

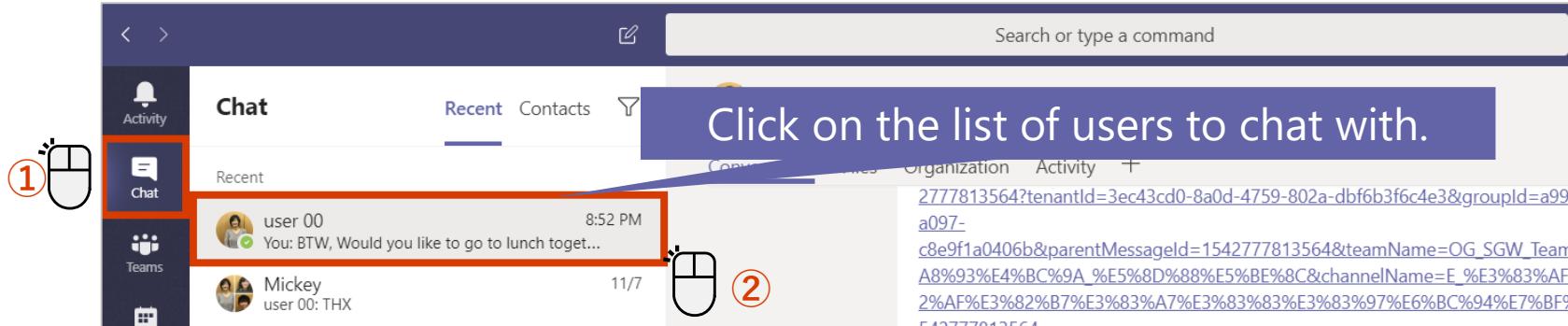
How to use Chat

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

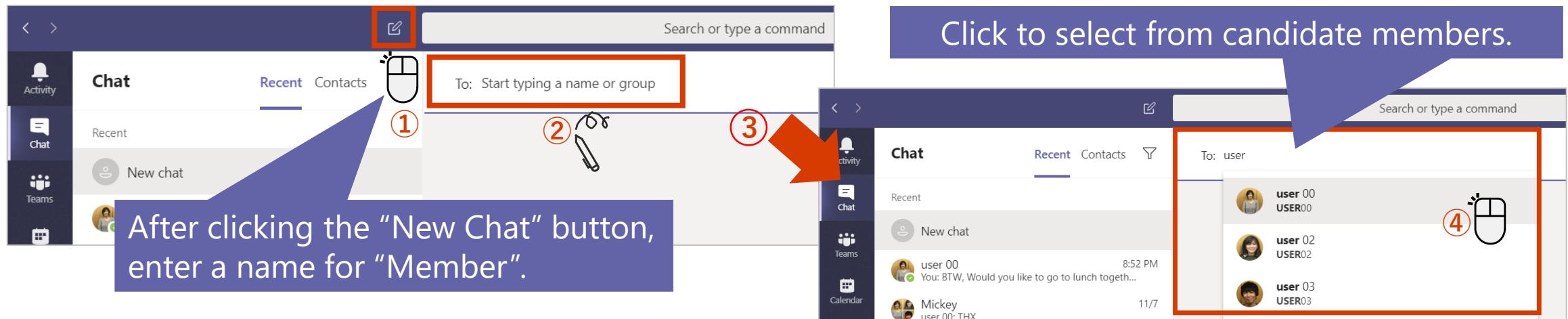
Start a 1:1 Chat

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

<To chat with someone who has chatted recently>



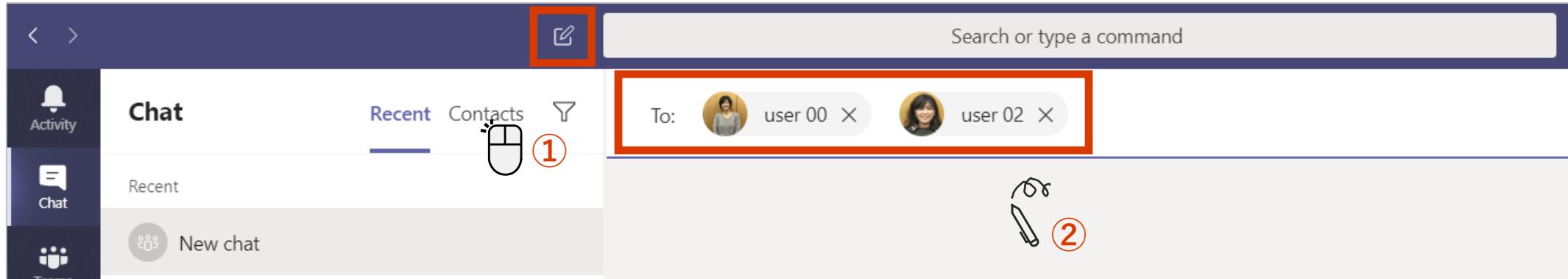
<To start a **New Chat**>



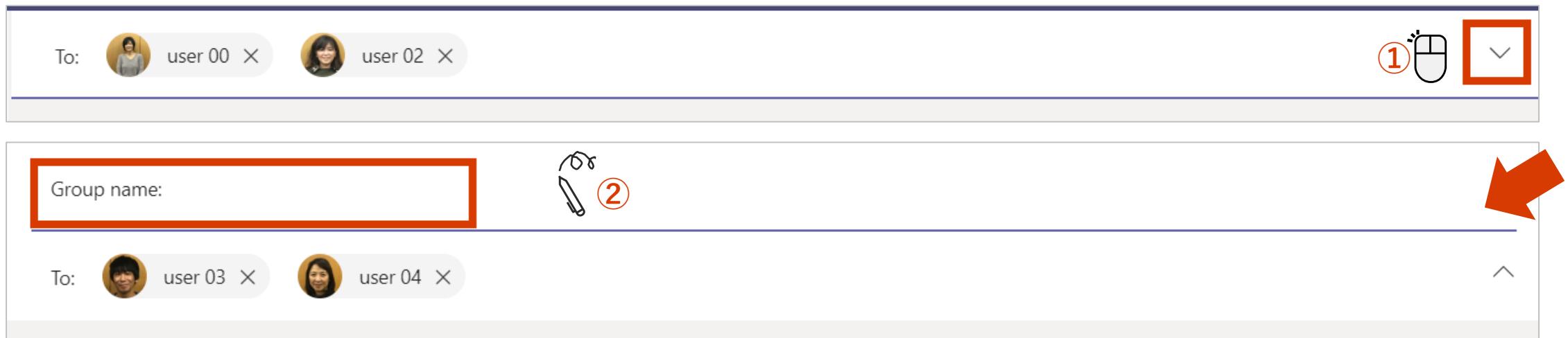
Start a Group Chat

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

Create a Group Chat



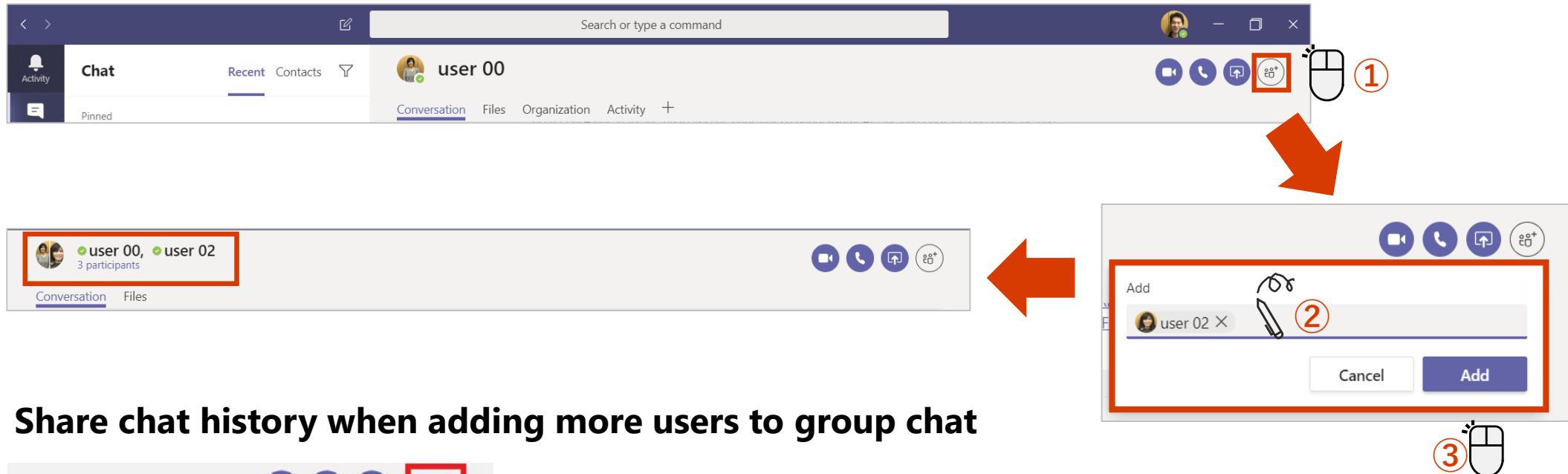
Rename the Group Chat



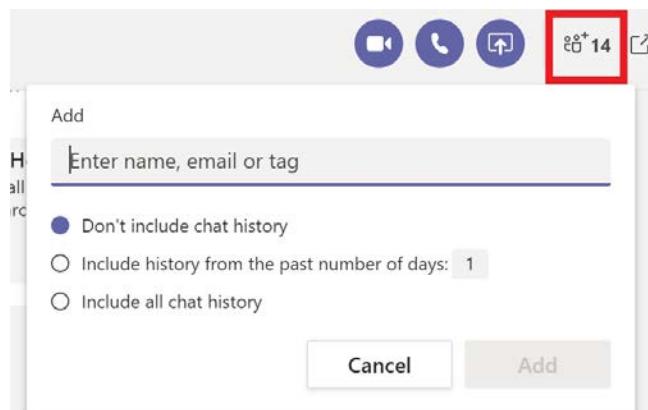
Add more users to a chat

You can add users after starting a chat.

