

Participating in a Teams meeting in the Windows app

Instead of just attending a Teams meeting, participate in it so your thoughts are shared with others and the discussion is richer. This guide shows you how to participate in the Teams meeting using the Teams app in Windows.

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This guide is published by virtual presentation expert Dave Paradi of ThinkOutsideTheSlide.com. His articles and videos on virtual presenting have been viewed over 3.5 million times and liked over 14,000 times on YouTube.

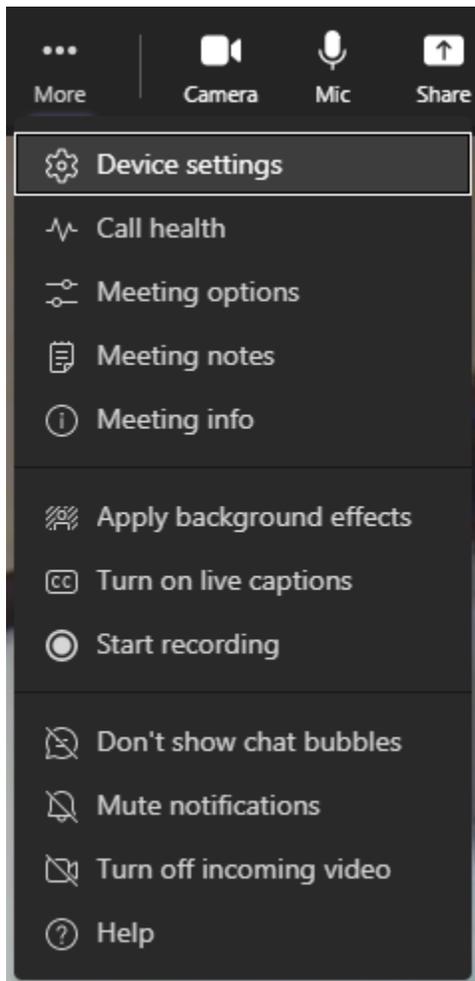
This guide is provided so that you can get the most from the virtual meetings you attend.

If you are a presenter in virtual meetings, you can get notified of new articles and videos at <https://www.ThinkOutsideTheSlide.com/vpnotify>.

