

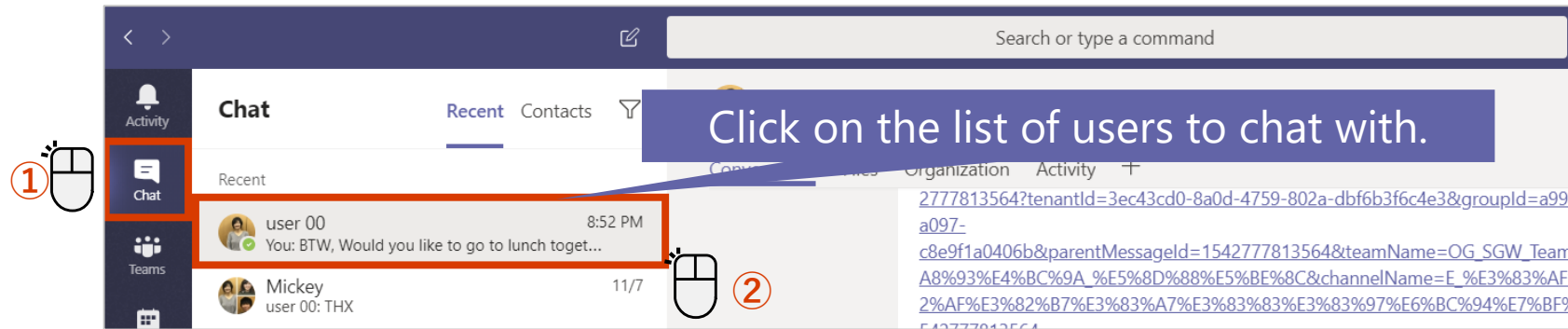
# How to use Chat

One-on-one individual chats and group chats can be done on Teams.

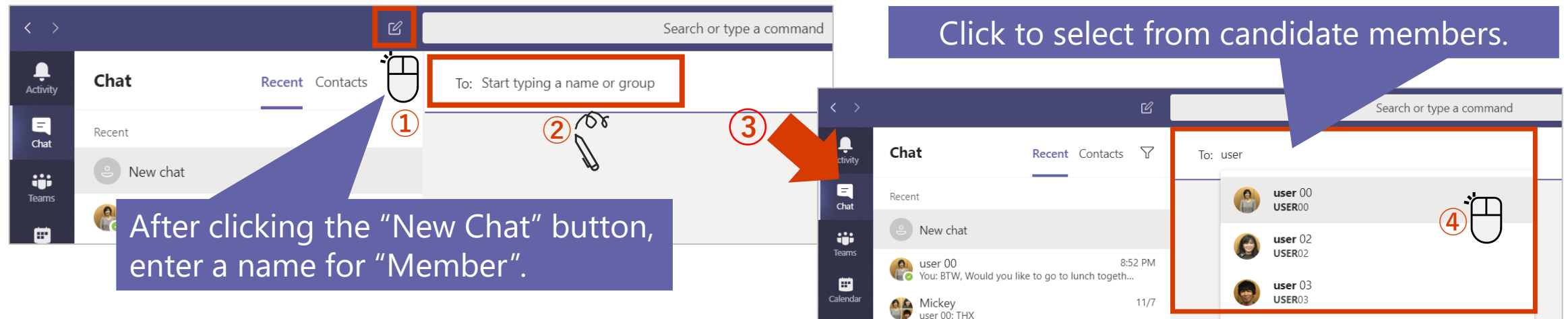
# Start a 1:1 Chat

If you want to chat, call or share information individually, use Chat.

<To chat with someone who has chatted recently>



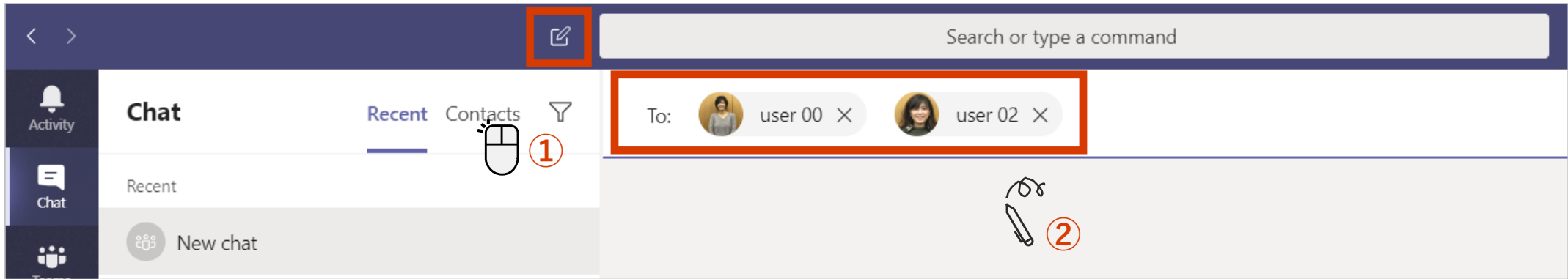
<To start a **New Chat**>



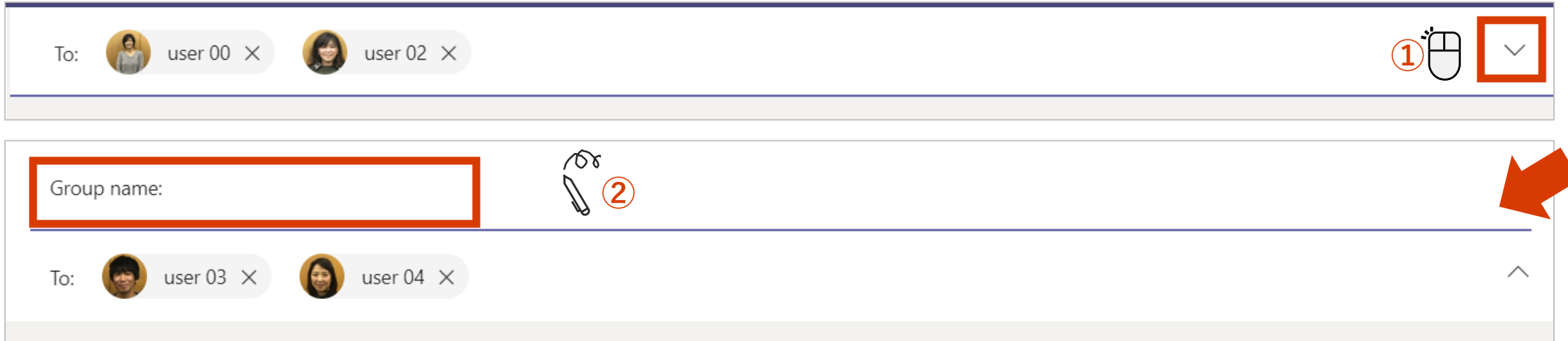
# Start a Group Chat

You can also use group chats to chat with multiple people, who are using Teams.

## Create a Group Chat



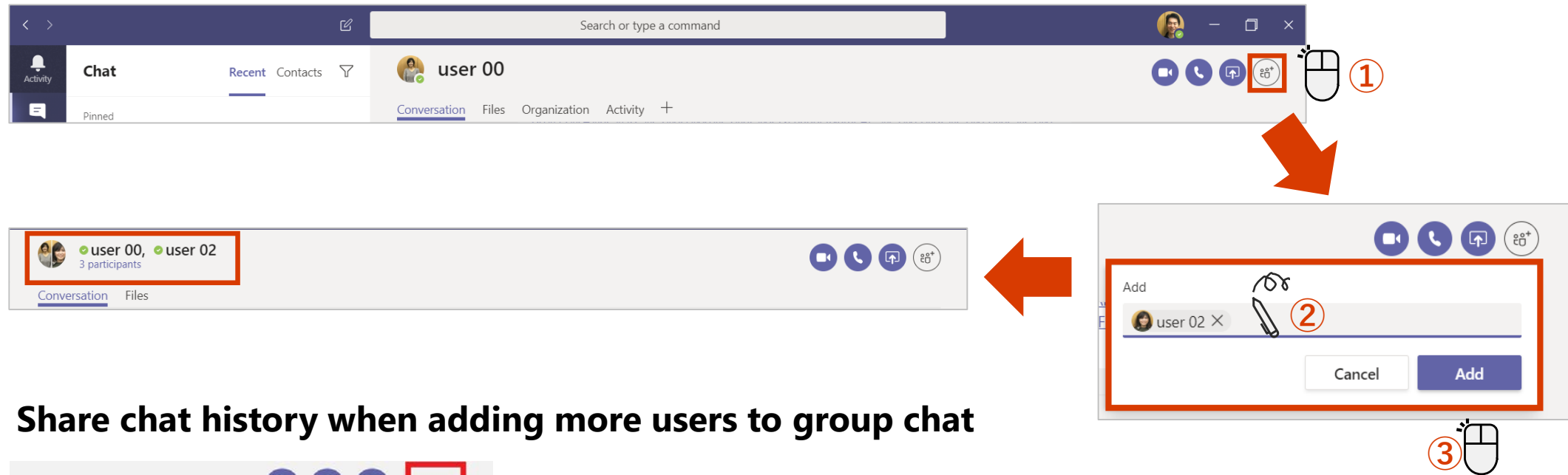
## Rename the Group Chat



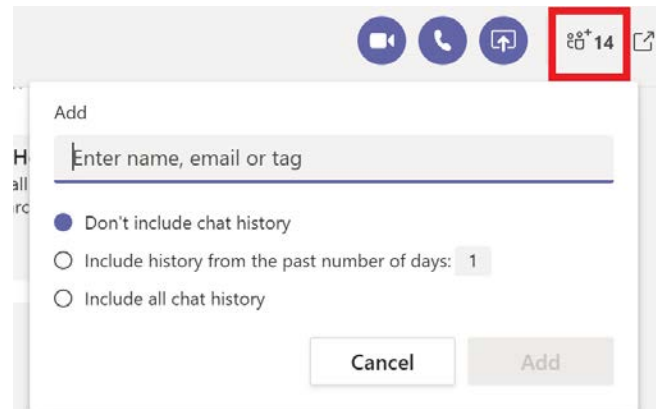
# Add more users to a chat

You can add users after starting a chat.