Converting a single user chat to a group chat

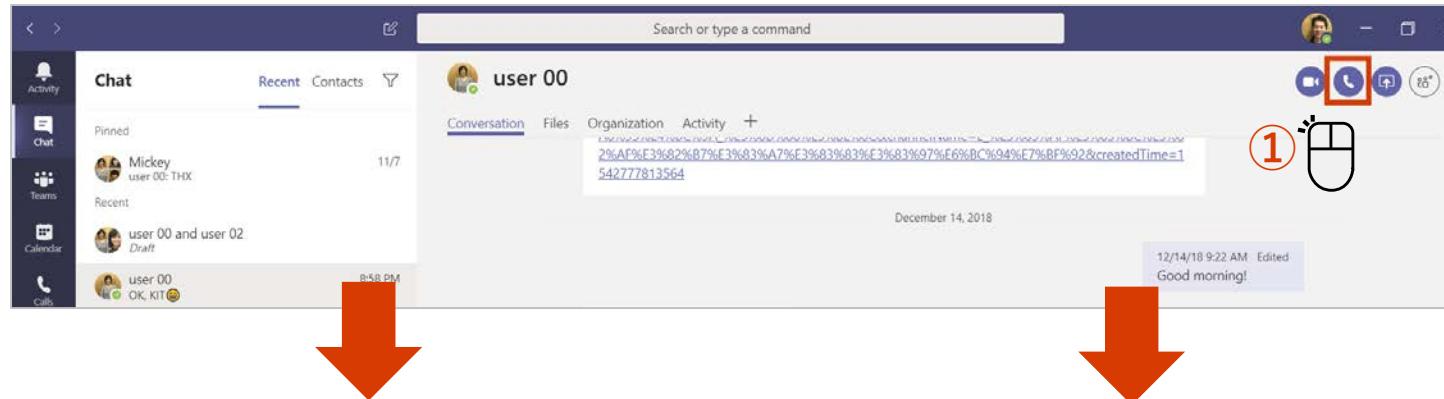


Share chat history when adding more users to group chat



Start a call from 1:1 chat

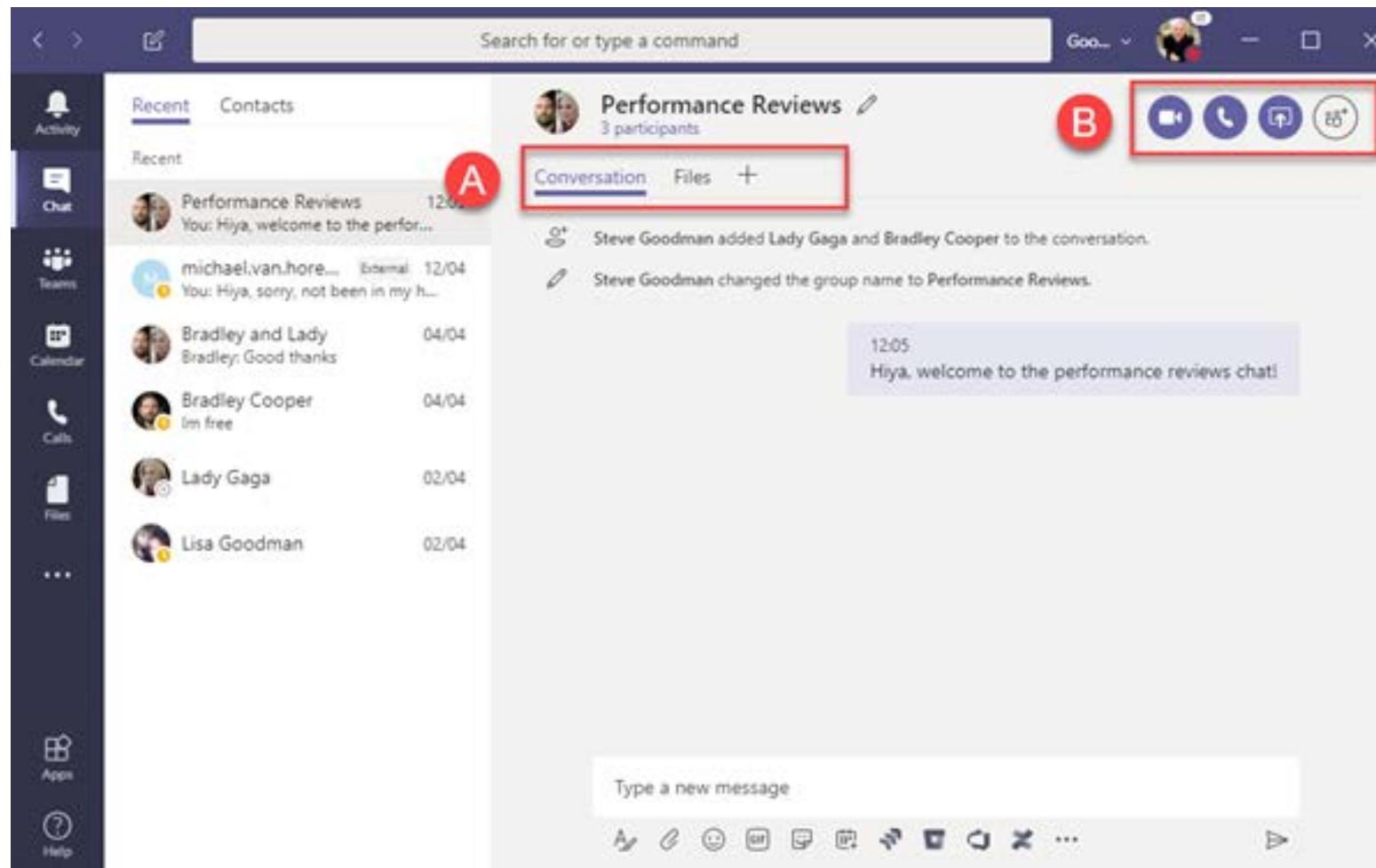
You can switch from an individual chat to a phone call.



User00 screen during a call



Start a call from Group Chat

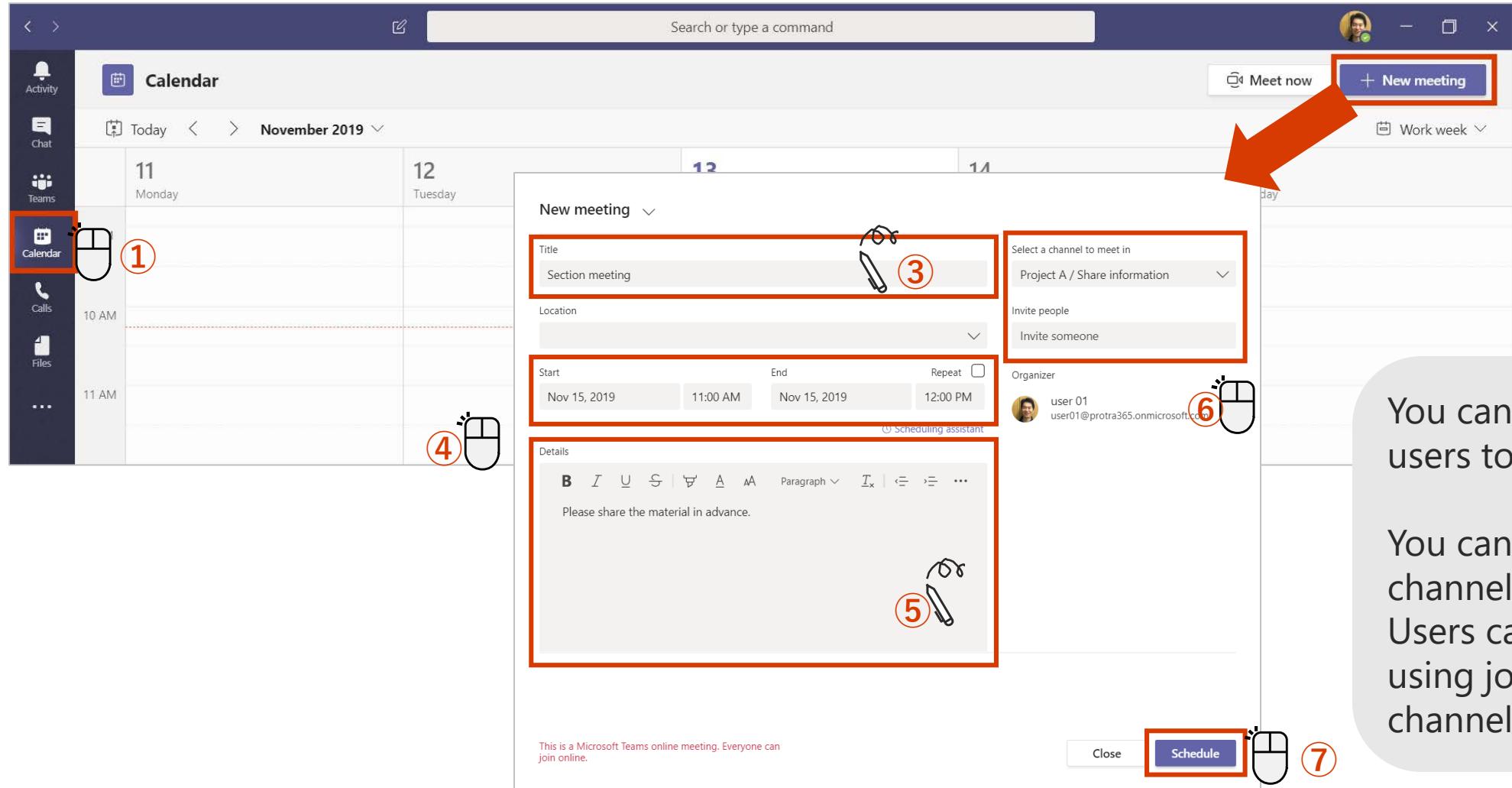


How to setup and join Meetings

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.