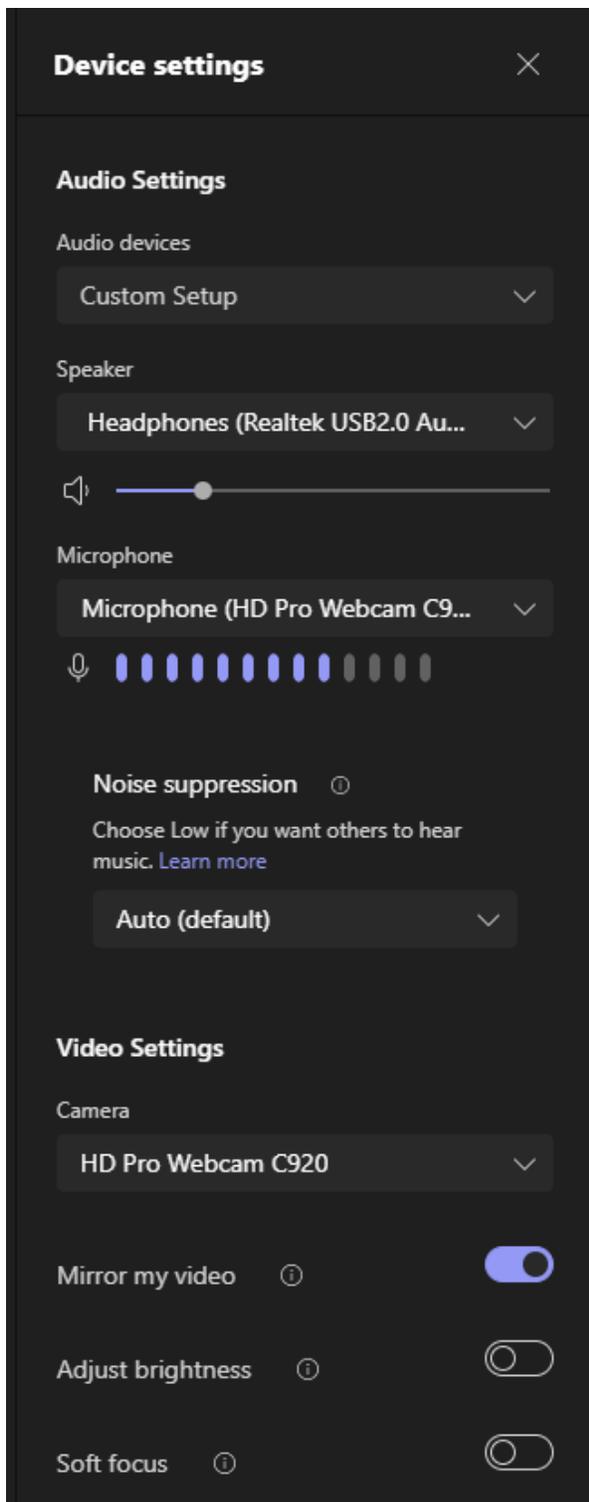
Audio and Video

Selecting the devices to use

Click on the three dots for more options in the Teams control bar and click on Device Settings.



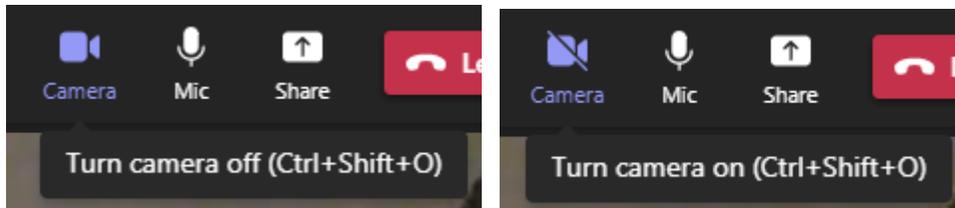
This opens the Device settings pane.



Use the drop down lists to select the microphone, speakers, and camera. The microphone and speakers do not have to be from the same device. Once you have selected the devices to use, click the “X” in the top right of the pane to close the pane.

Turning the camera on/off

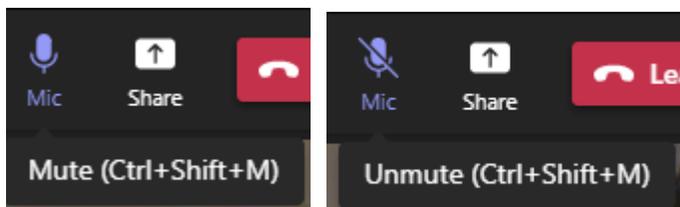
The camera icon in the Teams control bar allows you to turn the camera on or off. The icon shows you the current state of the camera and moving your cursor over the icon will indicate what clicking on the icon will do.



You can turn the camera on or off using the Ctrl+Shift+O keyboard shortcut.

Muting/Unmuting the microphone

The microphone icon in the Teams control bar allows you to mute or unmute the microphone. The icon shows you the current state of the microphone and moving your cursor over the icon will indicate what clicking the icon will do.



You can mute or unmute the mic using the Ctrl+Shift+M keyboard shortcut.

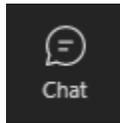
If your mic is muted, you can temporarily unmute the mic by holding down the Ctrl key and spacebar together. When you release the keys the mic returns to being muted.

The settings for volume of the speakers is controlled by your computer and not by Teams.

Chat

How to open/close the chat pane

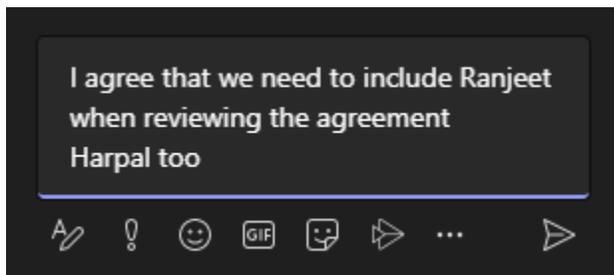
Click on the Chat icon to open the chat pane on the right side of the Teams window.



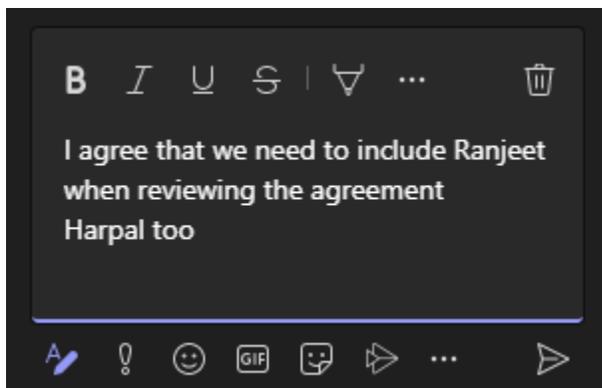
Close the chat pane by clicking on the “X” in the top right of the pane.

