










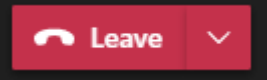


## Microsoft Teams – Basic Functions

Symbol	Name	Function/ Use
	Camera	Turn Camera on/ off with one click.
	Microphone	Turn Microphone on/ off with one click.
	Show participants	Overview about students and instructors in class with one click.
	Conversation	<p>Show/ hide chat box on the right side with one click.</p> <p>At the bottom of the chat box are more functions:</p>  <p>Opens formatting text options            Attach files (for file sharing)            Emoji for chat box            GIF for Chat box            Sticker for Chat box</p>
	Emoji	<p>Hover with your mouse over the symbol and a sub menu appears. Click the appropriate Emoji.</p>  <p>The Emoji to the right “raise hand” signals the speaker you would like to make a comment. Please wait until your name is called. If you finished you comment click on the Emoji “raised hand again, to lower your hand.</p>
	Breakout rooms	Currently we do not use breakout rooms in MS Teams. We use the channel function (external link).
	Share Content	<p>Share Screen</p> <ul style="list-style-type: none"> <li>We recommend using MS Word to take notes in breakout rooms.</li> <li>White Board (Not currently available to all students): If you like to use white boards in your breakout room to present in the main room, please “export image” over the symbol . The image will be saved in your local download folder, which you can share in the main room.</li> </ul>
	More action	Device settings, meeting info, background...
	Leave	Leave the room.