

Controlling what you see when attending a Teams meeting in the Windows app

When you attend a Teams meeting, you have options that can make it easier to focus on the content during the meeting, whether that is the other attendees or content that a presenter is sharing. This guide shows you how to control what you see in the Teams window when attending a meeting using the Teams Windows app.

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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.

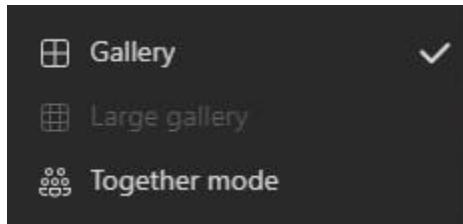
This guide is provided so that you can get the most from the virtual meetings you attend.

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

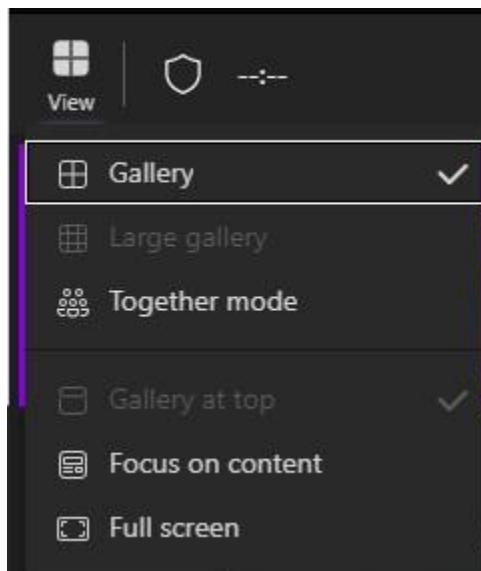
Video grid options when no content is being shared

How to switch views

To switch views, click on the three dots for More options in the top toolbar. In newer versions of the Teams app they have moved the views to a separate button in the top left of the Teams window. There are three options, Gallery, Large Gallery (only available if ten or more people in the meeting have their video on), and Together mode.