## Converting a single user chat to a group chat

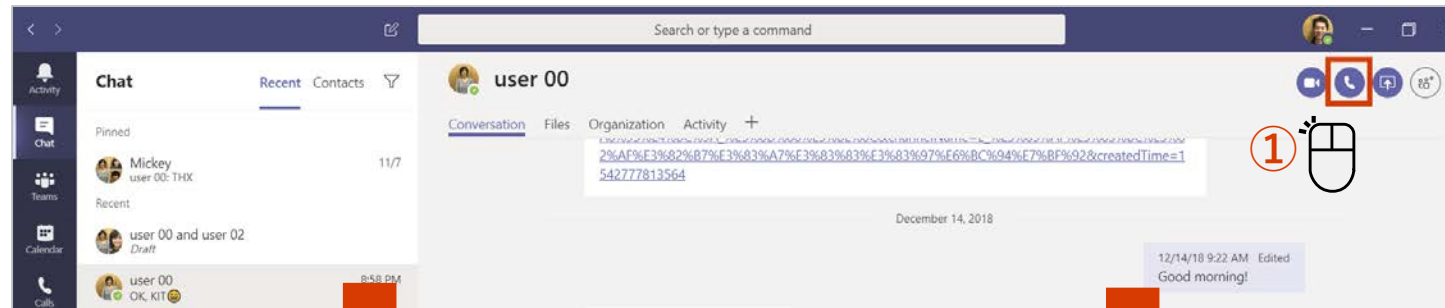


## Share chat history when adding more users to group chat



# Start a call from 1:1 chat

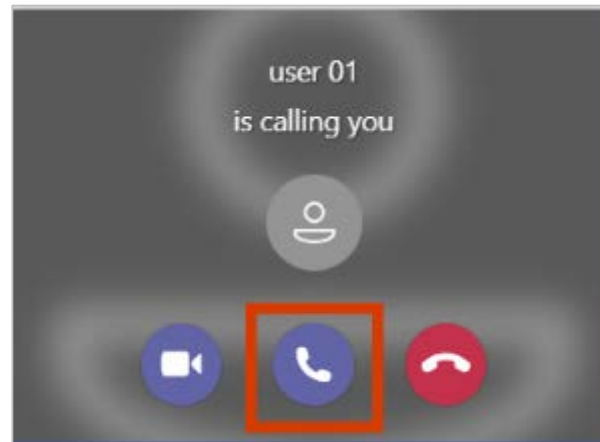
You can switch from an individual chat to a phone call.



Screen calling User00



User00 screen notification

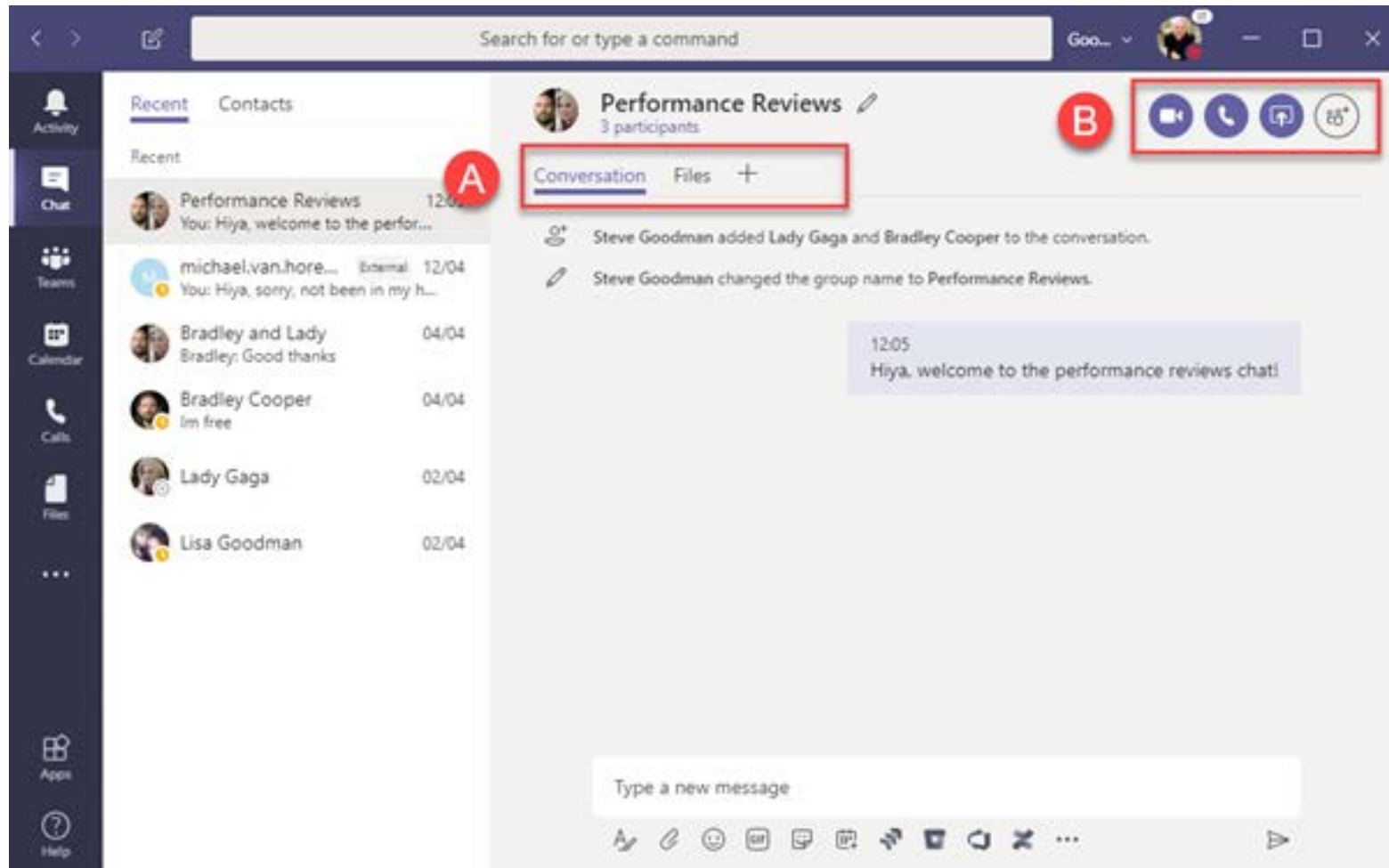


User00 screen during a call



Click the "Disconnect" button to finish .

# Start a call from Group Chat



# How to setup and join Meetings

You can switch from an individual chat to a call or schedule a team meeting.

# Schedule a meeting in Teams

You can book a meeting in advance from Teams.

The screenshot shows the Microsoft Teams interface with the 'New meeting' dialog box open. The interface includes a sidebar with 'Calendar' highlighted (1), a top bar with 'New meeting' button (2), and a 'New meeting' form with fields for Title (3), Location (4), Start/End times (5), and a 'Schedule' button (7). A 'Details' section for the meeting agenda is also visible (6).

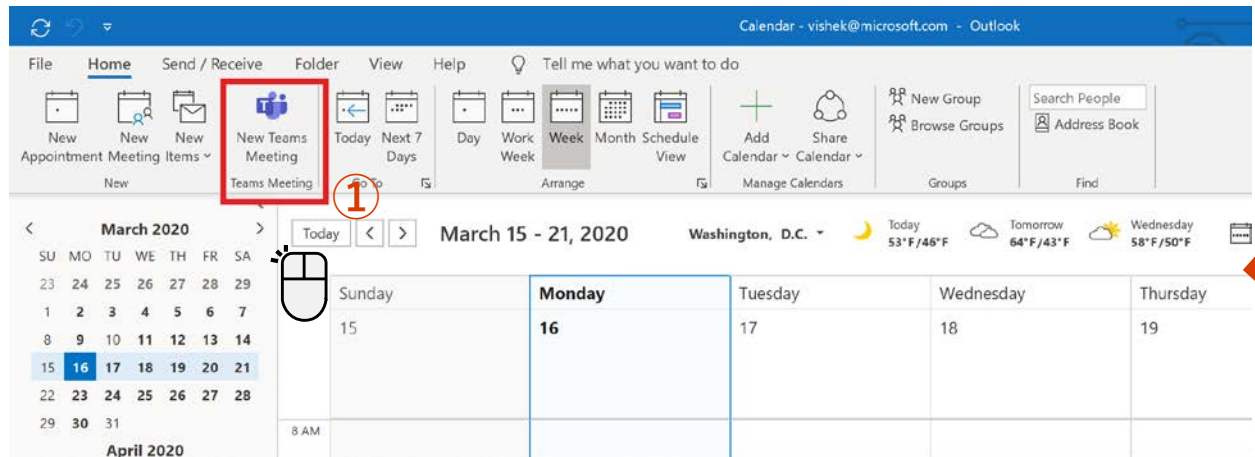
You can Invite specific users to the meeting.

You can also select a channel for the meeting. Users can join the meeting using join link on the channel.

