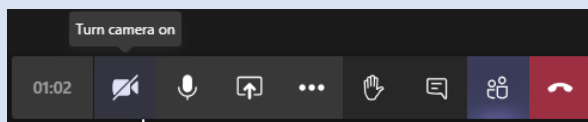


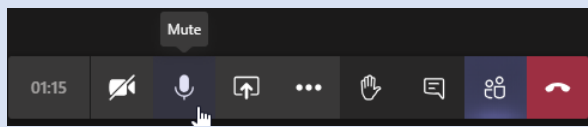
Tutorial: MS Teams 'In Meeting' Bar Control Interface

What follows is an overview of all of the interface options while in an active Teams Meeting.

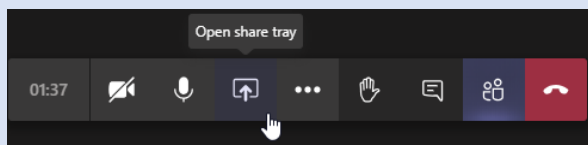
The time on the furthest left indicates how long the meeting has been running for, while the Camera button right next to it allows you to turn your webcam on/off.



The mute button allows you to mute yourself. This is particularly useful and polite to do when you have a background noise going on such as an air conditioner, pets, etc.

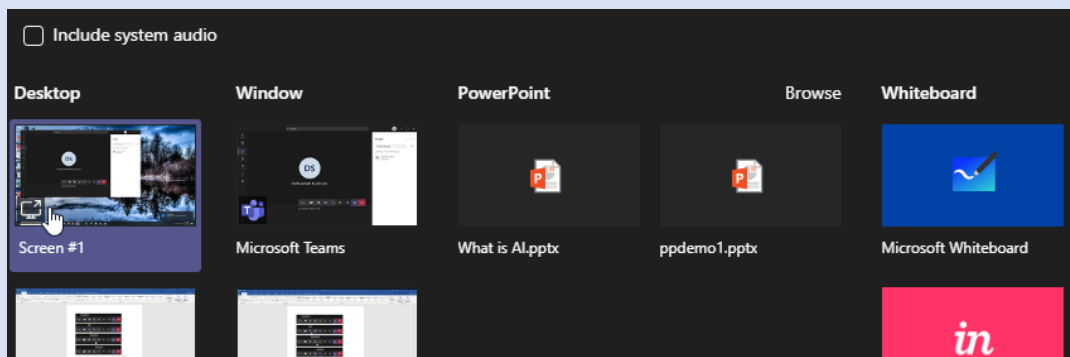


The box with an arrow in it will allow you to share portions of your screen.

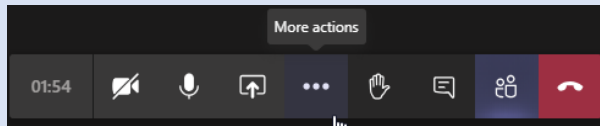


Before sharing, the above lets you pick which portion specifically to share, as seen below:

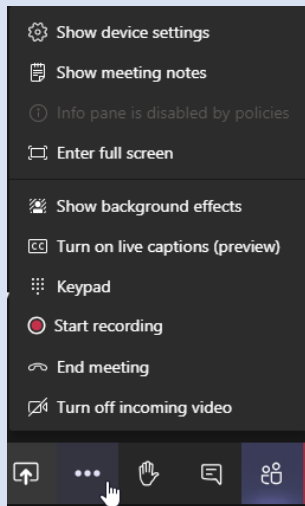
Note – Access to WhiteBoard is also done through this location.



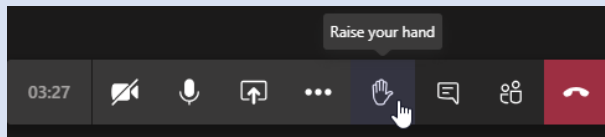
The three '...' will always give you additional options/actions you can take, wherever you see it in Teams



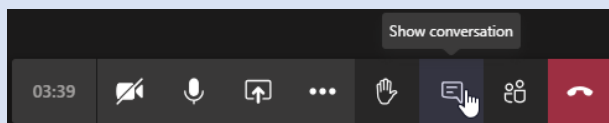
In the context of an active meeting, the '...' gives you the following options as seen below:



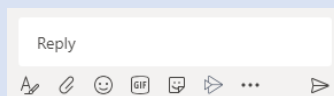
It is courtesy to raise your hand when someone else is speaking and you wish to contribute. This feature allows this to be done digitally, and will inform others you have something you would like to share.



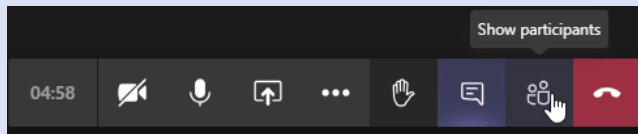
The text box icon will allow you to chat via typing, as well as share documents, emoji's, and gifs, among other things.



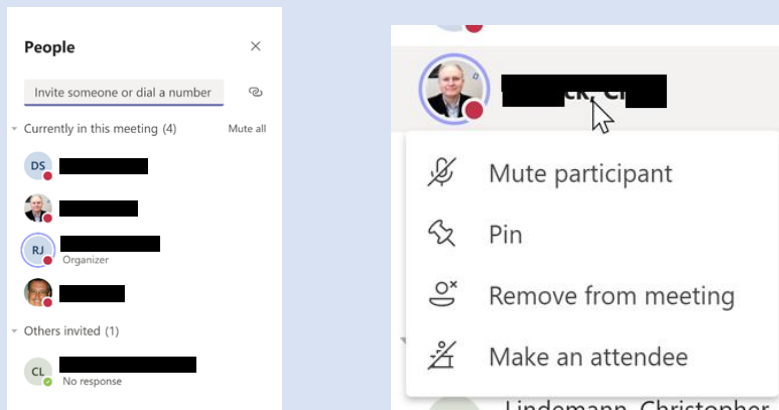
Once you have clicked it just use the below area to engage with others



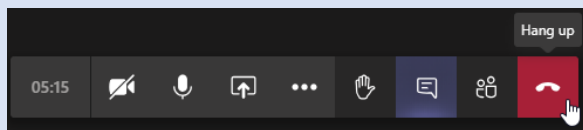
This is the meeting controls area, it allows you to see who is currently in the meeting, who is invited, as well as several management options, as shown after.



Right clicking on a participant's name will give you additional options such as removing an individual from a meeting if they are being disruptive.



This is the button to press to leave a meeting.



To see additional tutorials and technical training please visit:

enmu.edu/workfromhome or enmu.edu/schoolfromhome

If you need any assistance or have questions, please contact the Help Desk
via Teams by clicking [Here](#)
via phone at: **575-562-4357**
via email at: Help.Desk@enmu.edu

–ENMU Portales ITS Technical Trainer