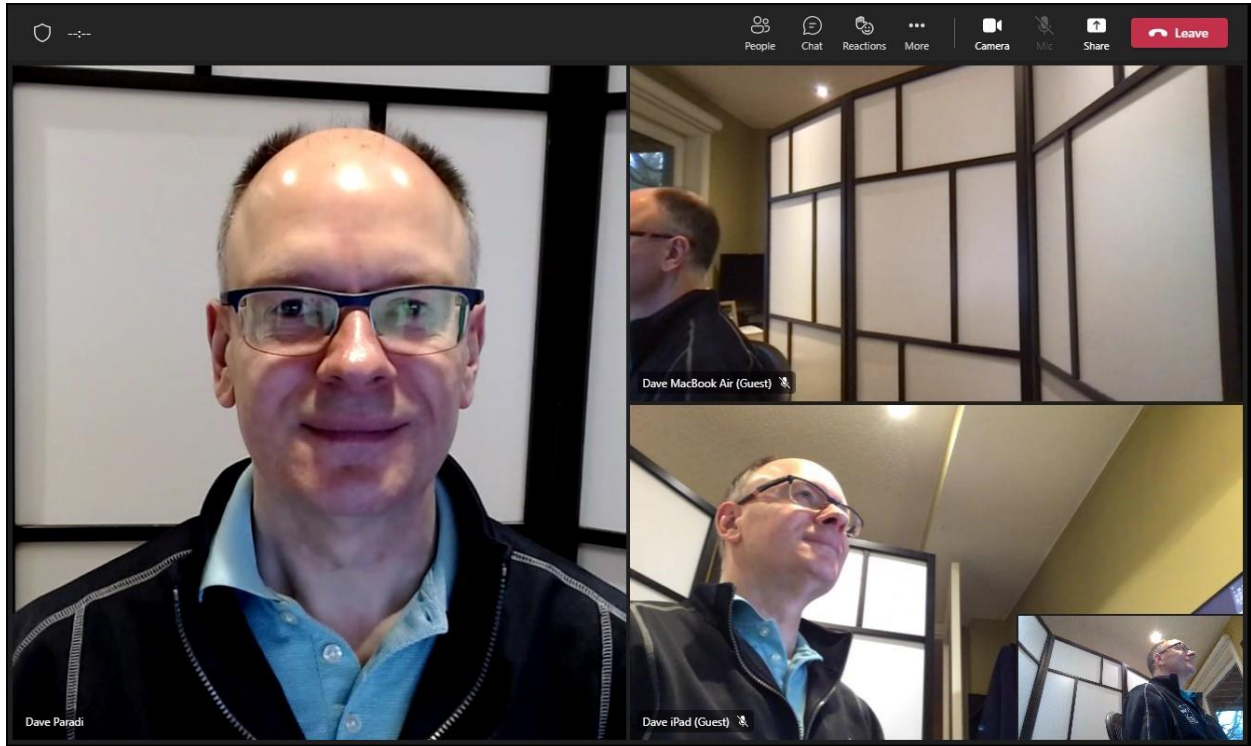


New views selection drop down:



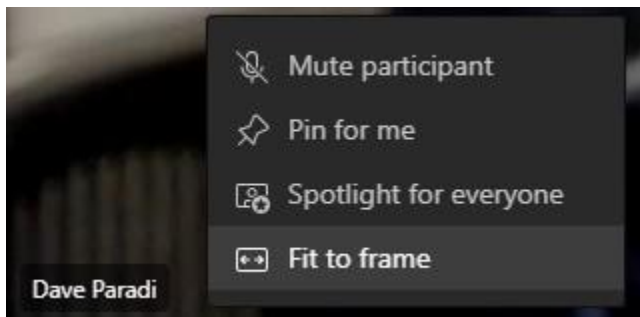
Gallery View

Gallery view arranges up to nine videos on the screen and the current speaker has a blue rectangle around their video when they are speaking. Teams will crop the videos as needed to fill the available space in the window. Your video is in the lower right corner of the Teams window covering up a portion of the video in that position in the grid.



The advantage of Gallery view is that you always see all of the people who have their video turned on and can see everyone's facial expressions or reactions. The disadvantage is that each video may be small if many people are attending the meeting.

If someone's video gets cropped by Teams and you can't see their face, you can click on the three dots beside their name in their video tile and select Fit to Frame. This will stop the cropping and show you the full video area for this attendee.



You can return to the cropped frame by clicking on the three dots beside their name and selected the Fill frame option.

Large Gallery View

This view allows more videos to be seen on the screen. It is only available when ten or more people have turned on their video in the meeting. Teams crops the videos and arranges as many as possible to fill the available space. I have found that this view is a little slower than the regular gallery view.