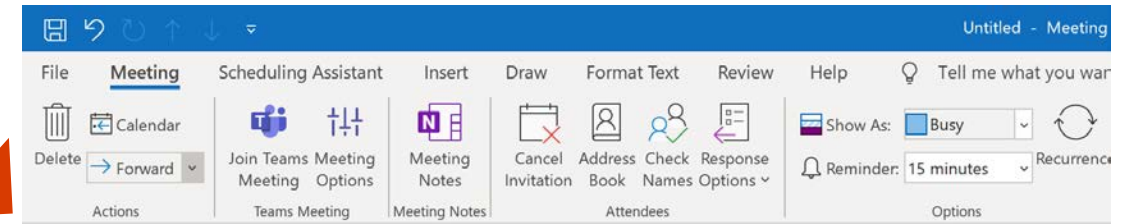


# Schedule a meeting in Outlook

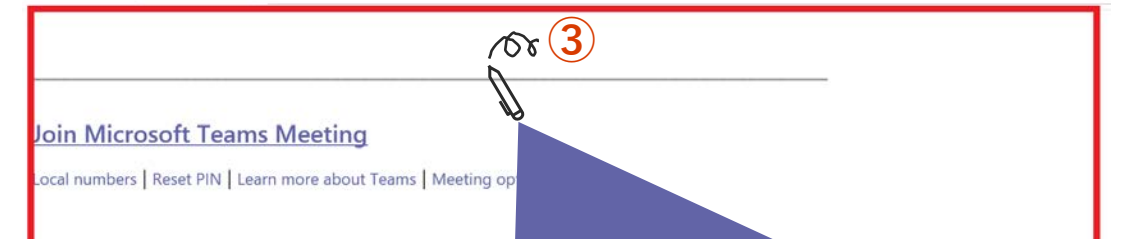
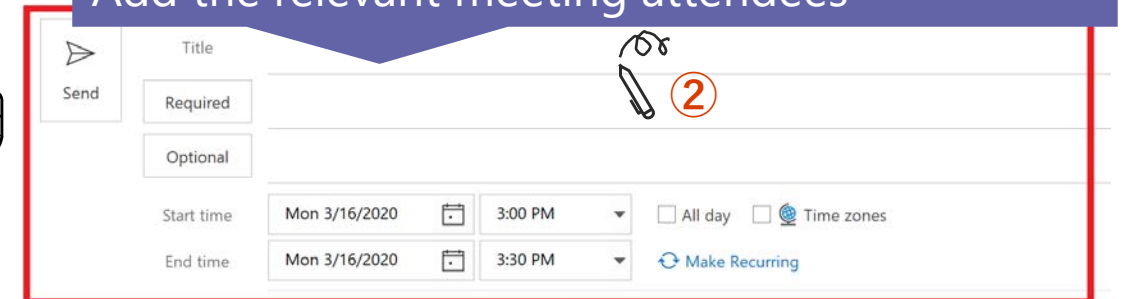
You can also set up a meeting to be booked in advance from Outlook.



When all entries are complete, press Send. You can check what you've sent from both the Outlook calendar and the Teams calendar.



Add the relevant meeting attendees



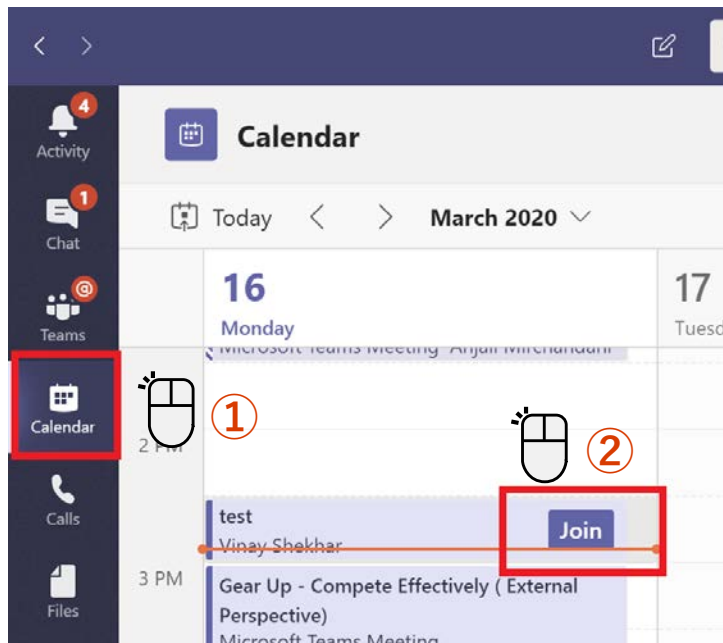
Describe the content of the meeting agenda.

# Join the meeting from calendar or Teams channel

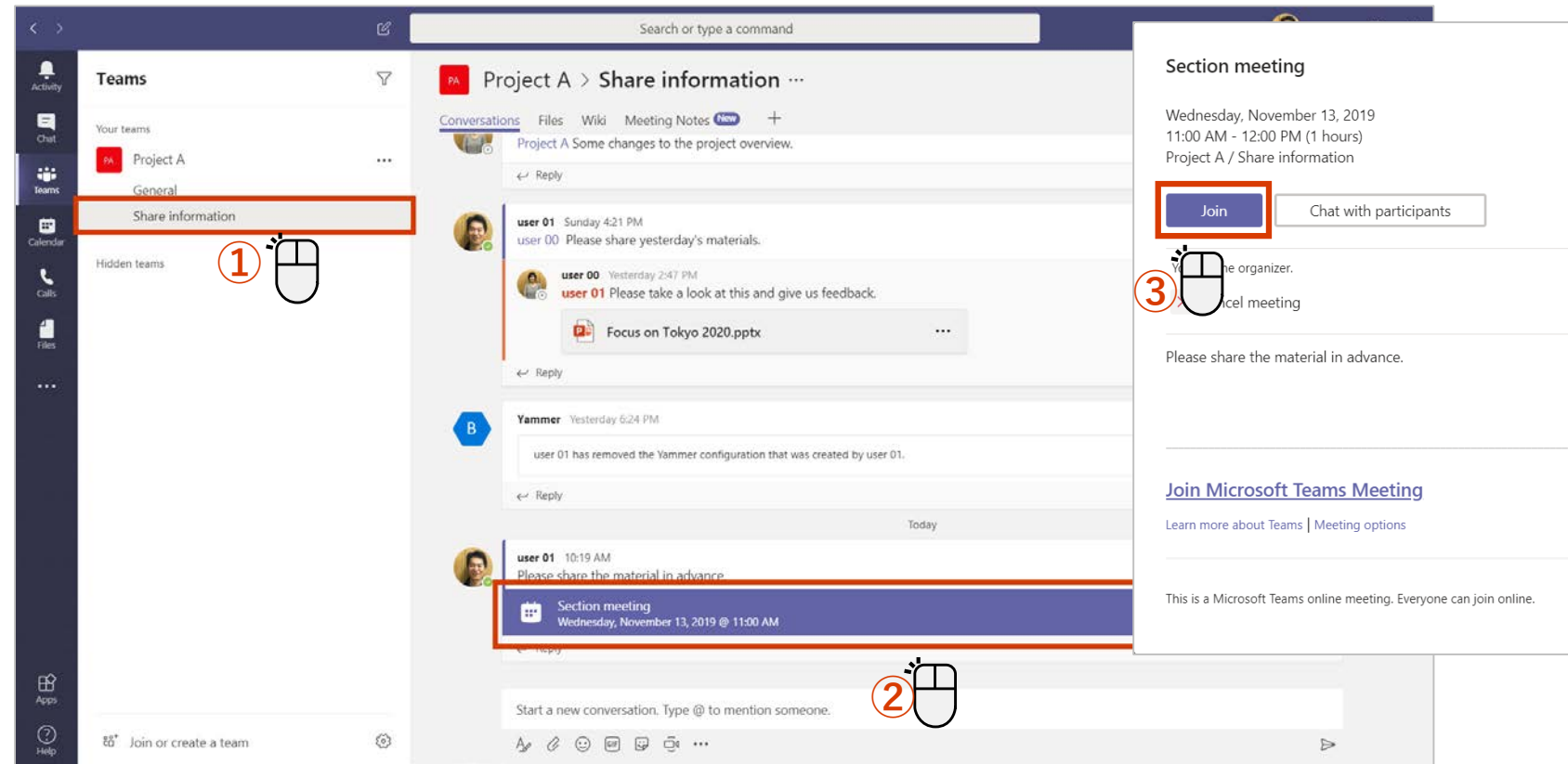
Join the meeting from Calendar tab in Teams

**Or**

Join the meeting booked from the Teams channel *(if you booked from the channel when setting up the meeting).*