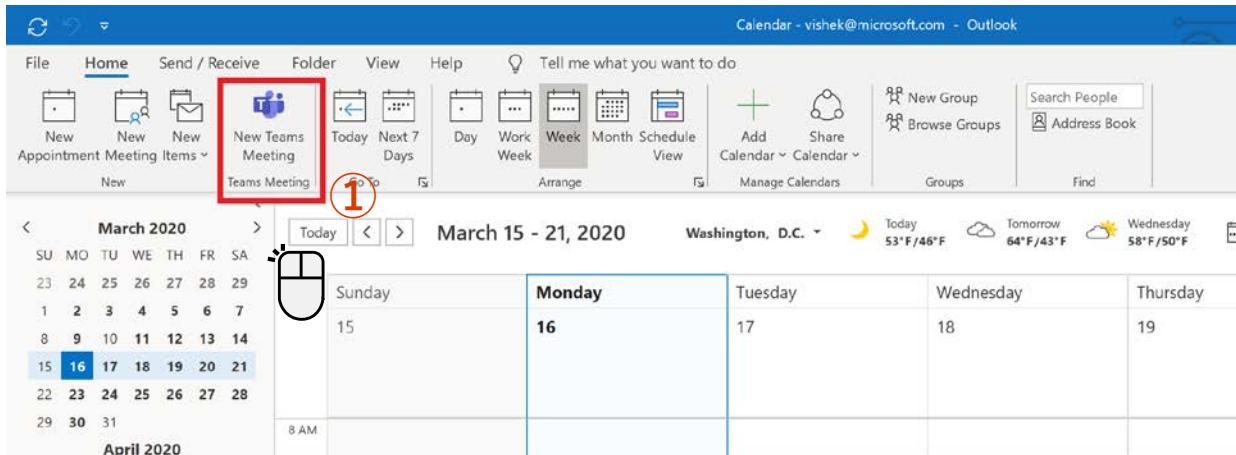


You can invite specific users to the meeting.

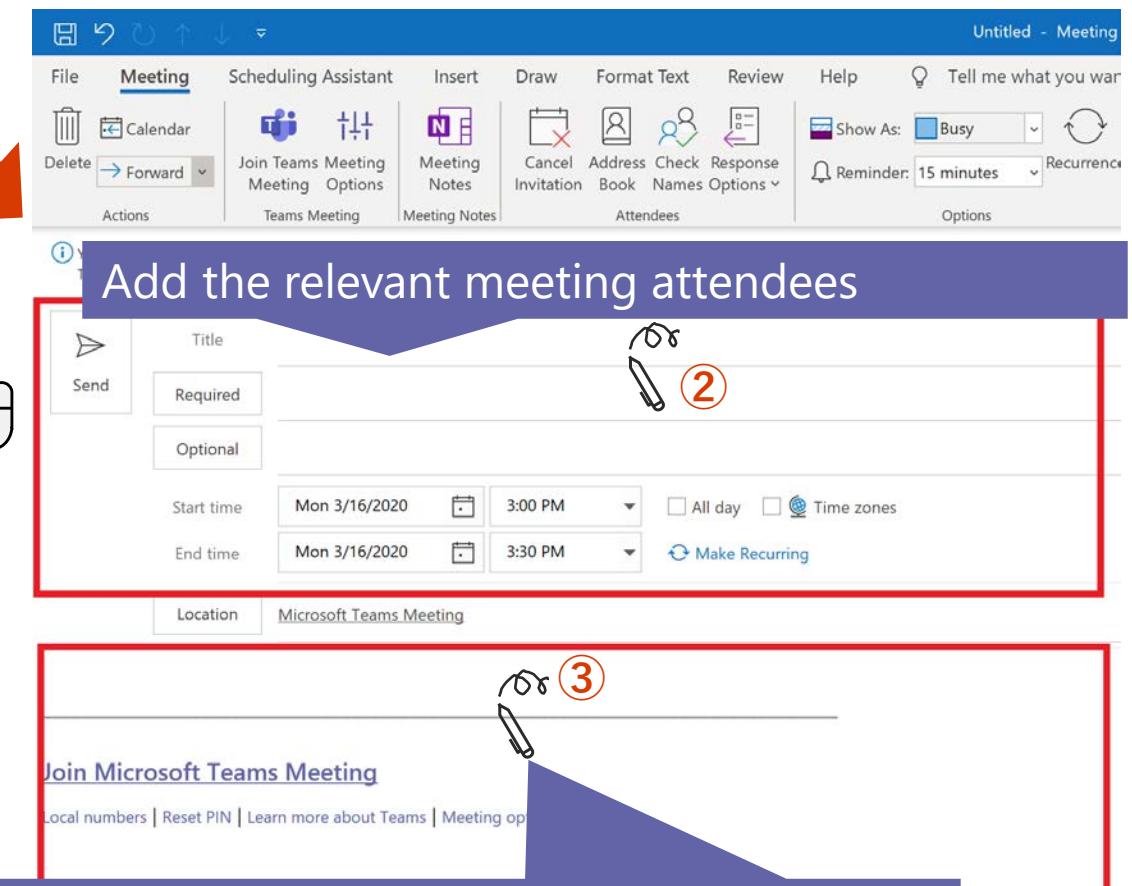
You can also select a channel for the meeting. Users can join the meeting using join link on the channel.

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.



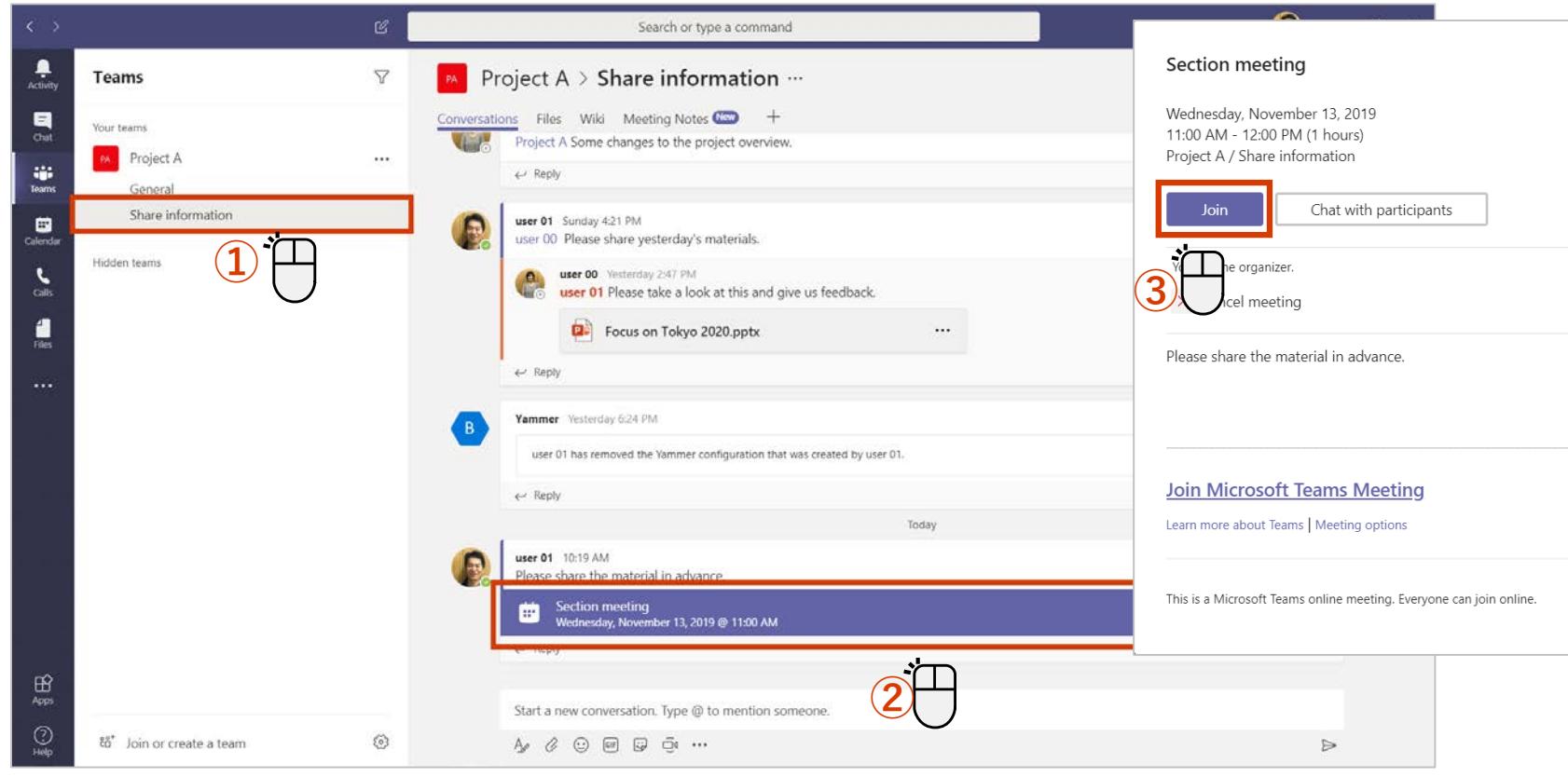
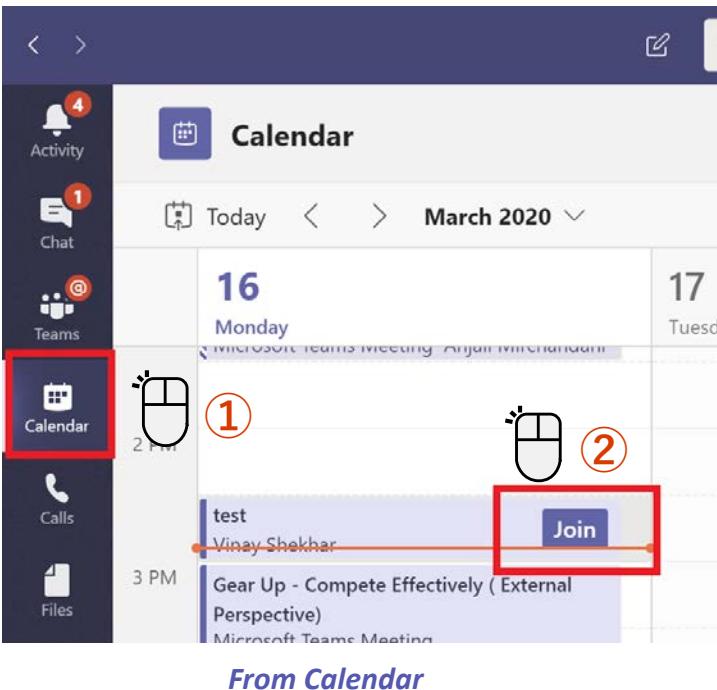
Describe the content of the meeting agenda.