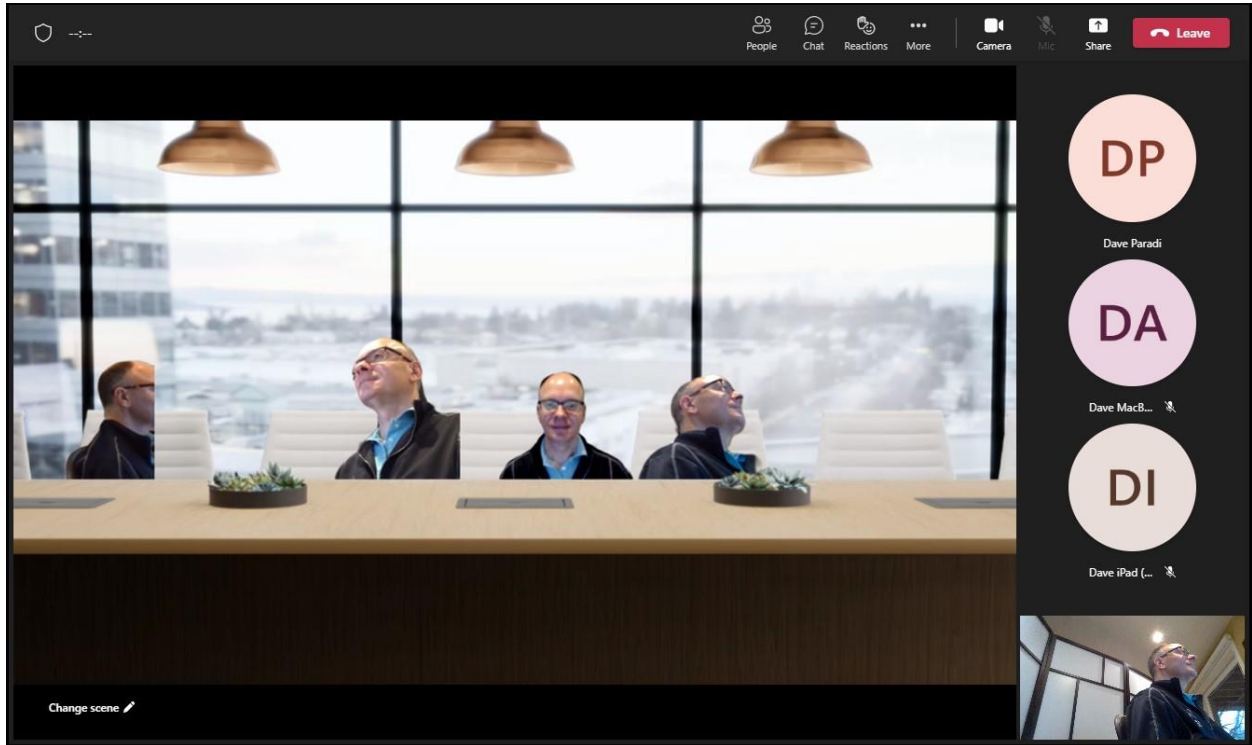
Large Gallery view displays up to 49 videos on the screen, which may make them very small. If there are more than 49 video tiles you will see arrows below the videos to move to another page of video tiles.

Here is an example from Microsoft of what Large Gallery looks like with more than 49 videos on.



Together mode

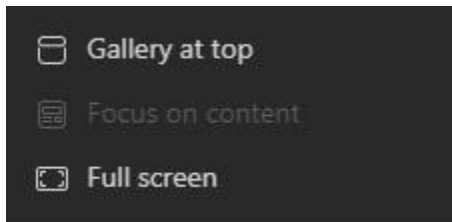
This mode allows to place cropped videos in a scene, such as a classroom or meeting room. This only changes the view for you, not anyone else in the meeting. You can select the scene using the button in the lower right below the scene.



Your video appears in the lower right corner as well as in the scene. All other attendees' videos only appear in the scene.