*From Calendar*

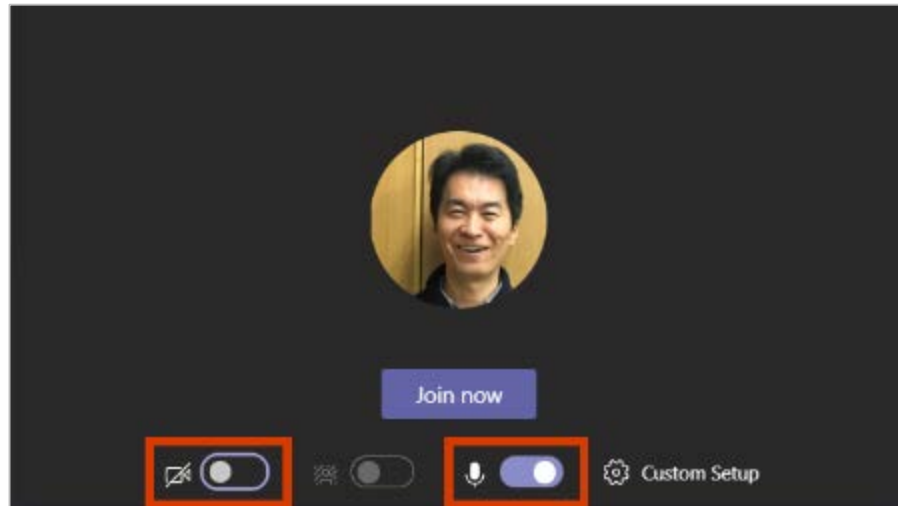


*From Channel in Teams*

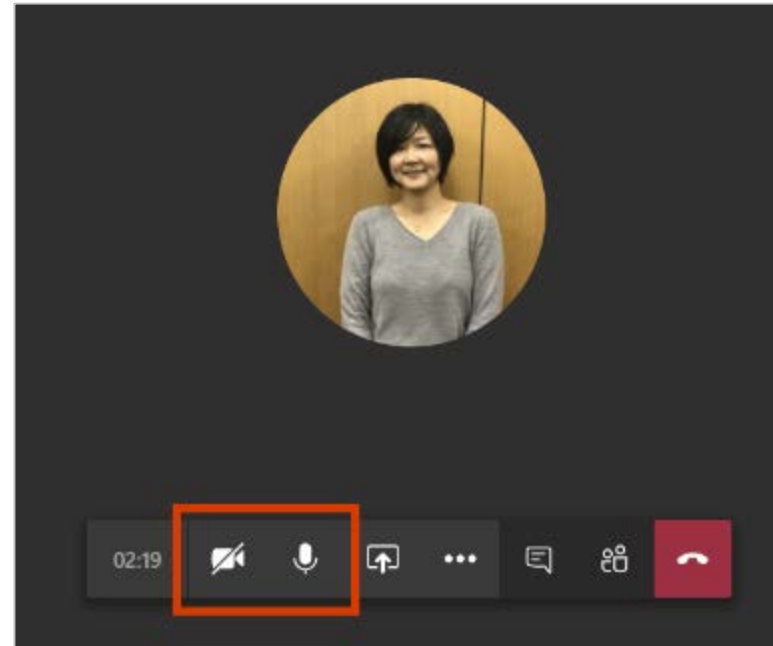
# Turn the camera and microphone on / off

You can set the camera and microphone settings before or after joining the meeting.

<Set before joining>



<Set after joining>



ON Status icon



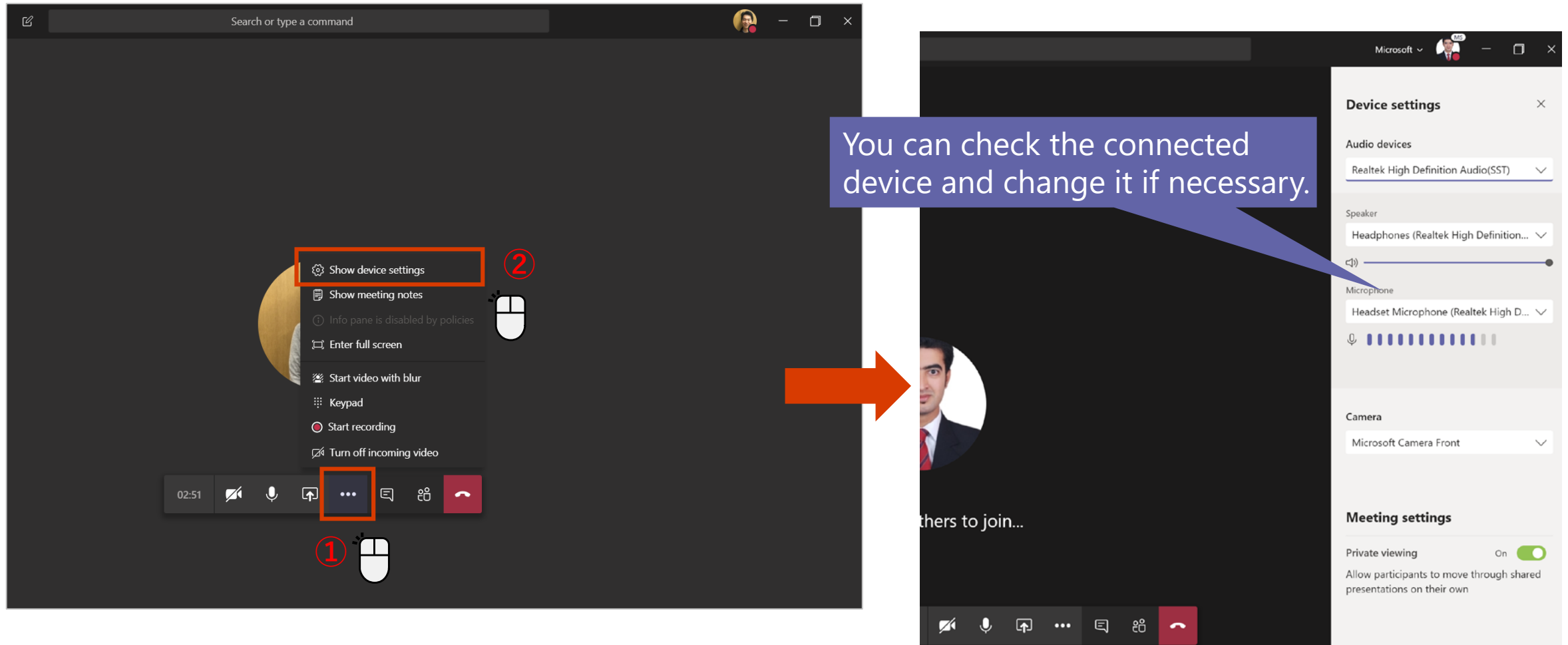
OFF Status icon



When the camera is turned off, the photo will be displayed if the user's photo is registered.

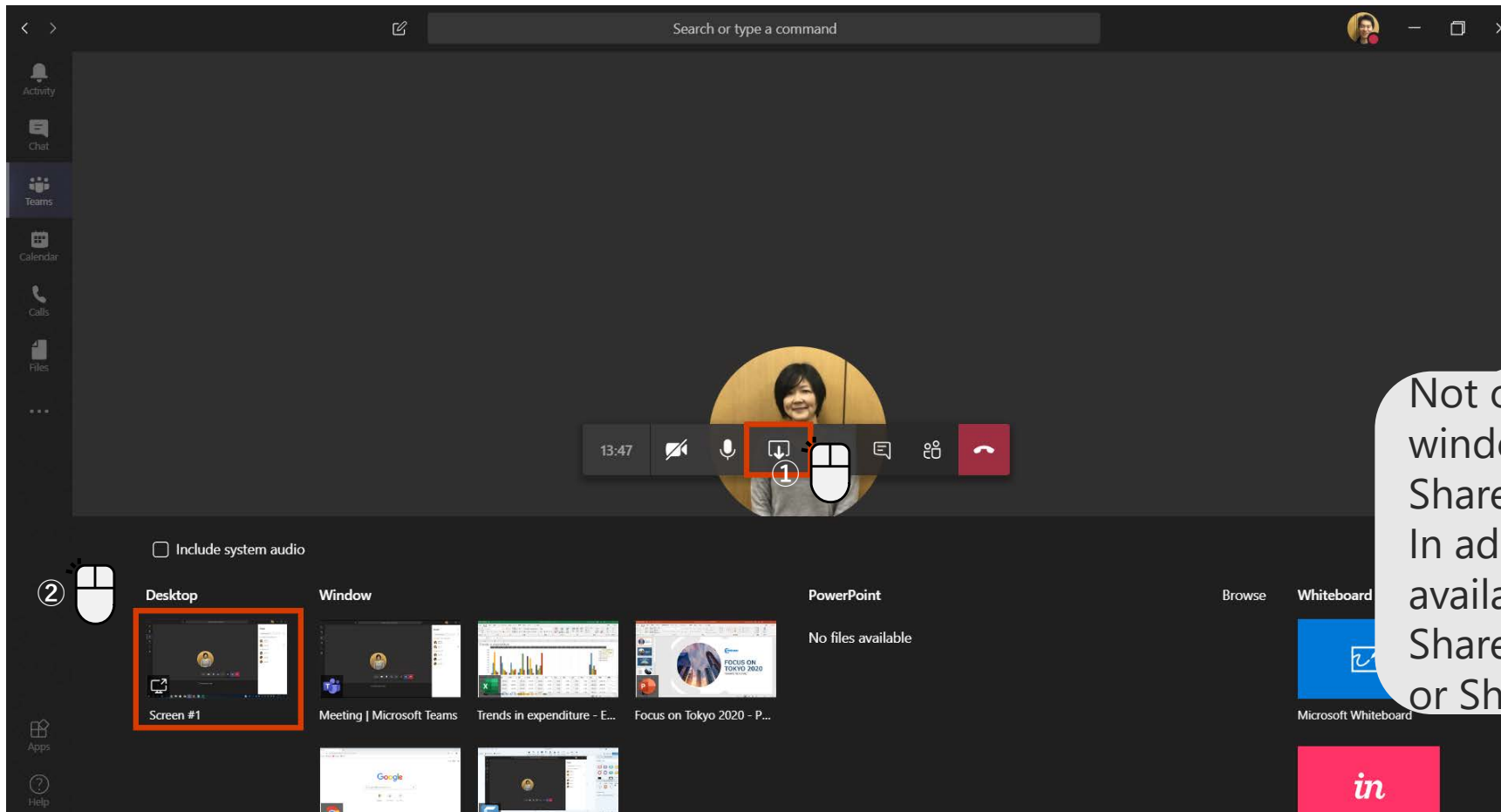
# Check the device settings for the meeting

This can be changed when multiple audio devices are connected.



# Share your screen with meeting participants

As a means of sharing materials during a meeting, there is a function to share the desktop screen itself.