Join the meeting from calendar or Teams channel

Join the meeting from Calendar tab in Teams

Or

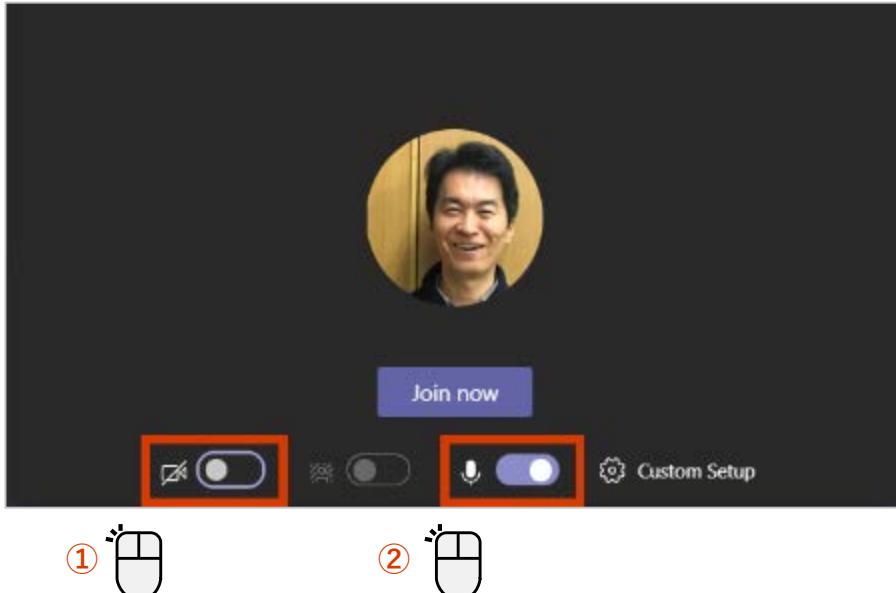
Join the meeting booked from the Teams channel *(if you booked from the channel when setting up the meeting).*



