



Tips on how to manage Microsoft Teams meetings.

By Olga Papadimitriou – Business Development Officer

There are many ways to improve and personalize your experience in a MS Teams meeting. You can enhance and customize your meeting experience in Teams with audio, video, and collaboration tips.

Preview your video

For face-to-face communication with your team, turn on your video.

1. Hover over **Turn camera on** to preview your video.
2. Preview how you'd like to appear:
 - Select **Blur my background** to blur your background.
 - Select **More background effects** to preview a custom background or add your own.
3. When you're ready, select **Apply and turn on video**.

Share your screen

Have a team presentation to make? To share your screen:

- Select **Share content** to present your screen. You can share:
 - Your desktop
 - Window
 - PowerPoint presentation
 - Whiteboard

Don't forget to unmute before speaking!

Raise your hand and show reactions

Raise your virtual hand during a presentation to indicate to the audience that you wish to speak up without interrupting the presenter.



Under **Reactions**, choose how to engage in a meeting:

- Select **Raise hand** to let others know you'd like to speak up without interrupting the conversation.
- Choose a reaction like **Applause** or **Heart** to show how you feel.

Spotlight a video

Make a featured speaker's video the primary one that everyone sees when they are speaking by shining a spotlight on it.

- Right-click whose video you want to spotlight, select **Spotlight > Spotlight** once more to confirm.

Choose a video layout

You may pick from a variety of video layouts for your meeting. On the meeting controls, select **More options (...)** and choose one of the following options:

- **Gallery:** This is the default view that shows a 3x3 video layout.

Note: If there's more than nine people, Teams prioritizes anyone with their video turned on, or those speaking the most.

- **Large gallery:** This is a 7x7 video layout that lets you see up to 49 other people at once.

Note: 10 people must have their camera turned on. If no one's sharing video, Large gallery cannot be selected from the menu.

- **Together mode:** This layout lets you feel like you're in the same shared space with everyone in the meeting. Select **Change scene** to change the background for everyone.

Note: Together mode is available if there's at least five people in a meeting.

Create breakout rooms

If you need a place for more concentrated talks, choose breakout rooms to divide your group into smaller ones.

1. On the meeting controls, select **Breakout rooms**.
2. Choose how many rooms you need and how to assign participants.
3. Select **Create rooms > Start rooms**.



You can watch the Microsoft's video 'Tips for Teams meetings' [here](#).

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