

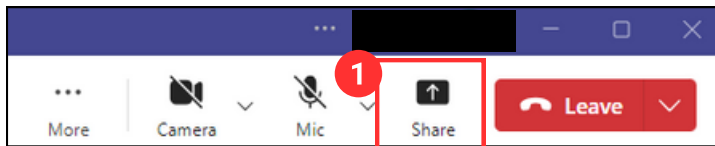
Microsoft Teams: Meeting features

Teams allows organizers and co-organizers to share their screen during a meeting so other attendees can see. This feature is helpful for demonstrations and presentations.

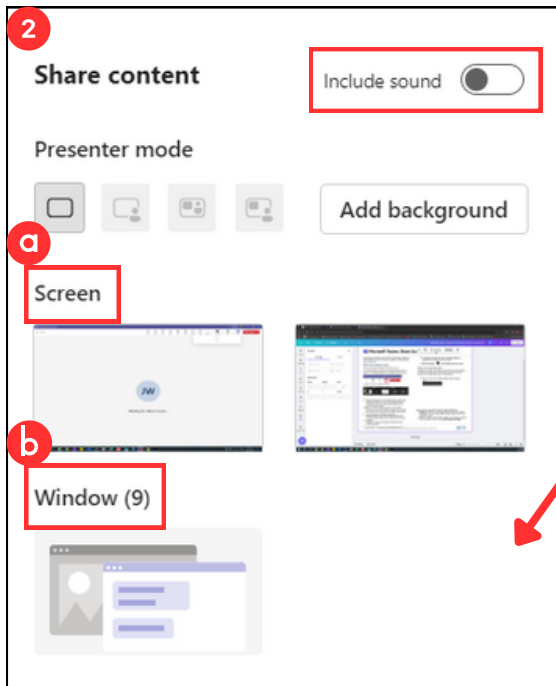
Share your computer screen

When selecting which desktop or window to share:

1. From the toolbar at the top of the meeting window click the **share** icon. The **share content** menu will appear below.



2. Select the content you would like to share:



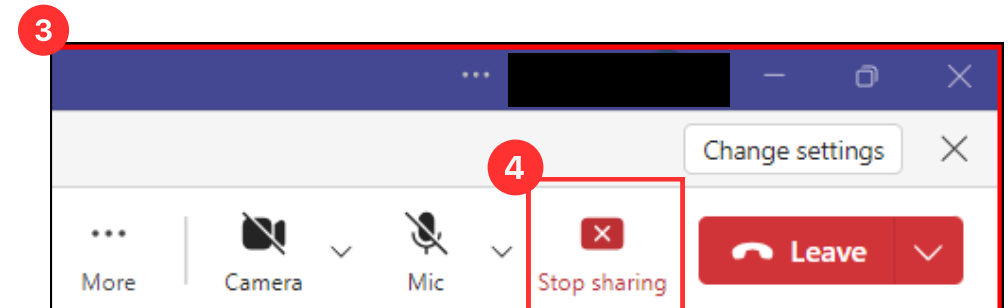
Include sound: this is used to share a video with the audio i.e. sharing a YouTube video.

- **(2a) Screen:** select the desktop screen, you want to be visible to the participants. In this example there are 2 monitors connected, click on the appropriate one.
- **(2b) Window:** select an open window/tab to be visible to the meeting participants (eg. Google Chrome, Outlook, PDF).
- At the bottom of the share content menu you can find additional options for sharing content, such as PowerPoint, Excel, OneDrive and browsing your computer for files.

The preferred option is to share your content via window to avoid accidentally sharing unintended information.

3. A **boarder** will appear around the screen you are sharing.

4. To stop sharing your screen click the **stop sharing** icon.



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Overview

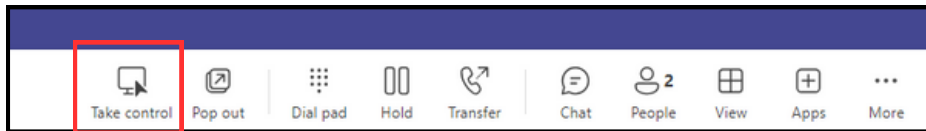
You have the option to temporarily **request control** when another participant is sharing their screen. This will allow you to open, close or edit anything on their computer.

You also have the option to temporarily **give control** of your cursor and keyboard to another meeting participant while screen sharing.

Only one user may have active control at a time.

Request control

To request control of another participant's shared screen click the **take control** button from the toolbar.



1. You will receive a prompt confirming that you would like to **request control**. Click **request**.
2. The participant sharing their screen will then receive a prompt allowing them to **give control** of their screen. They also has the option to select deny which will cancel the take control request.

The screenshots below capture what each person sees when requesting control of another person's screen.



When you are finished with controlling the participant's screen, select the **stop control** button to return control to the original participant.

Stop control

To revoke another participant from controlling your cursor and keyboard select **stop control** from the toolbar.

While you are sharing your screen a toolbar will appear. Click the give control button and select the participant you would like to assign control.

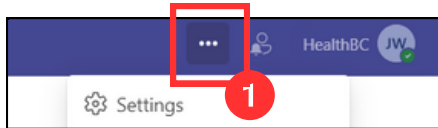


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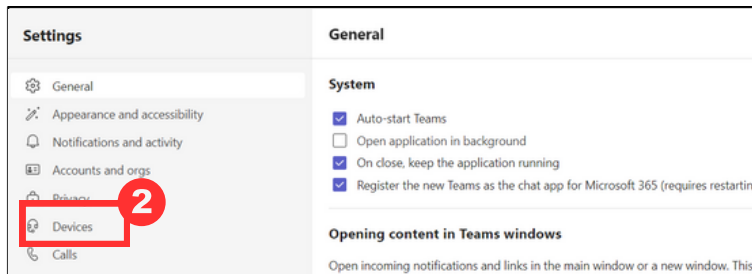
Adjust your camera settings to ensure the best experience during your Team meetings. We recommend you do a test beforehand to avoid issues during your call.