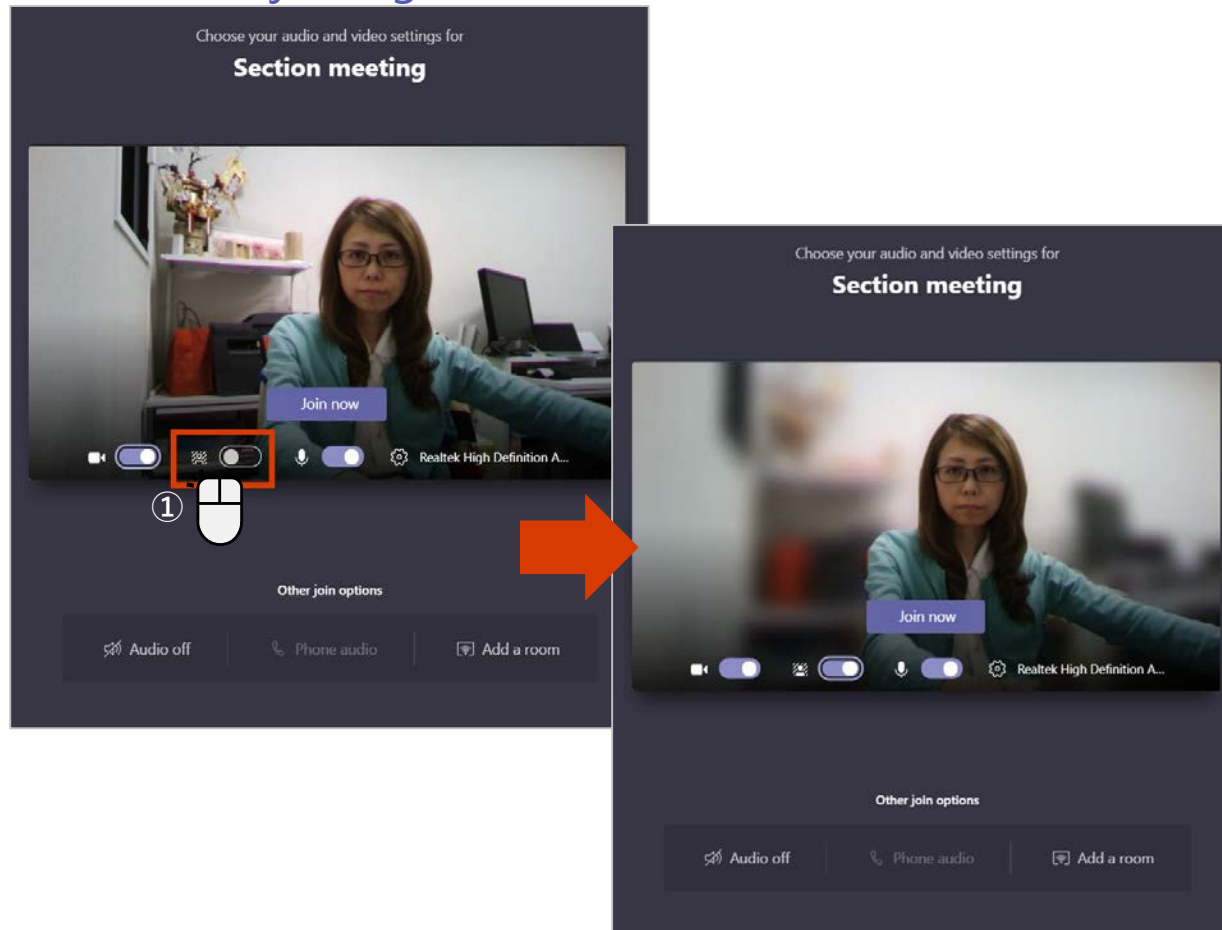


Not only the desktop, but also windows (app screens) or Share PowerPoint. In addition, added apps are also available! Share Desktop (with System Audio) or Share con

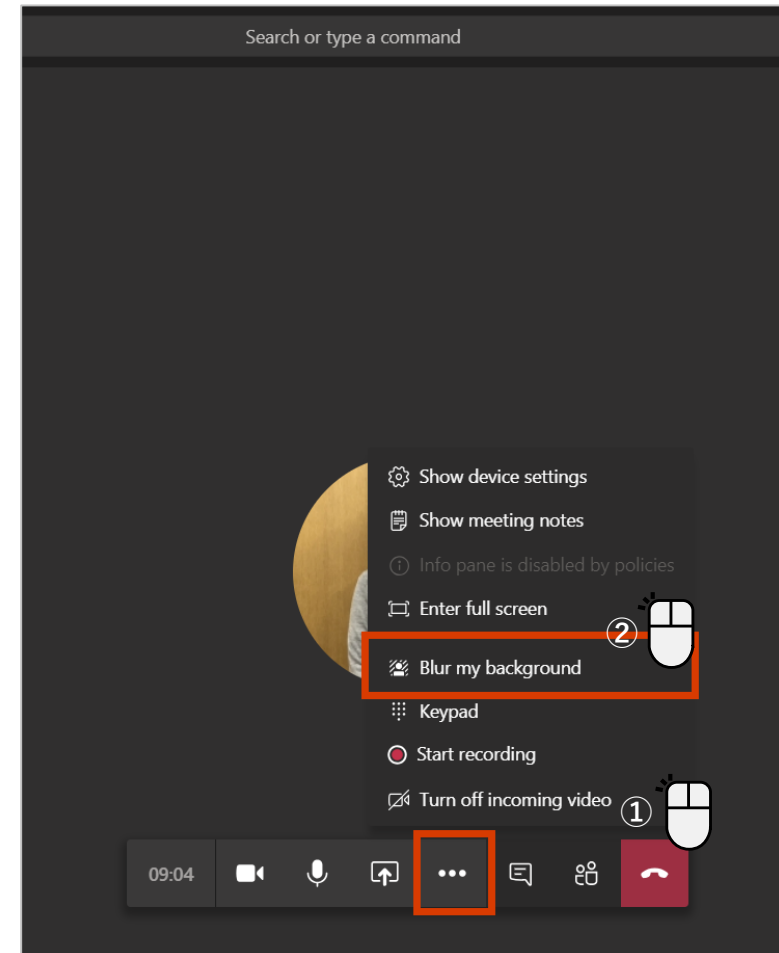
# Blur the background

The background blur function recognizes the human face and blurs the rest of the background.

