

# Microsoft Teams Meeting Toolbar

The meeting toolbar centralises all functionality of Microsoft Teams during a meeting. Bringing together device settings, screen sharing and meeting communication.

## Toolbar functions

During Microsoft Teams meetings, the meeting toolbar is located at the top right-hand corner of your screen.



**Note:** By moving your cursor away from the meeting toolbar and then clicking your mouse, this will minimise the meeting toolbar. Move your mouse, and the meeting toolbar will re-appear.

## Video settings

Video refers to your webcam and is only available if you have a webcam connected to your device.

- If the webcam is enabled, participants will see you and the camera will not be crossed out.
- If the webcam is disabled, participants will not see you and the camera will be crossed out.



**Note:** You can still attend meetings without a webcam.

## Microphone settings

Using a microphone is only available if you have one connected to your device.

- If the microphone is enabled, participants will hear you and the microphone will not be crossed out.
- If the microphone is disabled, participants will not hear you and the microphone will be crossed out.



**Note:** You can still attend meetings without a microphone by using the 'Chat' feature.

## Screen sharing

During meetings, you can select and share a screen so that it is viewable by all attendees.



## Raising hand

By selecting the hand icon in the meeting toolbar you can alert attendees that you have a question or comment. To lower your hand re-select the hand icon from the meeting toolbar.



## Meeting chat

The meeting chat is accessible by selecting the 'conversation bubble' icon. This is a useful communication tool if you do not have a microphone. Everyone attending the meeting has access to this function and can see the full conversation ribbon.



**Important:** Do not send messages containing confidential and sensitive information.

## Meeting participants

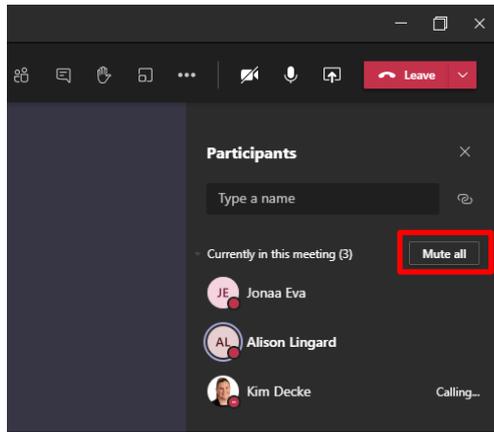
The 'Show participants' option will bring up a list of who has been invited to the meeting and who has joined the meeting.

1. Select the **Show participants** icon.

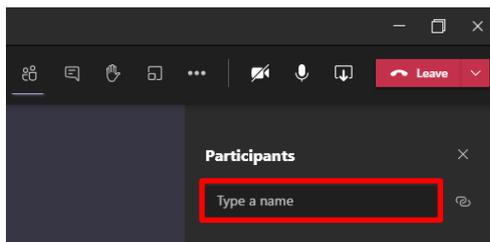


## Muting and inviting participants

1. View the participant list on the right-hand side of your meeting. Select the arrow to expand the list and click **Mute all** to mute everyone but yourself.

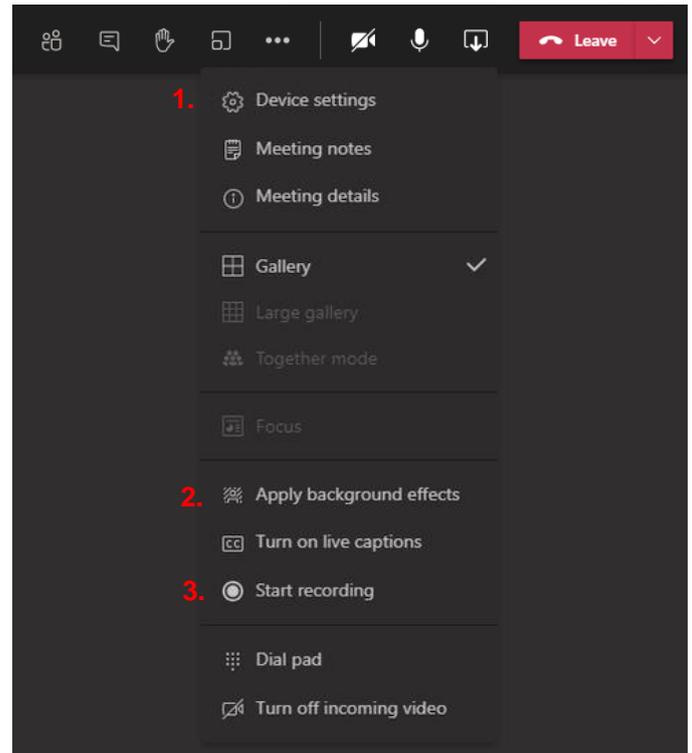


2. If someone has not joined the meeting, invite them by entering their name in the text field. This will prompt them to join the meeting.



## Hang up

When you have finished with the meeting you, select the **red phone** button to hang up.



## More actions

From your meeting toolbar there are additional functions by selecting the **ellipsis (three dots)** icon.



Relevant functions are:

1. **Show device settings:** Select this option to troubleshoot or adjust your device settings.
2. **Show background effects:** To select a filter that hides what is in your background.
3. **Start recording:** When appropriate you can record your meeting. Once you start recording this option will change to 'Stop recording' for when the meeting is completed.