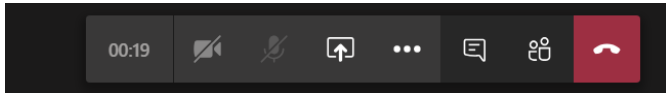




## Microsoft Teams – Functions



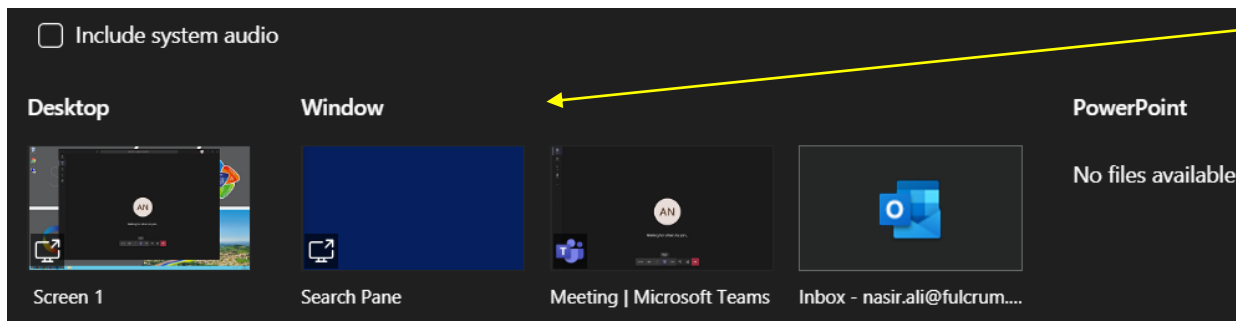
When chatting with your contacts or teams, there are various functions that can be used.

**Note: This will only work if installed on a mobile device or local computer. It is not available from MD2020. The link to download teams can be found in the help section of FGHID.NET**



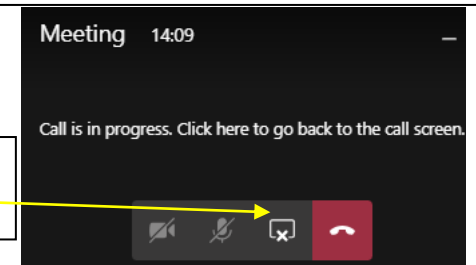
The first two icons are the video () and microphone () icons. These allow you mute/unmute the audio and enable/disable the video stream, which can be useful to minimise distractions.


The third icon is the Share icon () , when clicked it gives you the following:

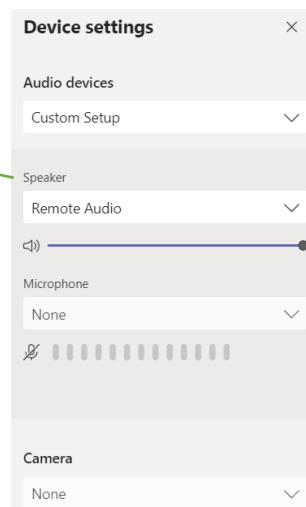
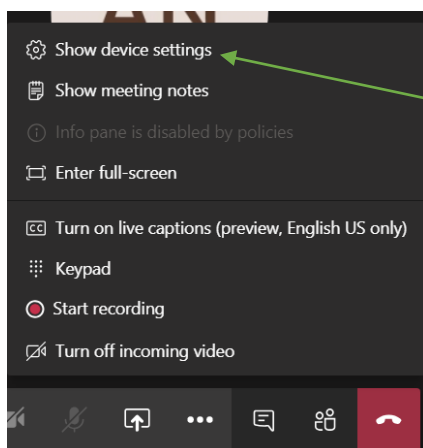


You can share(show) your screen, individual application screens or PowerPoint presentations by clicking on the relevant icon.



Once you are done, click the end sharing icon.



The fourth icon () is the action icon, the useful functions under this section are the meeting notes icon and the start recording icon. You can make both available to the participants after the meeting is complete.



If you are having issues with sound or others can't hear/see you, make sure you have the right devices selected.

The fifth icon () shows you the chat log and the sixth icon () shows you the status of everyone in the meeting.

The last icon () disconnects you from the meeting.