## <Set before joining>



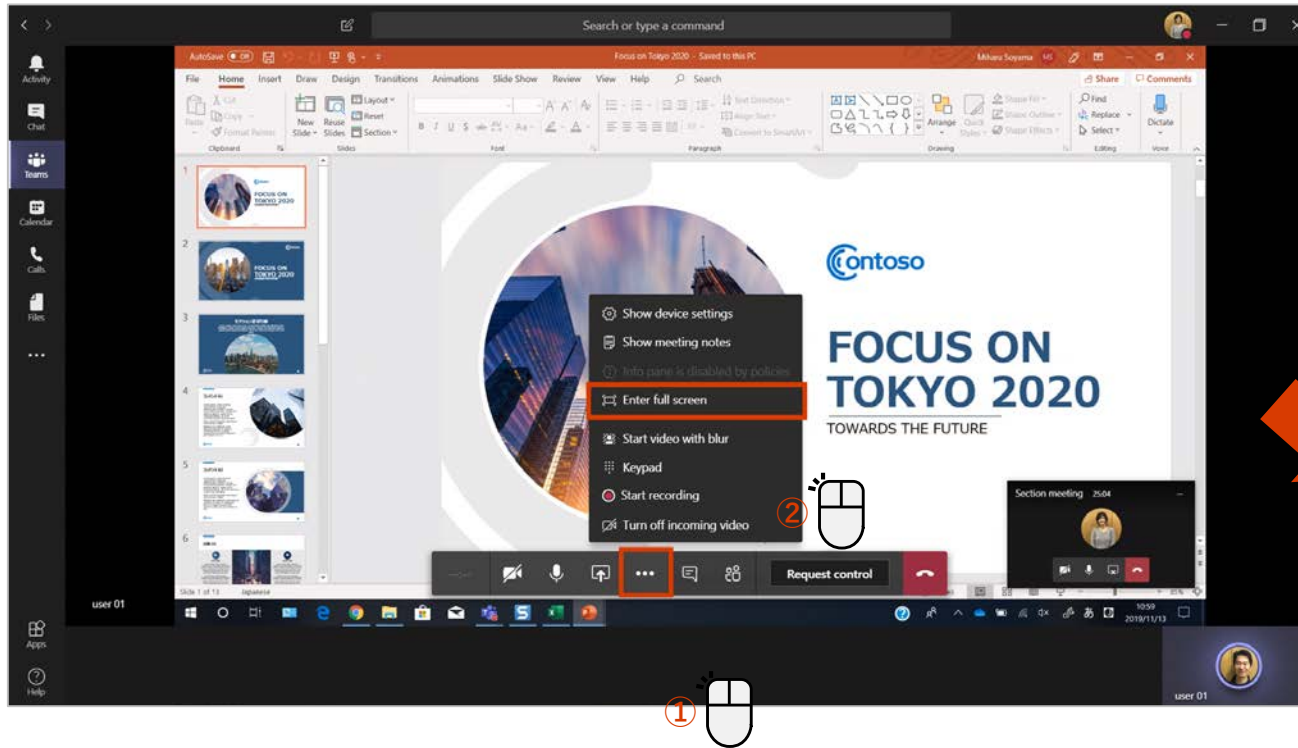
## <Set after joining>



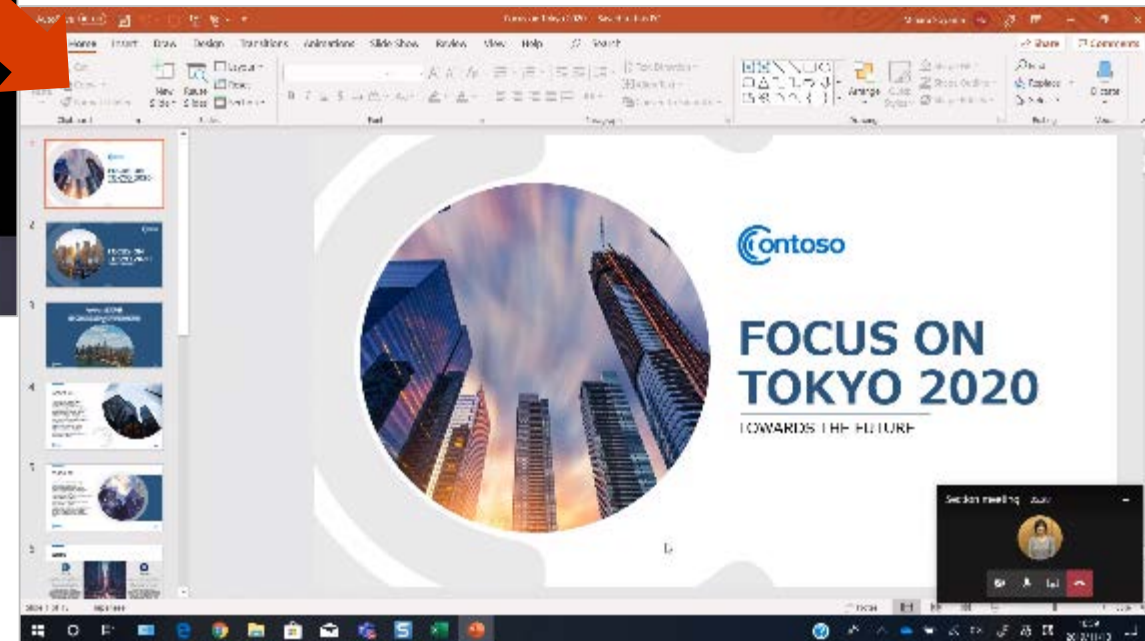


# Full screen display

For example, when sharing documents, it is easier to view by using full screen display.



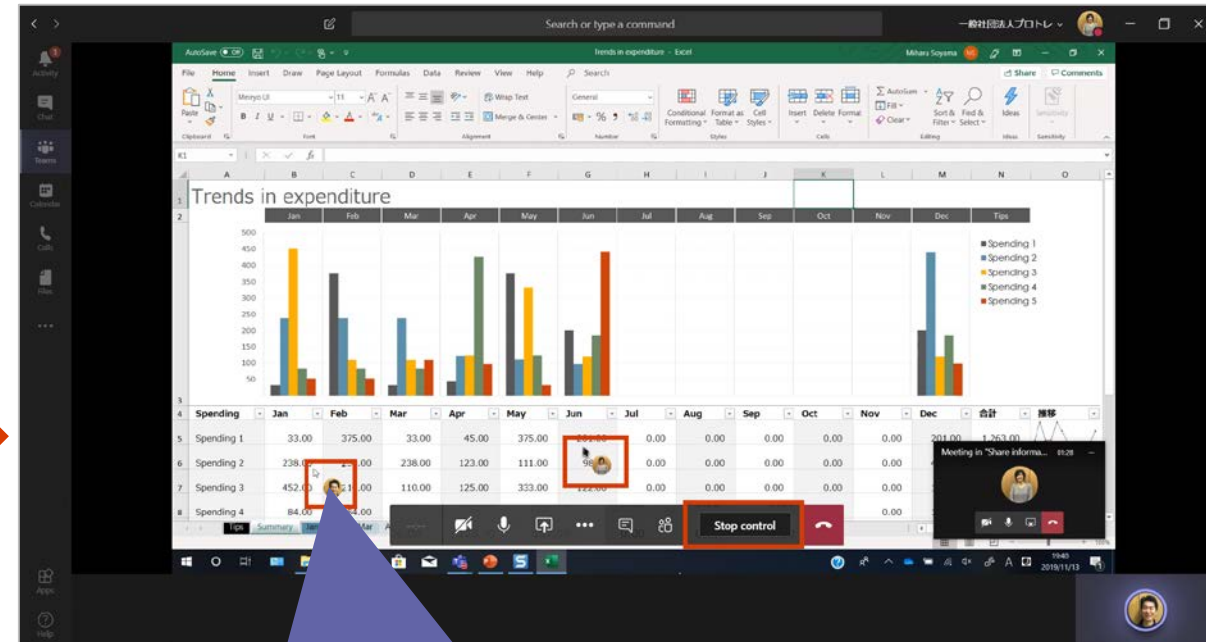
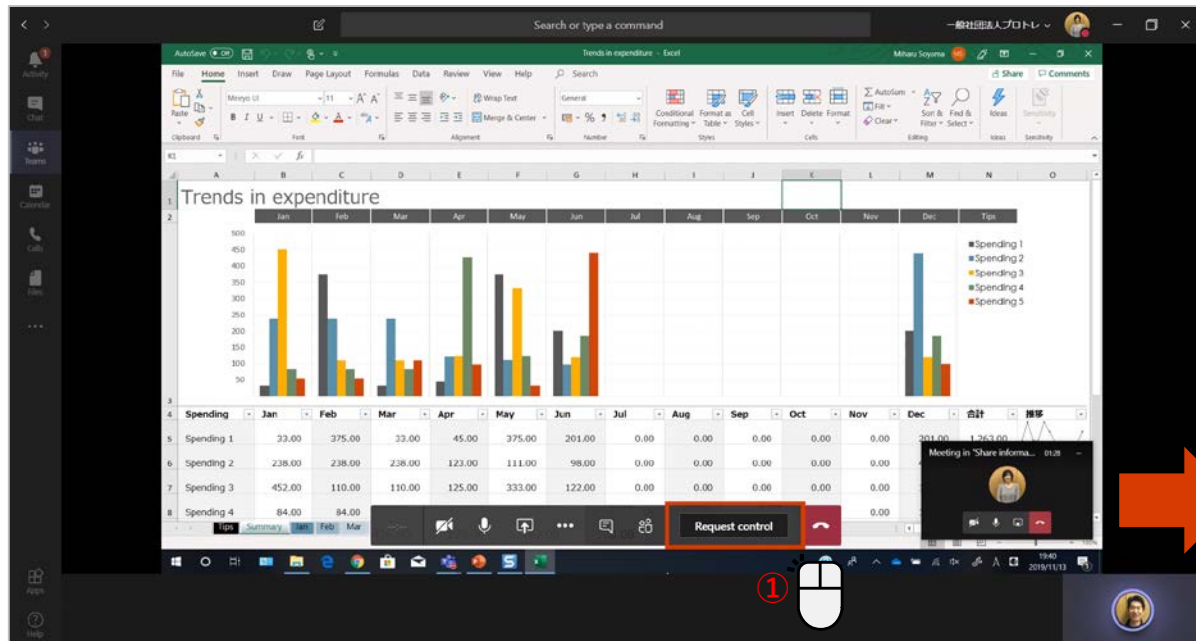
Full screen display is restored with [Esc] key



# Have someone interact with your screen 1

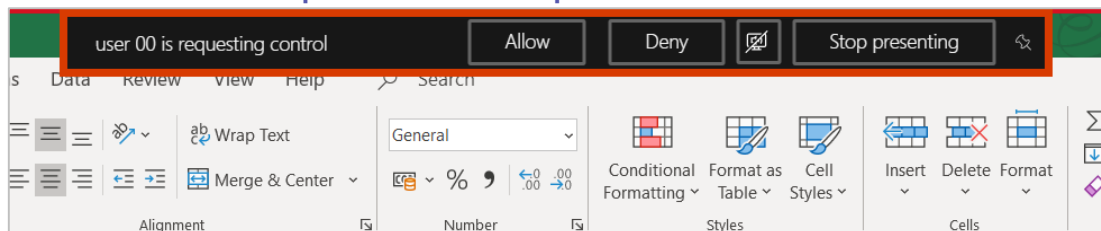
[Request Control] allows you to operate the presenter's screen.

<When requesting authority to operate>



The user icon is displayed on the operating mouse.

<When requested to operate>

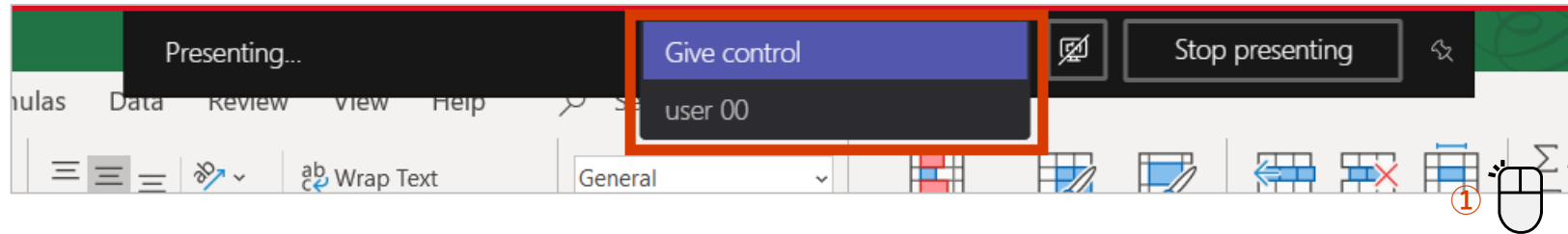




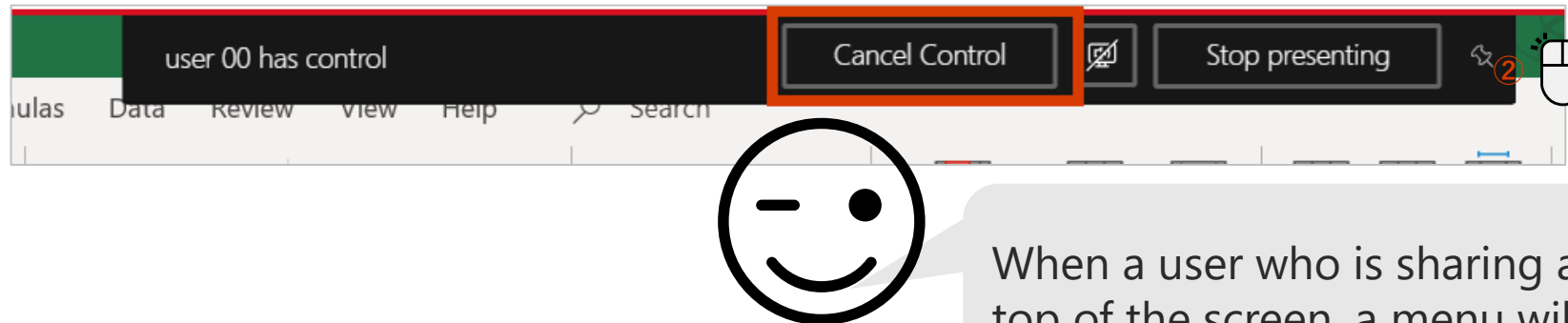
# Have someone interact with your screen 2

The presenter can give control to the participants and operate the displayed screen.