Confirm settings

1. On your Teams application, click the **menu** located at the top right and click **settings**.



2. The settings menu will open. On the left side, click **devices**.



3. Here you can manage your devices, audio and camera settings. Scroll down to the **Video Settings** heading.

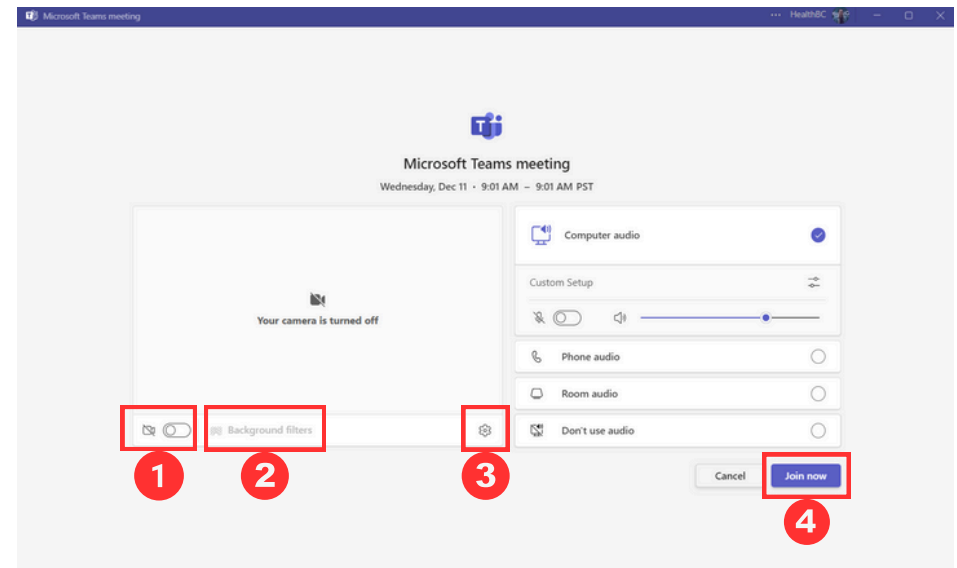


4. Select the **camera** you prefer to use from the drop down menu and check the **preview** below to ensure there is nothing blocking your view.

If you still cannot see an image, contact **Service Desk (604-675-4299)**.

Join meeting settings

When joining a meeting, you will receive a pop-up window where you can adjust your settings before entering the call:



Choose from the following video options:

1. Click the toggle next to the **camera** icon to turn your video on/off.
2. Click the **Background filters** option to choose how you want your background to be seen.
3. Click the **gear** icon to choose which webcam you want to use when working with multiple cameras.

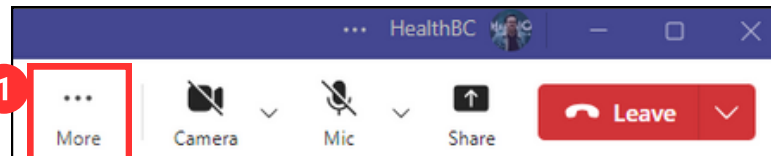
When you have selected your preferred settings click the **Join Now** button.

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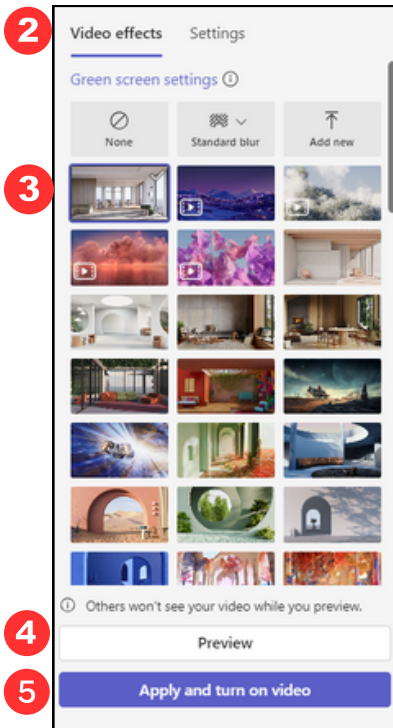
Background settings

You have the ability to blur or customize your video background during a Teams meeting.

1. At the top click **More** options from the toolbar options.



2. A drop down menu will appear. Select **Video effects and settings**.



3. The background settings pane will open on the right of your screen

Choose one of the following options to change your background settings:

- Click **Add new** to upload a background image from your computer.
- Click **Standard blur** to have your camera focus on you and blur out whatever is behind you.
- Scroll and select one of the many **preset background images**.

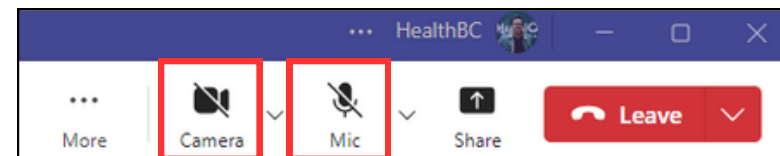
4. Click **Preview** to see how the background will appear.

5. Click **Apply** and turn on video once you have your preferred settings.

Turn camera on/off

During the meeting, you may turn your video on and off when needed. To turn your camera off:

Go to the meeting toolbar at the top and click on the **Camera** icon.



A slash through the icon indicates your camera is **off**, click the icon to toggle the camera on/off.

Turn mic on/off

During the meeting, you can also turn your mic on and off to mute yourself when needed. To turn your mic off:

Go to the meeting toolbar at the top and click on the **Mic** icon.