Chatting with other attendees

When the chat pane is open, you can chat with all attendees. In the message area, type your message. To add a new line, use Shift+Enter. To send the message press the Enter key.



You can format the text by opening the Format pane using the first icon under the message area that looks like the character A and a pen.

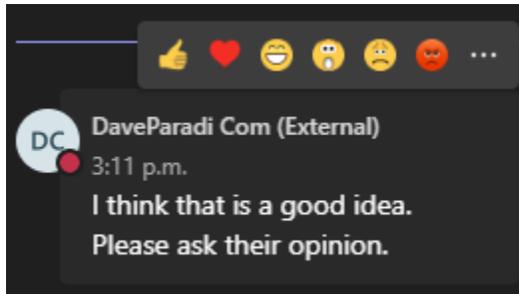


You can insert emojis in your chat message by using the emoji button in the chat area. You can use the GIF button to insert a GIF from Giphy. The sticker button allows you to add a sticker image.

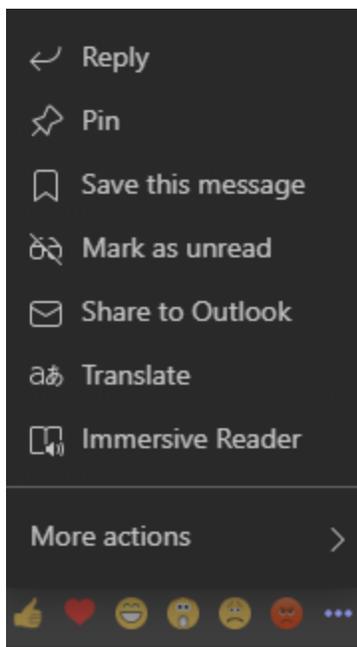
To send an image in the chat, copy it to the Windows clipboard from another source (including capturing the screen) and paste it into the message area.

Reacting/Replying to a chat message

When someone has sent a chat message, you can react or respond to it in the chat pane. Move your cursor over the message and a panel of reactions will appear.



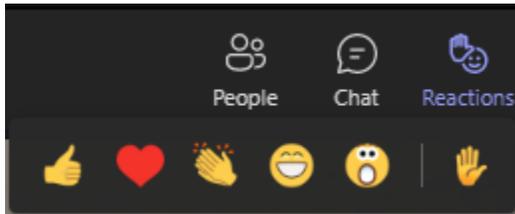
You can select one of the reactions to indicate how you feel about the message. You can also click on the three dots to access more options.



Reactions

How to open the reactions pane

Move your cursor over the Reactions icon to open the Reactions panel.



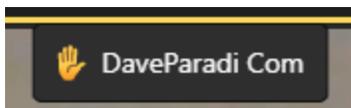
Using an emoji reaction

You can use one of the common reaction emojis shown, such as thumbs up, heart, or applause. The meaning of the emoji is shown in a tooltip when you move your cursor over the emoji. Using an emoji indicates how you feel about what was just said in the meeting and can provide encouragement to others.

Once you click on the emoji it appears on top of your video to the other participants, usually in the top right corner of your video. It will disappear automatically approximately 4-5 seconds later.

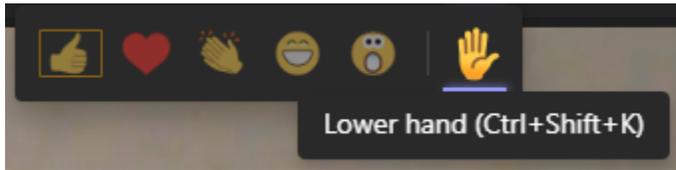
Using the raised hand

The Reaction panel is also where you can use the Raise hand option to indicate that you want to contribute to the discussion. When you click on the Raise Hand button a raised hand icon is displayed on your video tile for approximately 10 seconds to indicate to other participants that you have something to contribute. You can also use the Ctrl+Shift+K keyboard shortcut to raise your hand.



The raised hand also appears and stays beside your name in the lower left of your video, your video has a yellow line around it, and the raised hand is indicated beside your name that moves to the top of the participant list.

To lower your raised hand, click on the Lower Hand button on the Reaction panel. Your raised hand is not automatically lowered so you need to lower it.



Meeting organizers may also use the raised hand option as a way to have the meeting attendees vote on a question.