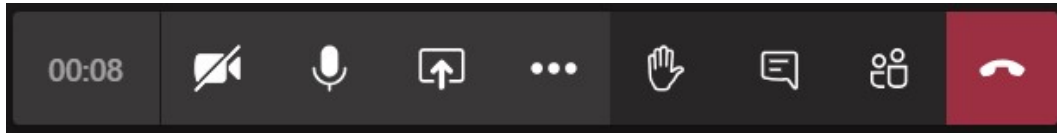


The Control Panel in a Microsoft Teams Meeting



Once you join a Microsoft Teams meeting, you will see the control panel above. Icons in Control Panel explained below.

Note: if you join a Teams meeting via the web browser (not with your desktop version of Teams), there may be some limited functionality vs. what is show below for the desktop installation of Microsoft Teams.

Icon	Icon Name	What it Does
	Meeting Timer	Keeps track of the meeting time.
	Camera button	Allows you to toggle whether your camera is on or off. If it is off, a slash will appear through it.
	Microphone button	Allows you to toggle whether your microphone is on or off. If off (muted), a slash will appear through it.
	Share button	Active for organizer and presenters of a meeting. Once clicked, a panel of screen share options will appear for sharing your screen or applications—click the Share button again to stop sharing.
	More Actions button	Once clicked, a menu of additional features opens including: <ul style="list-style-type: none"> • Device settings for sound checks • Blurring your background (a great feature for when using Camera) • Starting/stopping a meeting recording (note – if you record a meeting, all in attendance must be aware and give verbal consent)
	Raise Your Hand button	Once clicked, other members of the meeting are aware that you have question/comment but do not want to interrupt the ongoing conversation/presentation. Once activated, the icon shows up in both the video window and in the People pane. Click again to turn off.
	Show Conversation button	Once clicked, a meeting chat pane will open at right – allowing for chat between all participants in the meeting. This button is a toggle for you to either keep the chat pane in view or not.
	Show Participants button	Once clicked, a People pane will appear at right – so that you may view the list of meeting attendees. If you are the Organizer or Presenter, you may use this list to: <ul style="list-style-type: none"> • Admit any guests waiting in the meeting lobby by clicking the check mark beside their name • Mute or remove an attendee
	Hang Up button	Once clicked, you leave can the meeting but, other attendees may continue without you.