Where additional participant videos or icons appear

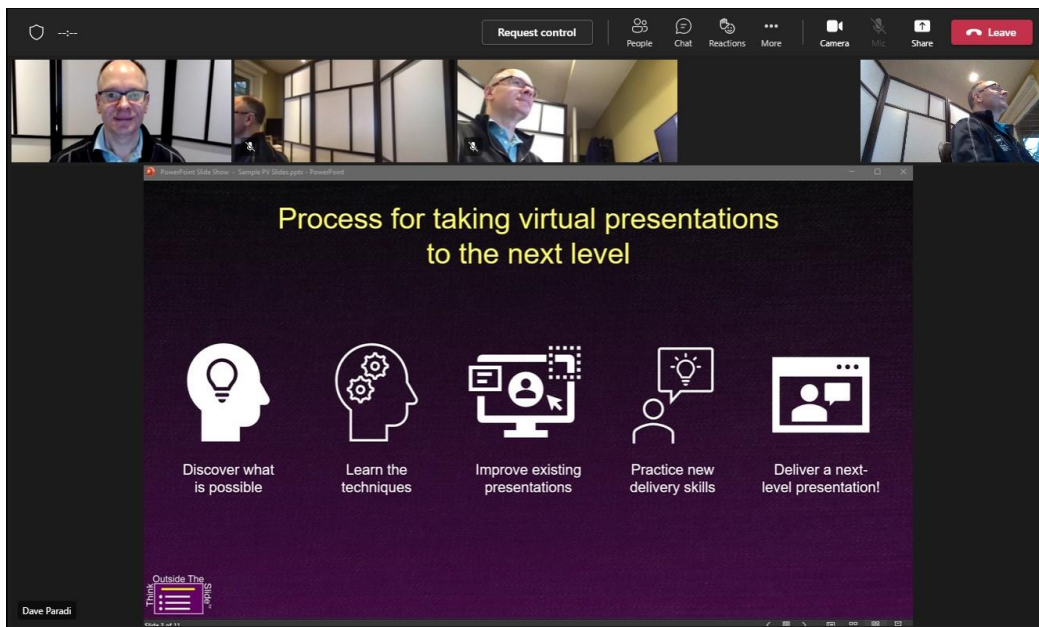
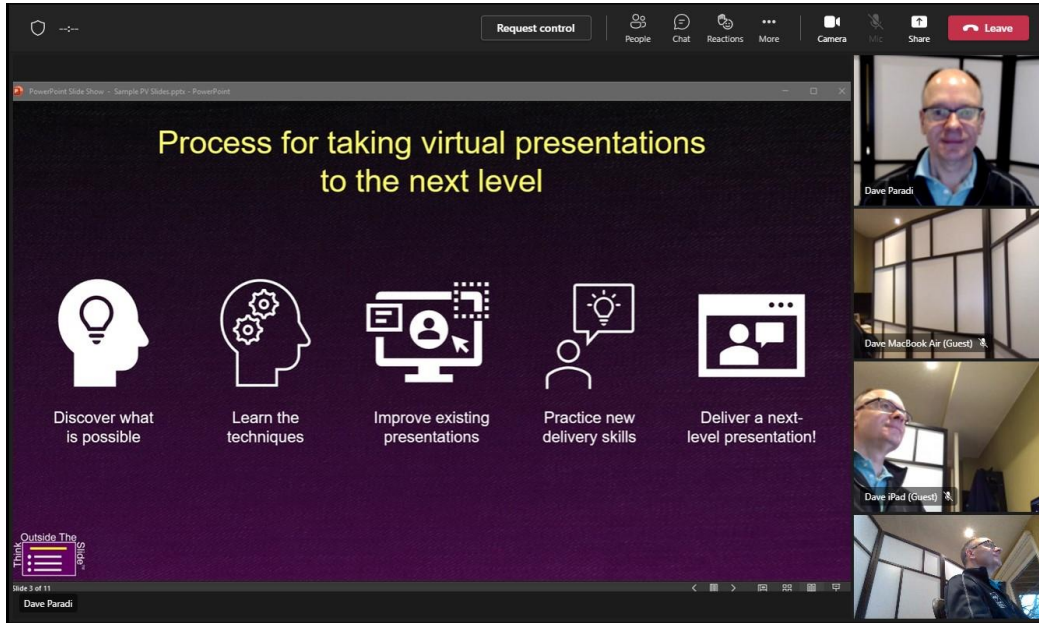
When you are using Together mode or when there are more videos and people icons than will fit in the Teams window, you can decide where you want the additional videos and icons to appear. Click on the three dots in the top toolbar for More options or use the new View drop down. Select whether you want the Gallery at Top or in the default position to the right side.



