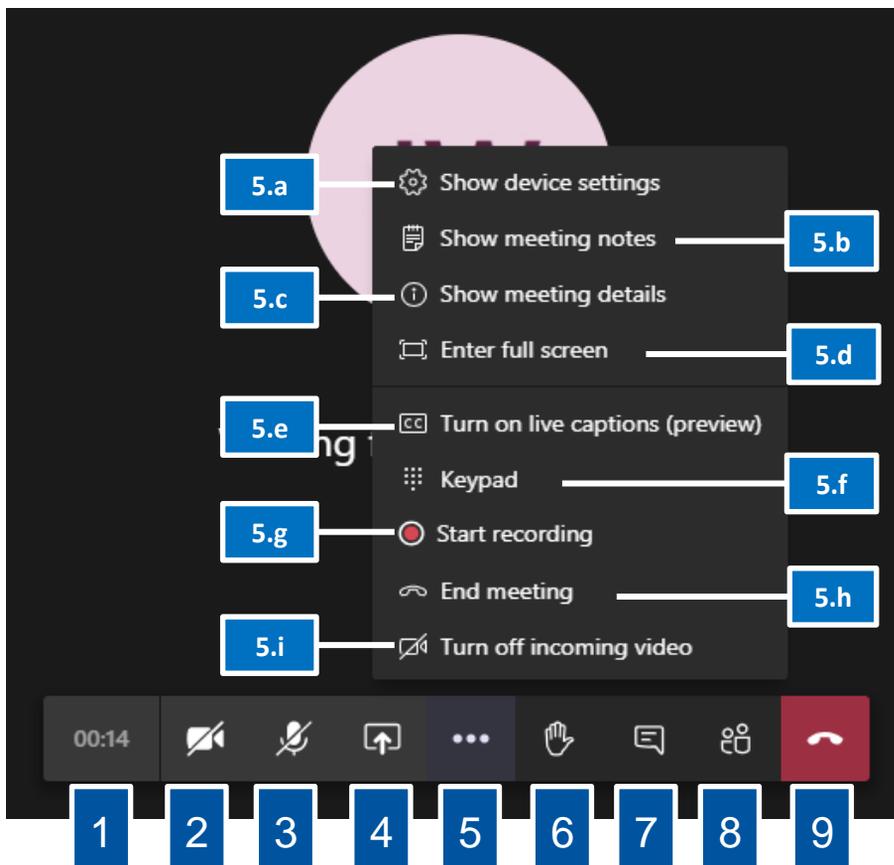# Features within Microsoft Teams Meetings

Purpose:

This guide will review the main features of a Microsoft Teams meeting as well as offer etiquette guidelines that should be adhered to while attending the KHSC New Employee Welcome.

Features on the Teams Meeting Toolbar:

Once you have successfully joined a Teams meeting, a tool bar will appear at the bottom of your screen that gives you access to the different features of the teams meeting. Below is an image of the toolbar with each of the features labelled. The following pages will offer a brief description of each feature.

5.a — Show device settings
5.b — Show meeting notes
5.c — Show meeting details
5.d — Enter full screen
5.e — Turn on live captions (preview)
5.f — Keypad
5.g — Start recording
5.h — End meeting
5.i — Turn off incoming video

00:14   1   2   3   4   5   6   7   8   9

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Features within Microsoft Teams Meetings

1 **Meeting Time Log:** This time counts the duration of the meeting.

2 **Video On/Off:** This allows you to show or hide your webcam video.

3 **Audio On/Off:** This allows you to turn your microphone on or off in the meeting.

4 **Share Screen:** This allows you to share your screen with other participants.

5 **Additional Options:** This shows additional options available in the meeting.

   a. **Show Device Settings:** This allows you to review and adjust your video source, audio source, etc.
   b. **Show Meeting Notes:** This opens a notes area where you can take notes for the meeting to review later.
   c. **Show Meeting Details:** This opens an area to the right displaying the date/time of the scheduled meeting, any dial in conference numbers, ability to call a phone, and ability to copy a link to send to someone to join the meeting.
   d. **Enter Full Screen:** This removes the tabs to the left for chat, teams, etc. as well as the window making the meeting take up your entire screen.
   e. **Show Background Effects:** This allows you to add a blur or a virtual background to your video on the meeting. You can select from the options listed.
   f. **Keypad:** Allows you to dial numbers when necessary for entering conference rooms, etc.
   g. **Start Recording:** This allows you to start and stop recording of the meeting.
   h. **End Meeting:** This will end the meeting for all participants.
   i. **Turn Off Incoming Video:** This will force all participants to enter the meeting with their video turned off

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6 **Raise Your Hand:** This allows you notify the speaker/presenter of a question or comment that you want addressed. It also allows you to participate in polls by identifying yourself.

