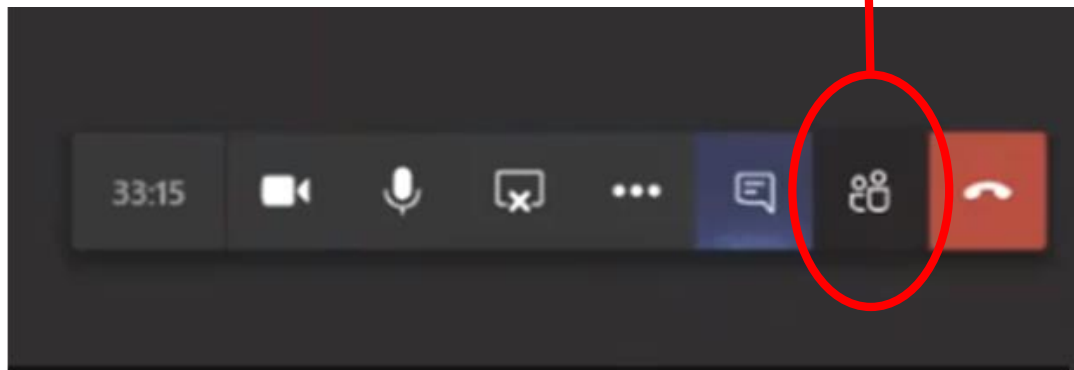
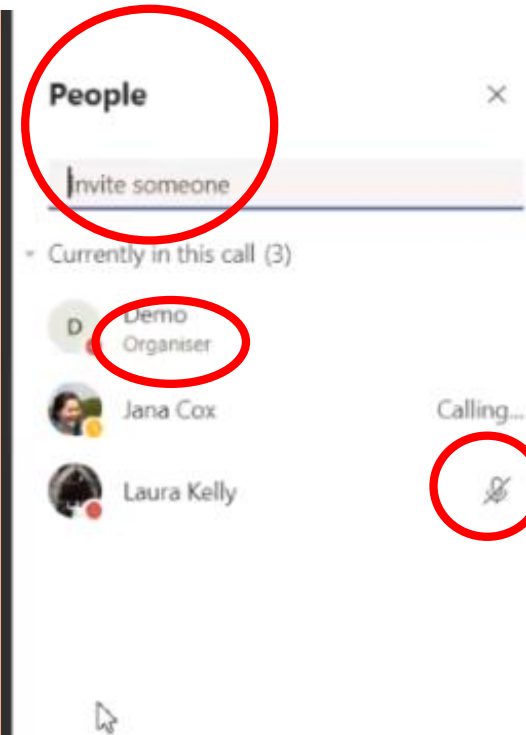






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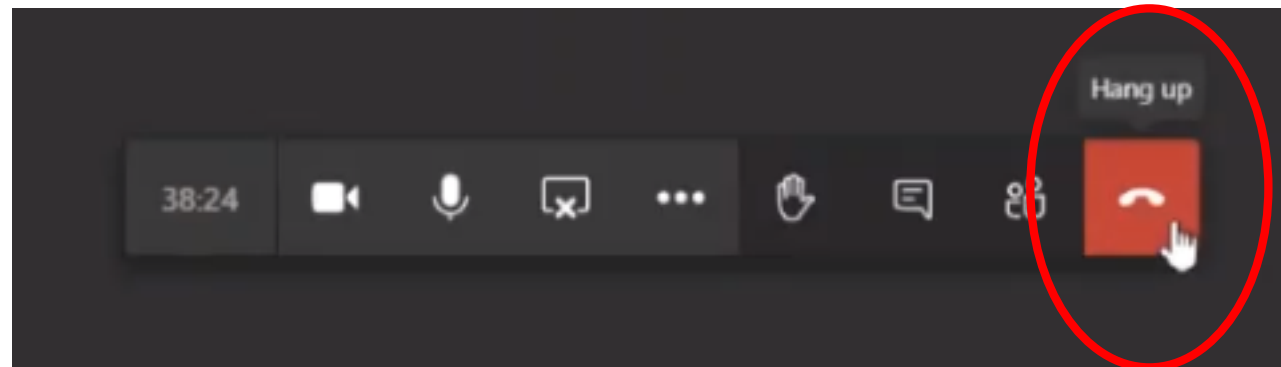
Clicking on this icon opens the list of participants. The side menu shows who is on the call ('currently in this call') and allows you to 'invite someone'. Simply type a person's name and select them to invite them. They will be dialed and asked to participate. In the participant list you can see if someone is muted by the icon of a crossed out microphone and you can see who is the organizer. A handy overview to see who's present!





# Tips & tricks for calls in MS Teams

Those are the relevant available options while on a call in Microsoft Teams. To wrap it up, if you want to end or leave a call click the red phone icon. Have fun with your calls on Microsoft Teams!





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CEI 2020 conference?

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