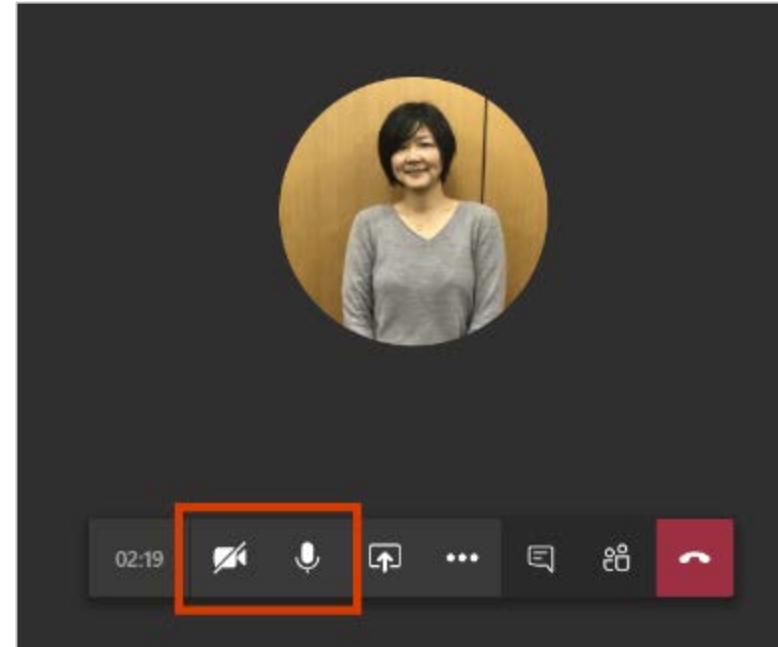
Turn the camera and microphone on / off

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

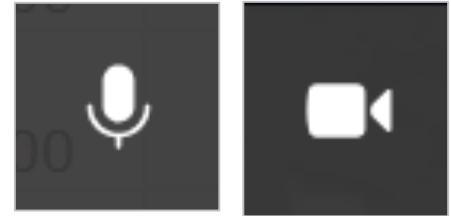
<Set before joining>



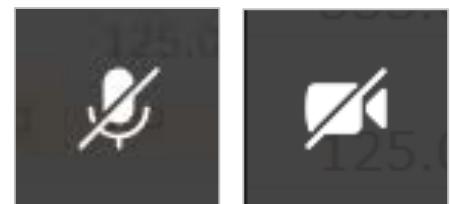
<Set after joining>



ON Status icon



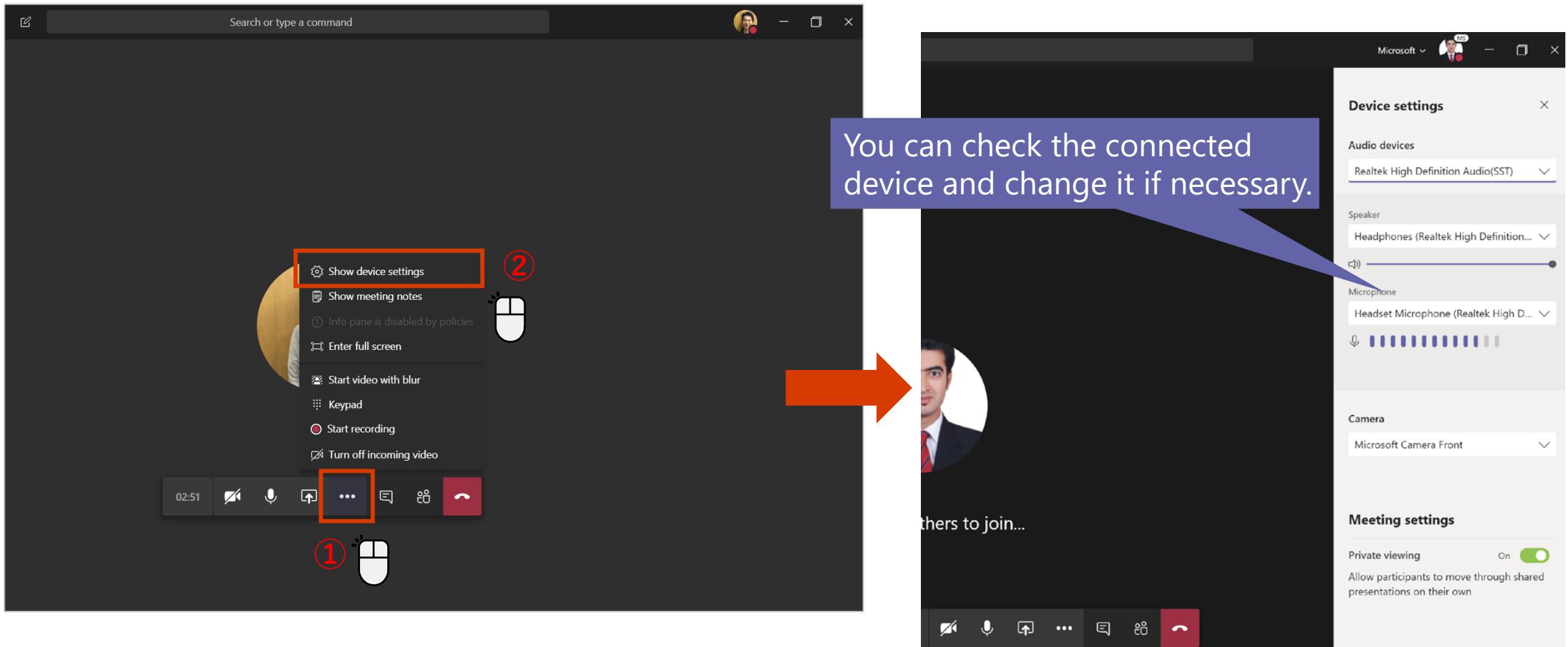
OFF Status icon



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

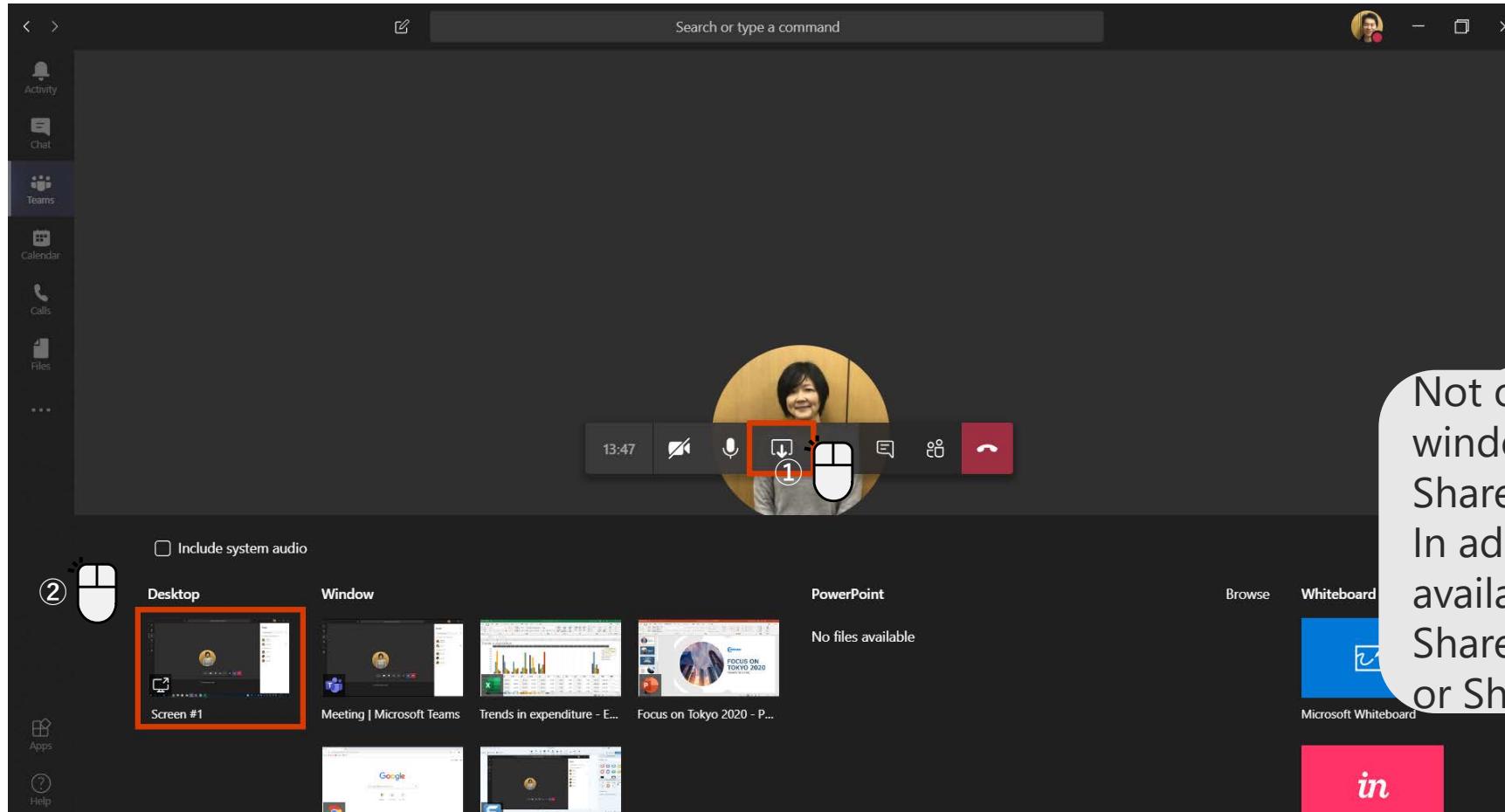
Check the device settings for the meeting

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.

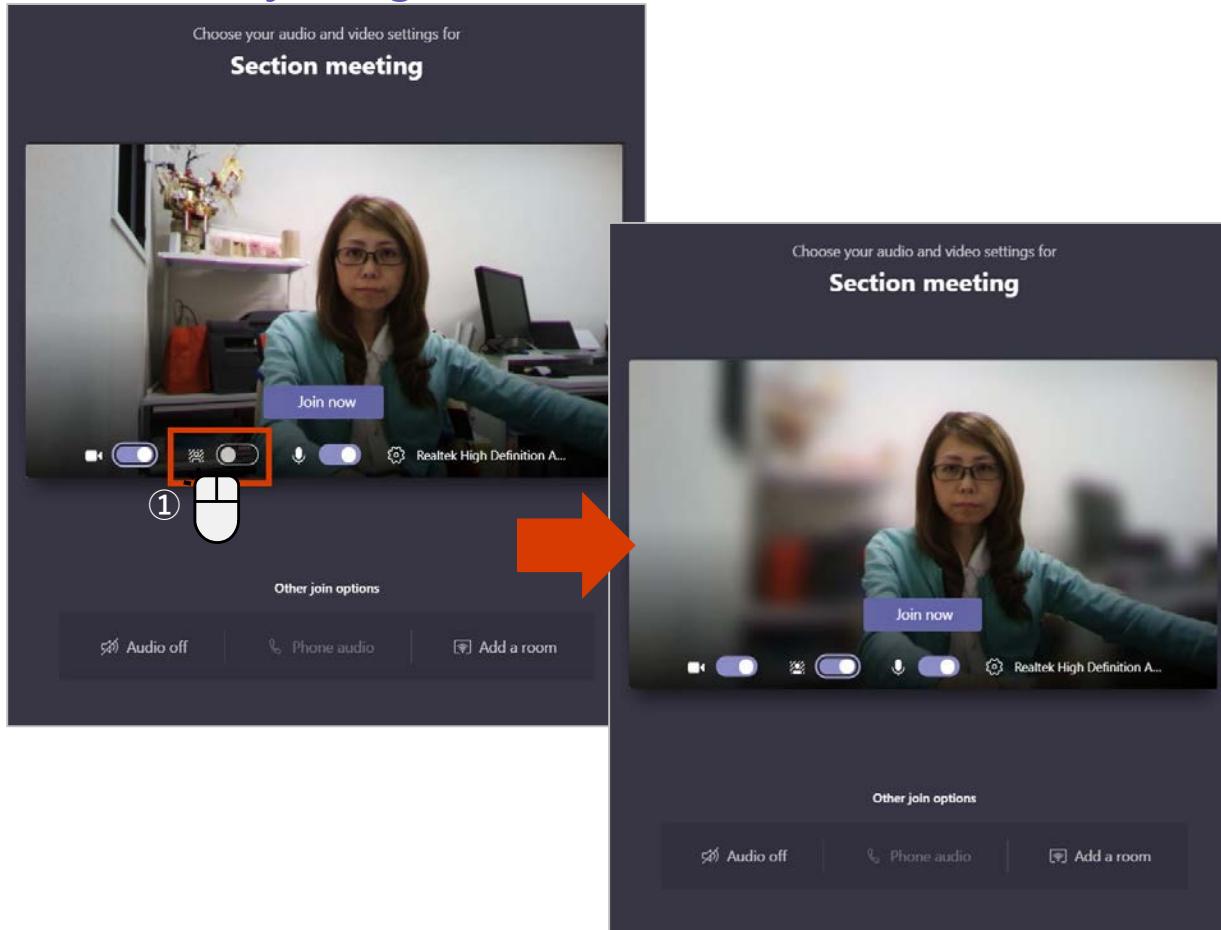


Not only the desktop, but also windows (app screens) or Share PowerPoint.
In addition, added apps are also available!
Share Desktop (with System Audio) or Share con