Video grid options when content is being shared

Options for views

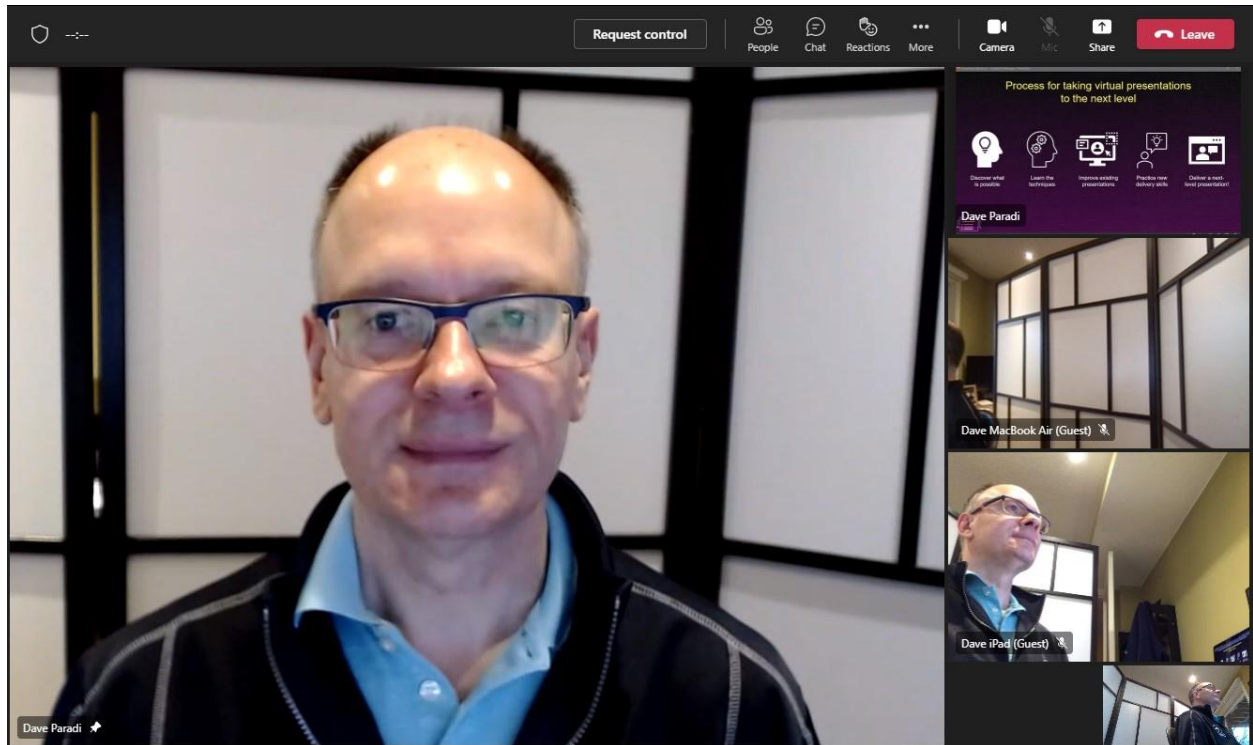
In Teams you have the same views available to you when content is being shared as when there is no content being shared. The content appears in a large area of the screen and the videos appear either to the right of the content (the default position) or above the shared content if you have turned on the Gallery at top option. Here are examples of the two options.



In some situations when content is being shared using the PowerPoint Live method you may not have the option to put the videos on the right side, it will force the gallery to be at the top.

Switch between shared content and video grid

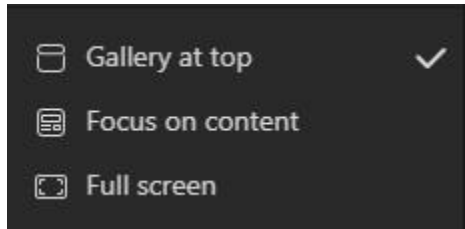
You can move someone's video to the larger area of the window and the shared content to the video gallery if you want to see someone's expressions easier. Click on a video tile and it will move to the large area of the screen. The shared content will move to a tile in the gallery.



