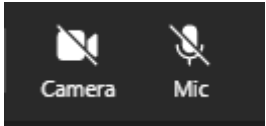
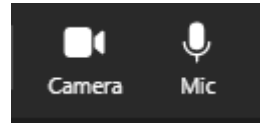


## Camera and Microphone

Look for these menu icons and click to turn on or off.



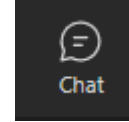
Camera and Microphone are off



Camera and Microphone are on

## Chat

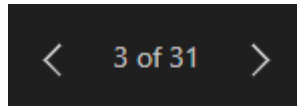
In the Teams menu click on



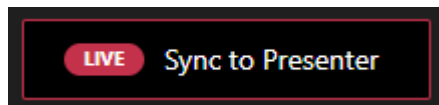
This will open the meeting  
Chat

## Slide Navigation

Click the arrows to personally move through the slides.

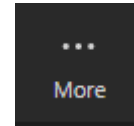


Click 'Sync to Presenter' to jump to the current slide.



## Live Captions

In the Teams menu click on

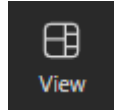


Then choose 'Language and Speech'

Then 'Turn on live captions'

## Remove Other People's Video

Click on the View icon and choose either



Focus on Content

or

'More Options' and then  
'Turn off Incoming Video'

## Chat, Raise Hand and React

Open the Chat to  
type a message

Raise your Hand  
if you want to say  
something using  
your microphone

Click the React  
button to share  
how you feel