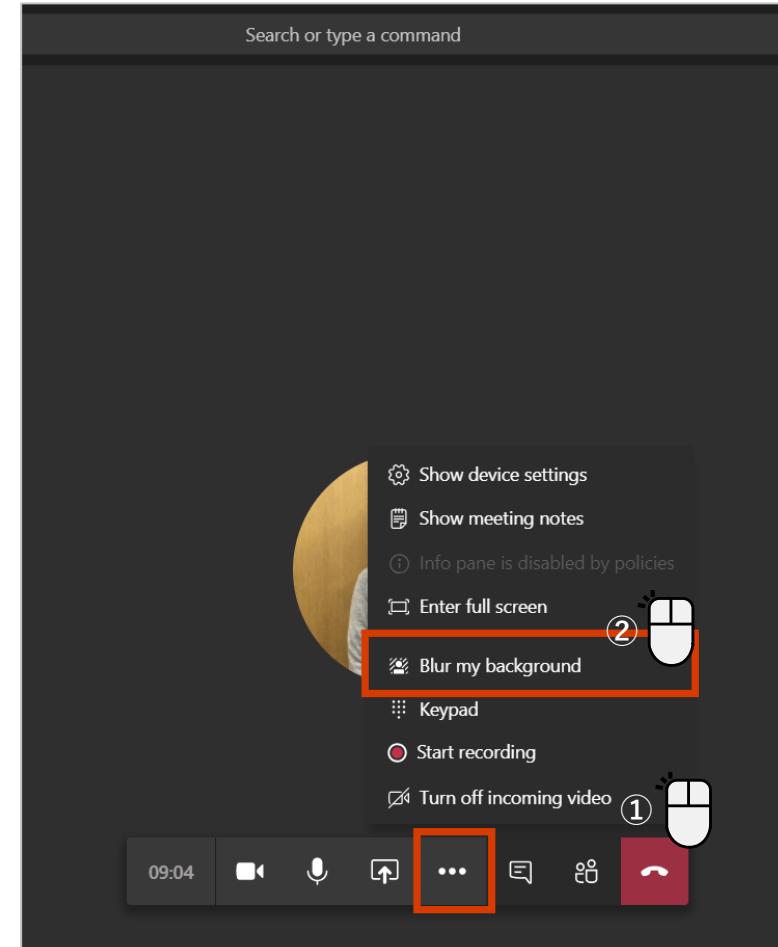
Blur the background

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

<Set before joining>

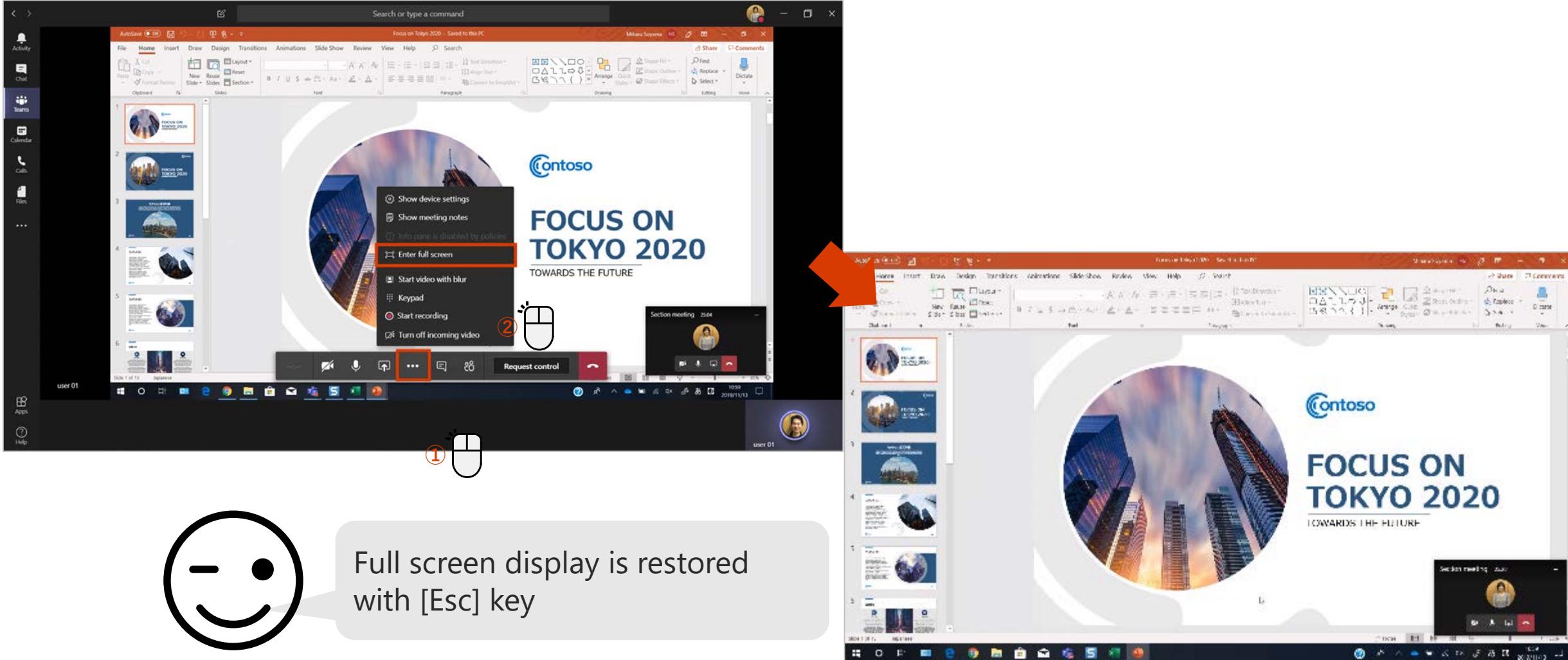


<Set after joining>



Full screen display

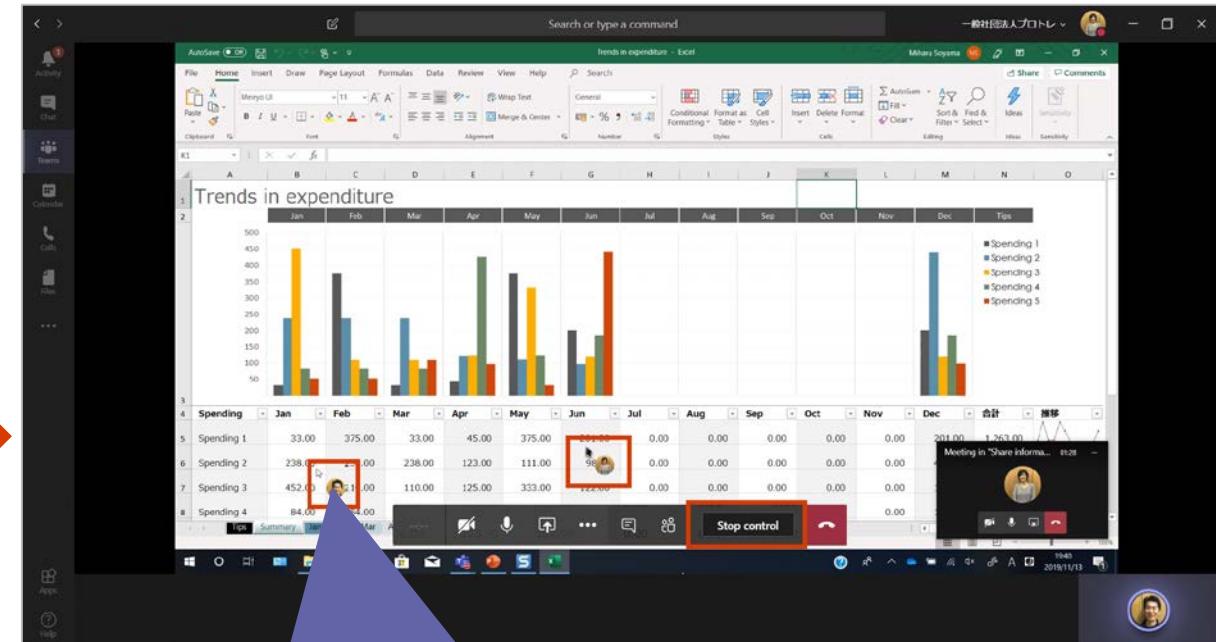
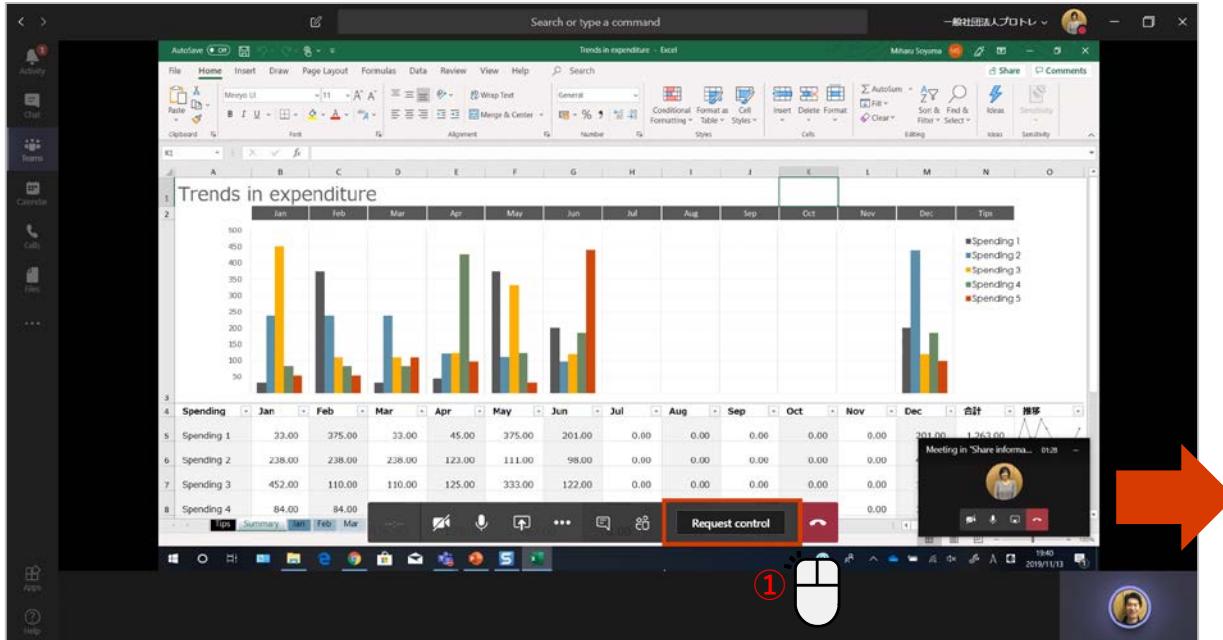
For example, when sharing documents, it is easier to view by using full screen display.



