



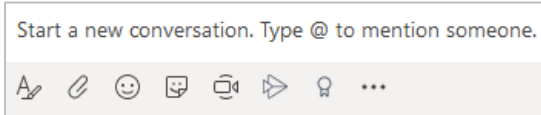






## Team Features

At the bottom of the Teams window is a number of icons:











From left to right, they allow:

- Formatting
- Attachments
- Emojis
- Stickers
- Meetings (*similar to skype with face-to-face, audio or chat features*)
- Stream
- Praise

The **...** on the right allows more Apps to be added.

### In active meetings

Facilities include:

|   |  |
|---|--|
|  | A counter  |
|  | Webcam on/off  |
|  | Microphone on/off  |
|  | Share screen   |
|  | Allows display of device settings, meeting notes, full screen, blur background, captions on/off, keypad, start recording and turn off incoming video |
|  | Chat window  |
|  | Participants can be invited  |
|  | Meeting ended  |

If meetings are recorded, they can be viewed later in Teams or shared (on email or embed code) via Stream.