<When passing the authority to operate>



<When regaining authority to operate>



When a user who is sharing a screen. points to the top of the screen, a menu will appear.

# Have a conversation during a meeting

You can check if you're listening to audio or include important information in the chat.

The image shows a Microsoft Teams meeting interface with two Excel spreadsheets and a chat window. The left spreadsheet, titled '支出の推移' (Expenditure Trends), shows monthly expenditure data from January to November. The right spreadsheet, titled 'Trends in expenditure', shows monthly expenditure data from January to December. The chat window on the right shows a conversation between two users. An orange arrow points from a chat icon in the left window to the chat window in the right window. A red box highlights the 'Reply' button in the chat window.

**支出の推移 (Expenditure Trends)**

支出	1月	2月	3月	4月	5月	6月	7月	8月	9月	10月	11月
支出 1	33.00	375.00	33.00	45.00	375.00	201.00	0.00	0.00	0.00	0.00	0.00
支出 2	238.00	238.00	238.00	123.00	111.00	98.00	0.00	0.00	0.00	0.00	0.00
支出 3	110.00	110.00	110.00	125.00	333.00	122.00	0.00	0.00	0.00	0.00	0.00
支出 4	426.00	84.00	84.00	426.00	125.00	187.00	0.00	0.00	0.00	0.00	0.00
支出 5	54.00										

**Trends in expenditure**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	合計	推移
Spending 1	33.00	375.00	33.00	45.00	375.00	201.00	0.00	0.00	0.00	0.00	0.00	201.00	1,263.00	
Spending 2	238.00	238.00	238.00	123.00	111.00	98.00	0.00	0.00	0.00	0.00	0.00	440.00	1,486.00	
Spending 3	452.00	110.00	110.00	125.00	333.00	122.00	0.00	0.00	0.00	0.00	0.00	122.00	1,374.00	
Spending 4	84.00	84.00	84.00	426.00	125.00	187.00	0.00	0.00	0.00	0.00	0.00	187.00	1,177.00	

**Meeting chat**

user 01 10:19 AM  
Please share the material in advance.

Section meeting Wednesday, November...

user 01 10:43 AM  
Can you hear me?

10:43 AM  
Yes.

Reply

# Create meeting minutes

[Meeting memo] is prepared so that you can take notes during the meeting.

The screenshot shows a Microsoft Teams meeting interface. The main content area displays a PowerPoint slide titled "Trends in expenditure" which includes a bar chart and a table of spending data. A context menu is open over the slide, with the option "Show meeting notes" highlighted. A red circle with the number "2" is placed over the "Show meeting notes" option. Another red circle with the number "1" is placed over the "More options" (three dots) button in the bottom right corner of the meeting window.

	Jan	Feb	Mar	Apr	May
Spending 1	33.00	375.00	33.00	45.00	375.00
Spending 2	238.00	238.00	238.00	123.00	111.00
Spending 3	452.00	110.00	110.00	125.00	333.00
Spending 4	84.00	84.00			



Meeting notes are displayed in tabs so everyone on the team can see them.

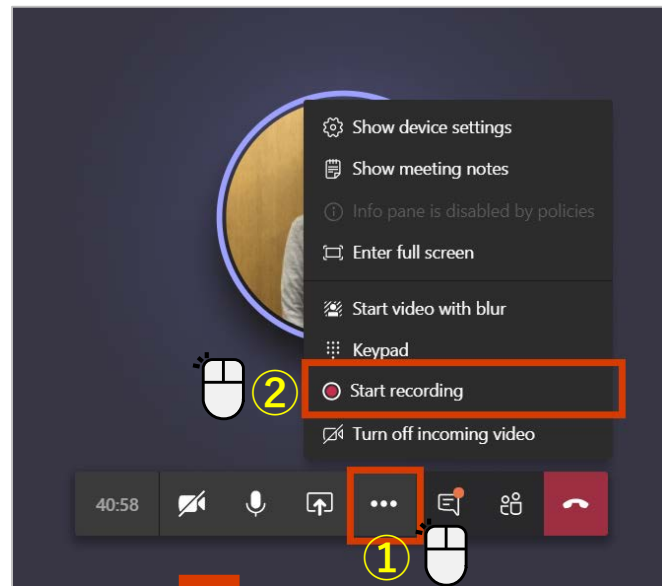
The screenshot shows the "Meeting notes" tab in Microsoft Teams. It features a large notepad icon and the text "Go ahead and start taking notes!". Below this, it says "Notes you take are shared with others and are accessible before, during, and after the meeting." A red circle with the number "3" is placed over the "Take notes" button.

The screenshot shows the "Meeting notes" tab in Microsoft Teams, displaying a list of notes. The first note is titled "11/13 meeting memo" and contains the text "Capture meeting objectives, important notes or action items". A red circle with the number "4" is placed over the "Take notes" button in the previous screenshot.

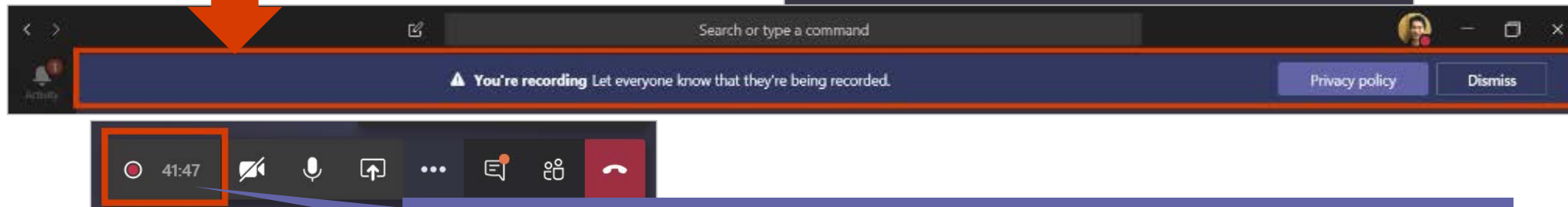
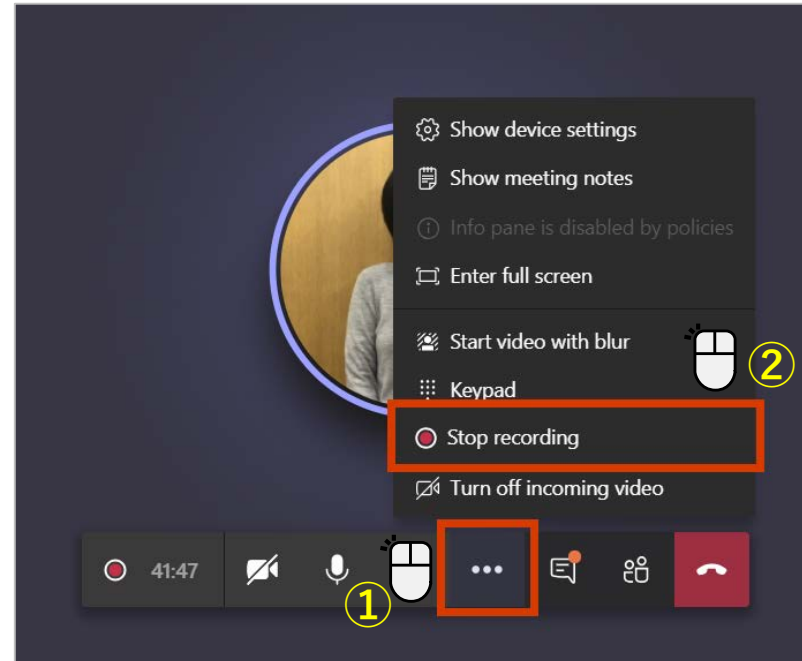
# Record a meeting

You can leave a recording for users who could not join the meeting.