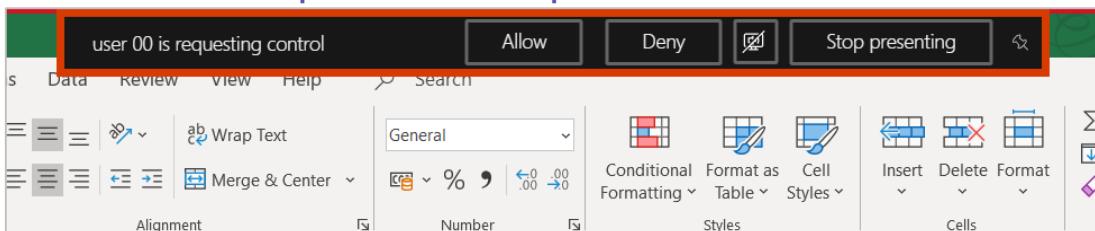
Have someone interact with your screen 1

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

<When requesting authority to operate>



<When requested to operate>

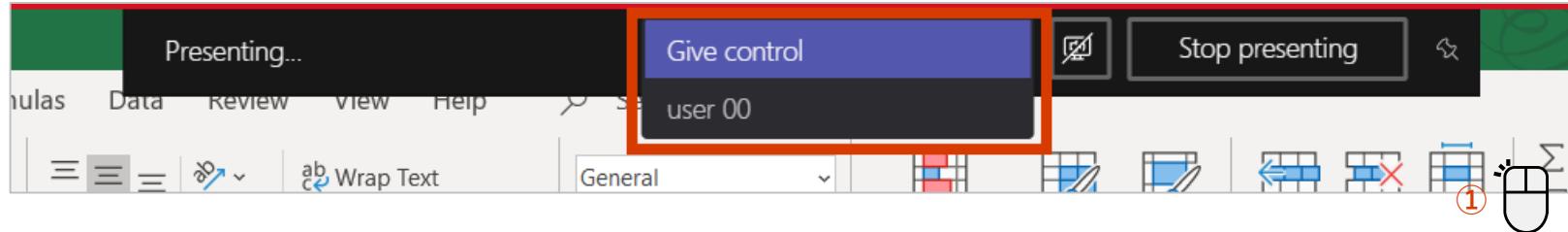


The user icon is displayed on the operating mouse.

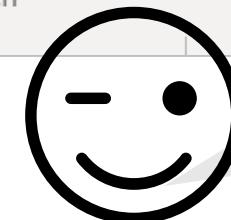
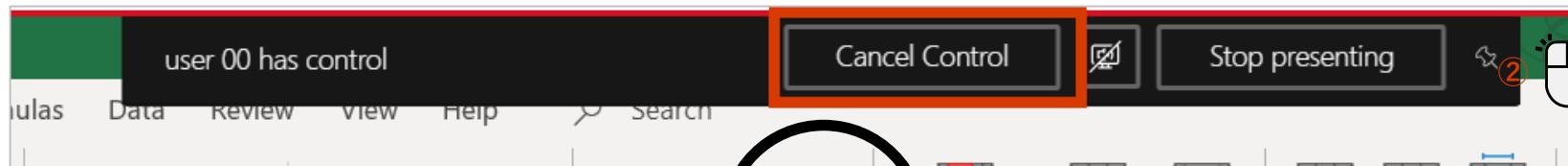
Have someone interact with your screen 2

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

<When passing the authority to operate>



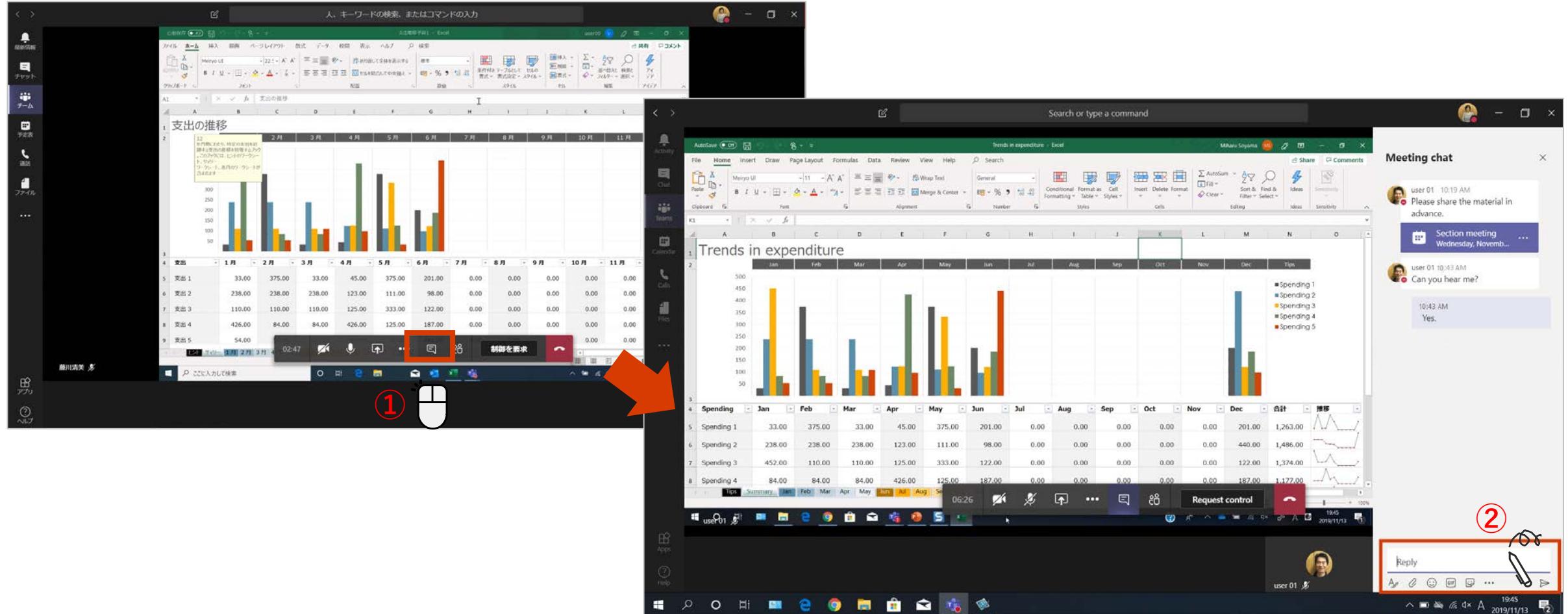
<When regaining authority to operate>



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.



Create meeting minutes

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

A screenshot of a Microsoft Teams meeting interface. On the left, there is a Microsoft Excel window titled 'Trends in expenditure' showing a bar chart and a table of spending data. In the center, a 'Meeting notes' pane is open, displaying the text 'Capture meeting objectives, important notes or action items'. A red arrow points from the 'Meeting notes' pane to the 'Meeting notes' tab in the bottom navigation bar. A red box highlights the 'Meeting notes' tab. A red callout bubble with a smiley face icon contains the text: 'Meeting notes are displayed in tabs so everyone on the team can see them.'



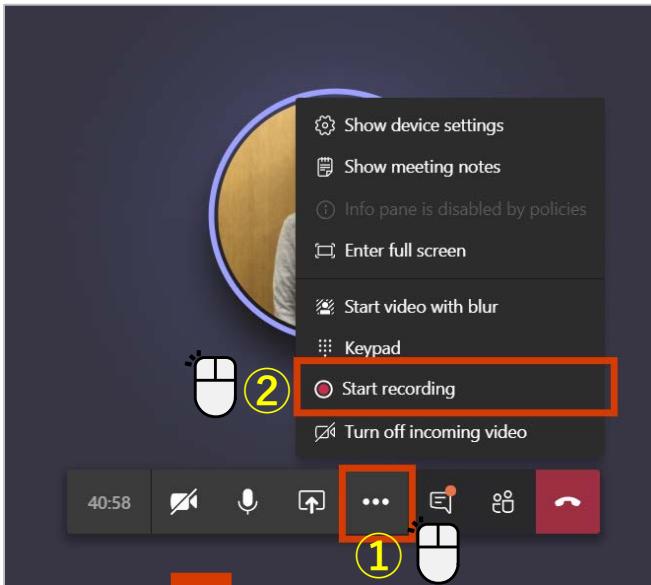
Meeting notes are displayed in tabs so everyone on the team can see them.

Three screenshots illustrating the 'Meeting notes' feature in Microsoft Teams. The first screenshot shows the 'Meeting notes' pane with the text 'Capture meeting objectives, important notes or action items'. The second screenshot shows the 'Meeting notes' tab in the bottom navigation bar with a red callout bubble containing the text 'Go ahead and start taking notes!'. The third screenshot shows the 'Meeting notes' pane with the text '11/13 meeting memo' and 'Capture meeting objectives, important notes or action items'.