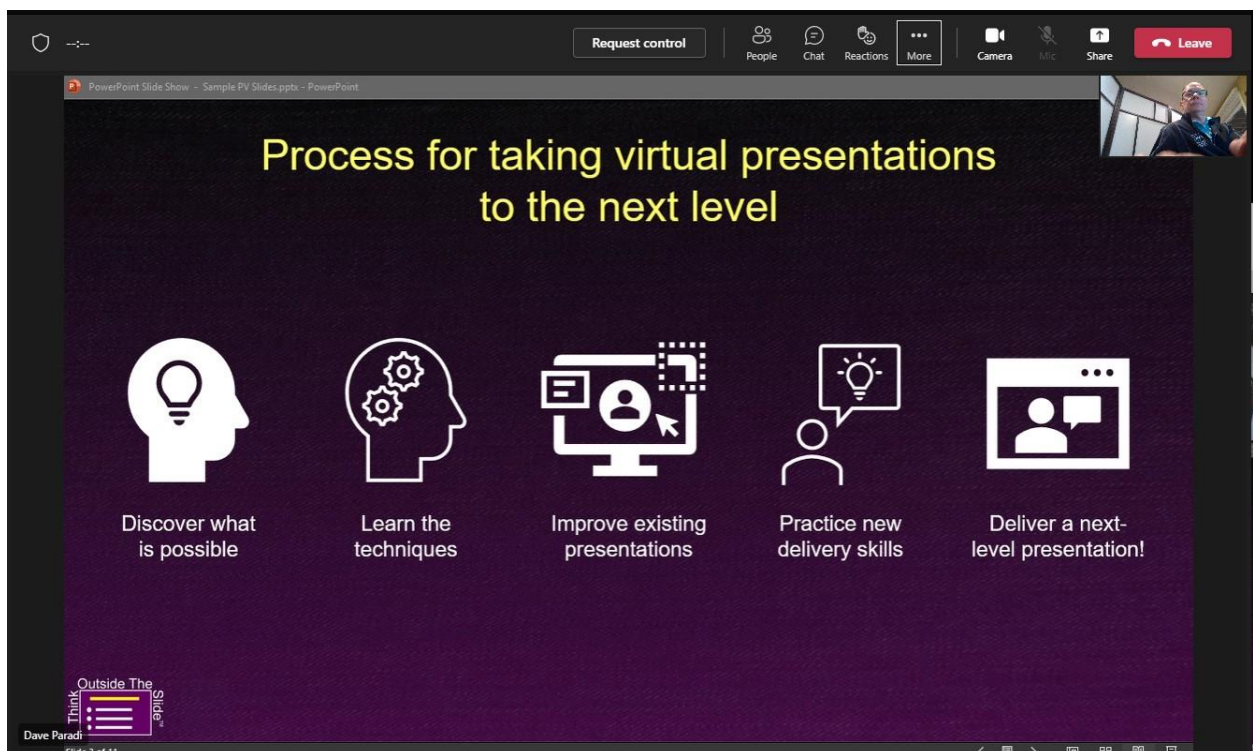
This option is not available when you use the Focus on content option described below.

To only see the shared content

If you do not want to see the videos, in the More options menu or the new View menu, select the Focus on Content option.

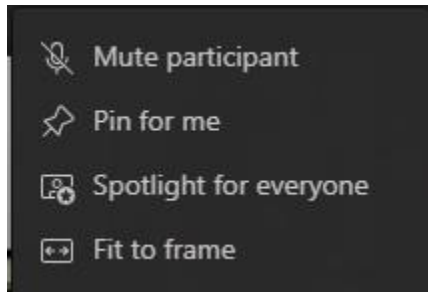


This will hide all videos except your video which will appear in the top or bottom right corner depending on whether you have the gallery at the top or in the default position.



To see just the speaker and the shared content

To see the speaker and the content while hiding all other videos, first pin the speaker's video. Click on the three dots beside their name in their video tile. Select the Pin for me option.



Then use the Focus on content option described above. Now you will see the speaker's video and the shared content. The speaker's video will be to the right or at top depending on whether you have the Gallery at top set or not. If the gallery is in the default position, Teams crops the speaker's video to maximize the area for the content. Your video is still shown.