<When recording a meeting>



<To stop recording>

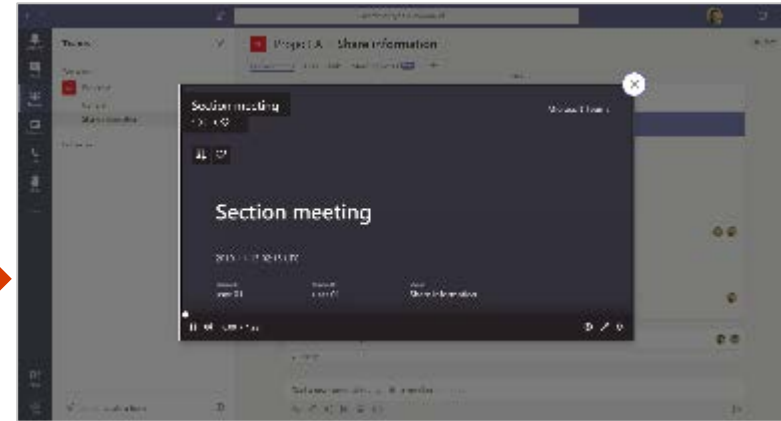
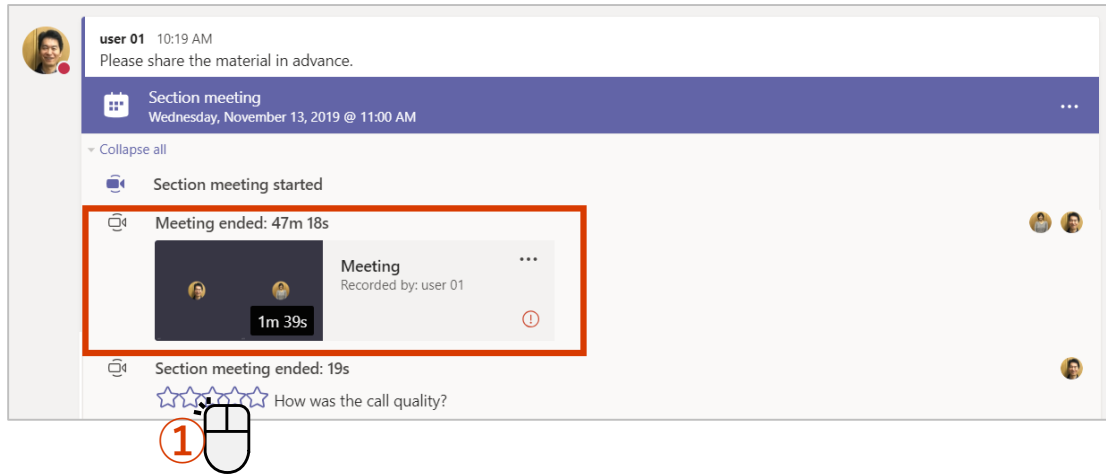


A recording message and a record button are displayed.

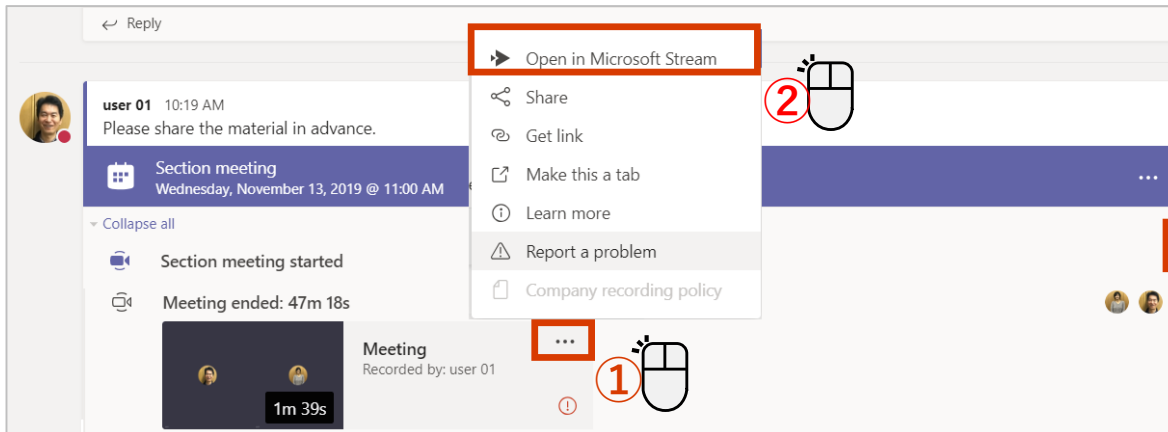
# Watch the recorded meeting

When you record a meeting, it is automatically uploaded to Stream. The recording can be viewed from the channel or if you want the meeting transcript, Open in Microsoft Stream.

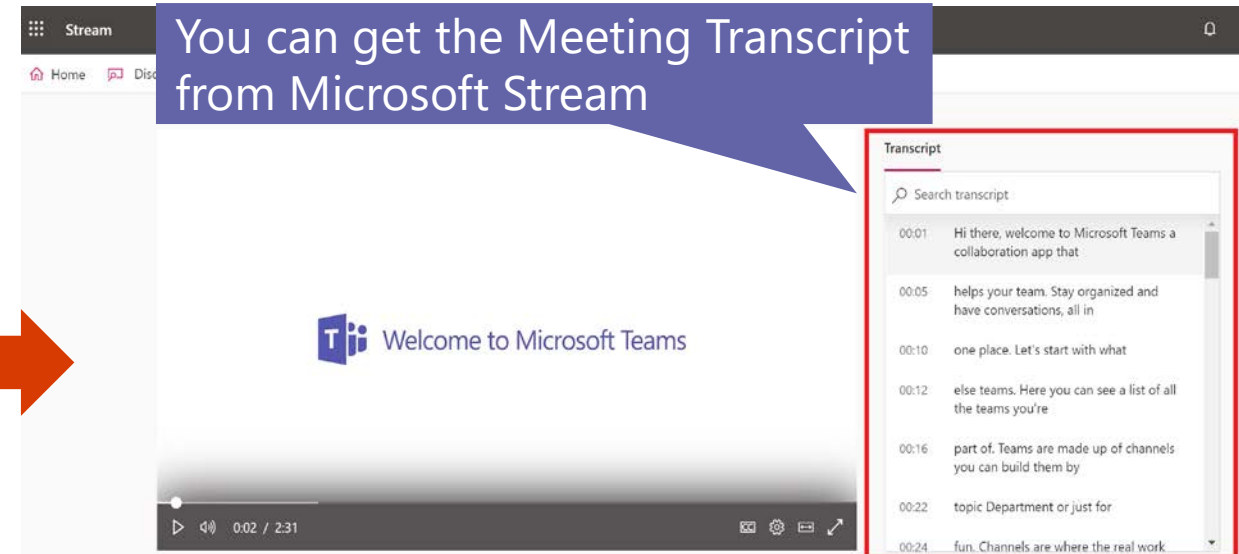
## <Watch the recorded meeting on Teams>



## <Watch the recorded meeting on Stream>



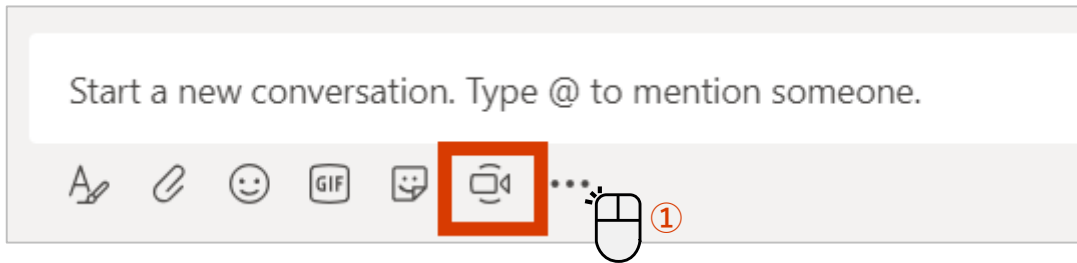
You can get the Meeting Transcript from Microsoft Stream



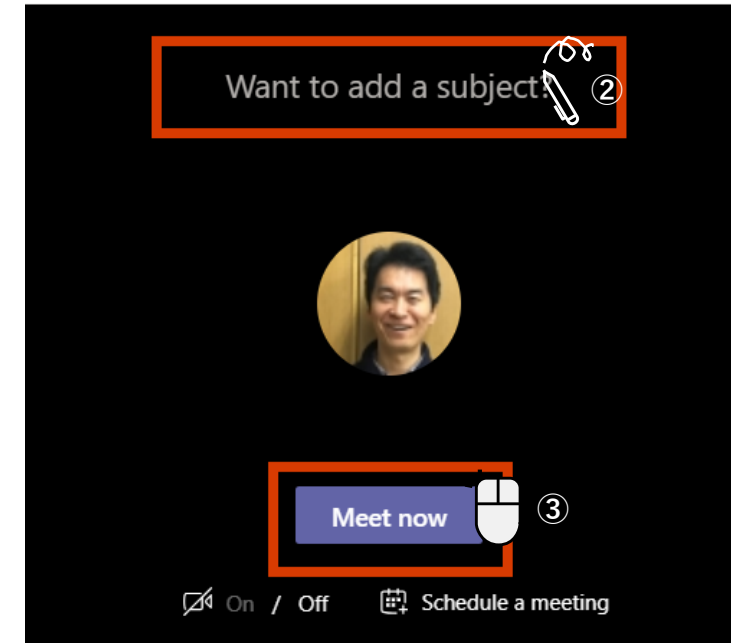
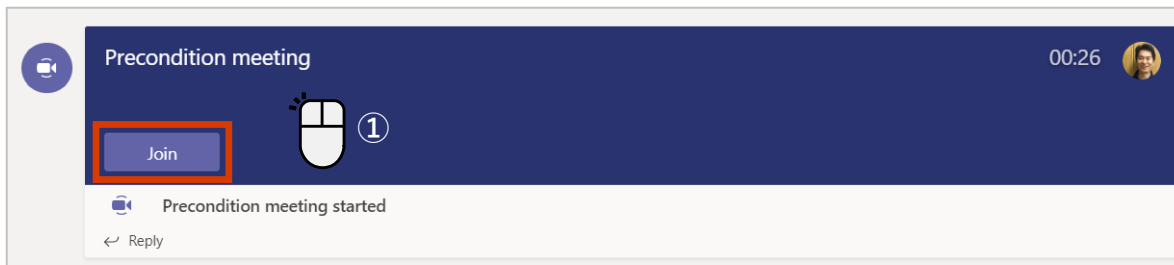
# Start a meeting from a channel

You can start a meeting right away from a channel conversation.

<Start meeting>



<Join the meeting>



When the meeting is over, the channel is displayed.