7 **Meeting Chat:** This will show the text chat for meeting participants (on the right-hand side of the screen). You can enter questions, comments, gifs/images, and documents into this chat and it will be saved once the meeting has ended.

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Features within Microsoft Teams Meetings

8 **View/Manage Participants:** This shows a list of everyone who is currently in the meeting. This also allows you to see who may have raised their hand.

9 **End Call:** This ends the meeting for you personally. This does not end the meeting for everyone.

Meeting Etiquette for the KHSC New Employee Welcome:

1 **Be Present**. Ensure that, whenever possible, your video and audio are **enabled**. Use headphones to block outside noise and to respect other that may share your space.

2 **Be in the Moment**. Avoid distractions like other applications or websites; this time should be dedicated to **orientation-related work only**.

3 **Be Respectful.** When another individual is speaking, please use the **Raise Your Hand** function, or **Meeting Chat** if you have a question or a comment.

4 **Be Inquisitive.** If you have a question, ask it! You can direct your question to an individual by including the **@** before their name in the **Meeting Chat,** in a **Private Message,** or in an **email.**

5 **Be Active**. Take the time to **answer questions** and **interact** with the speakers and your fellow new employees. This is an excellent opportunity to get to know your colleagues and network!

Frequently Asked Questions:

Q: Who should I contact if I am having troubles with my Microsoft Teams app?
A: For help and support for Microsoft Teams, please contact Stephanie Kovala(Stephanie.Kovala@kingstonhsc.ca #613-483-1564) or (Kate DuQuesnay (Kate.DuQuesnay@kingstonhsc.ca, x8176). You can also visit the Microsoft Teams intranet page.

Q: Who should I contact if there are issues with my computer (i.e. freezing, logging in, cannot access my webmail)?
A: Please contact KHSC HELPDesk at KHSC.HelpDesk@kingstonhsc.ca or 4357.

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Features within Microsoft Teams Meetings

Q: Who can help me with KnowledgeNow?
**A:** Please reach out to KnowledgeNow@KingstonHSC.ca or call 4533

Q: How do I send a private message?
A: If you have a question or comment that you would like to send to someone privately, use the **New Message** function located at the top of the screen and enter the name of the recipient into the address bar.
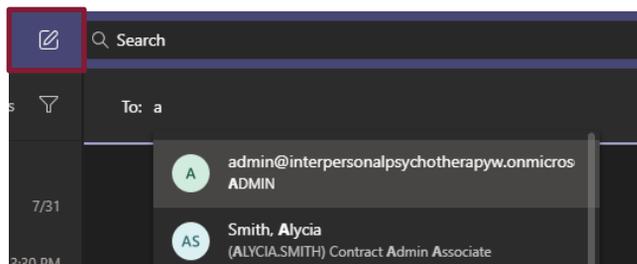
Q: How do I use the meeting chat?
A: Once you have selected the chat icon on the meeting toolbar, a sidebar will appear on the far right of your Teams window. At the bottom of this slide bar is the text field with a series of icons that allow you to use the different options for you to customize your message.
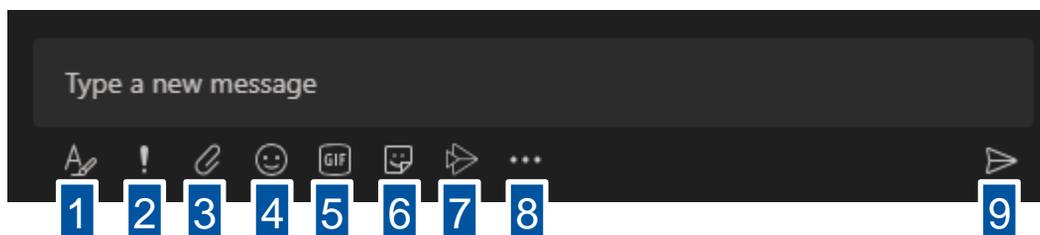
1 **Format:** This allows you to alter the format of your text (i.e. bold, italicize, highlight, etc.).

2 **Set Delivery Options:** This allows you to mark a message as urgent or important so the individuals reading the chat will understand the urgency of your message.

3 **Attach:** This allows you to send files from your computer to others.

4 **Emoji:** This allows you to send emojis (small cartoon characters that demonstrate emotion).

5 **GIFs:** This allows you to send GIFs (images that are often animated).

6 **Stickers:** This allows you to send customized images with text.

7 **Stream:** This would allow you to send video links. **This feature is not yet supported**.

8 **More Apps:** This allows you to access other applications in your Microsoft Teams.

9 **Send:** This feature sends your message.