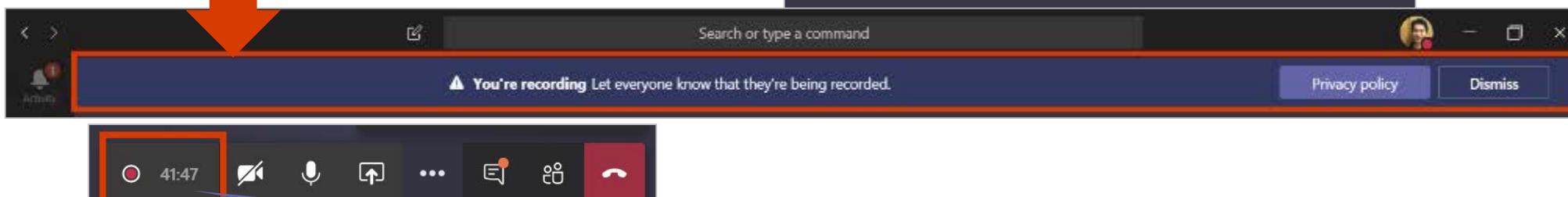
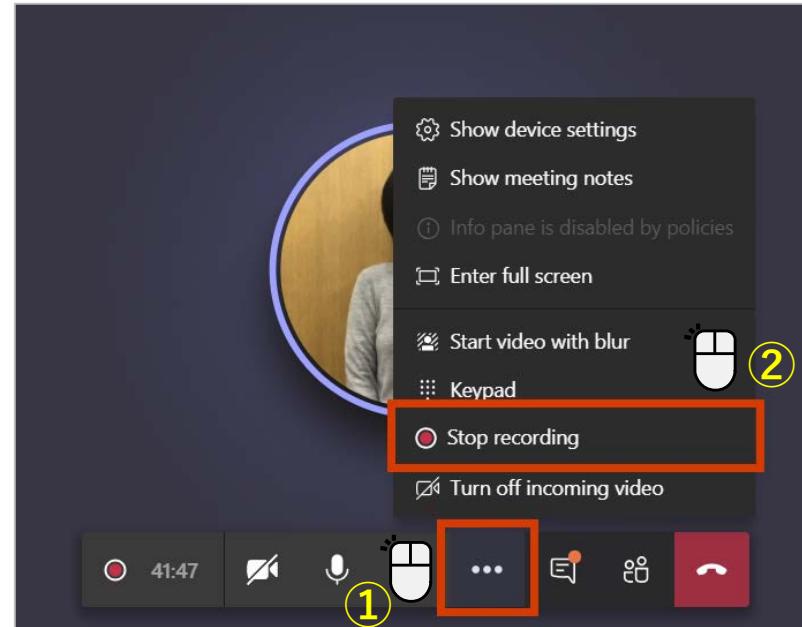
Record a meeting

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

<When recording a meeting>



<To stop recording>

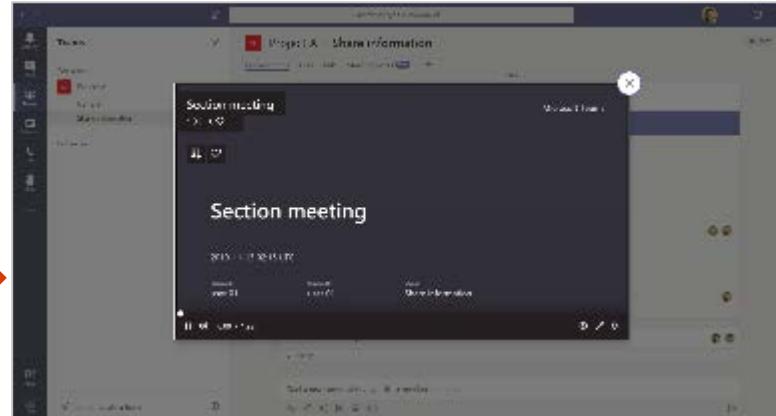
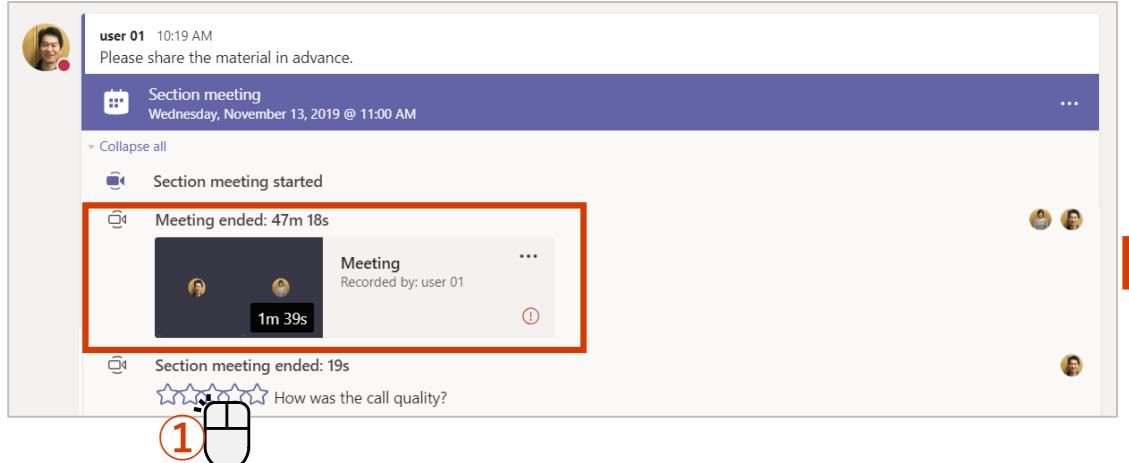


A recording message and a record button are displayed.

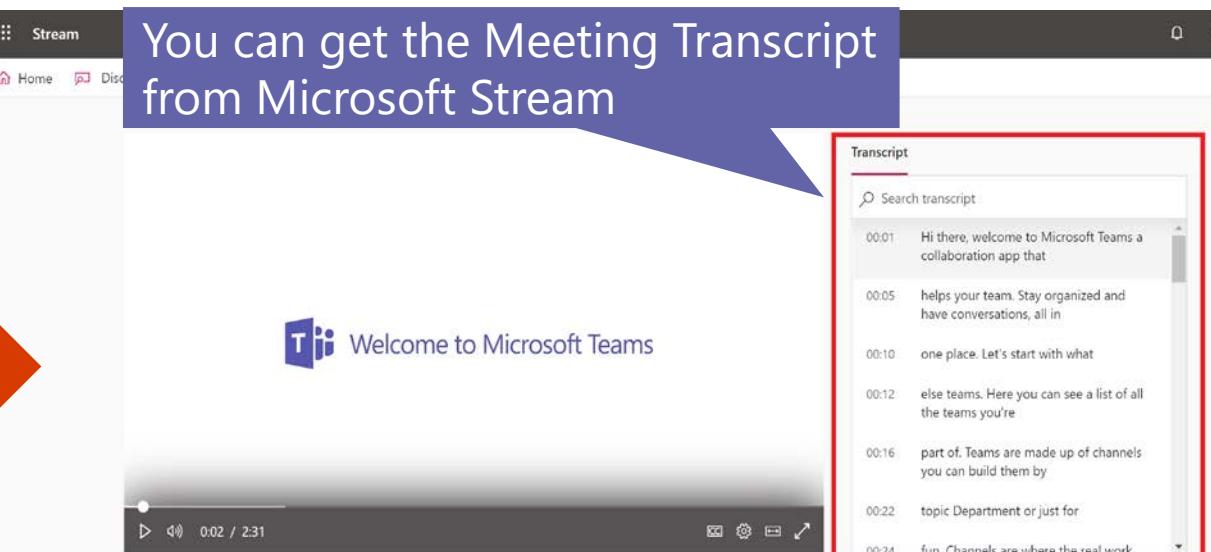
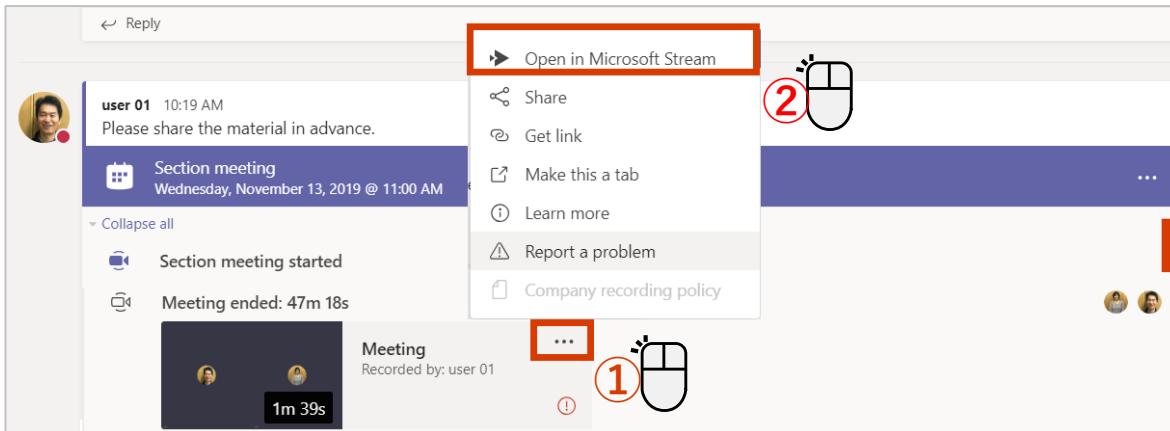
Watch the recorded meeting

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>



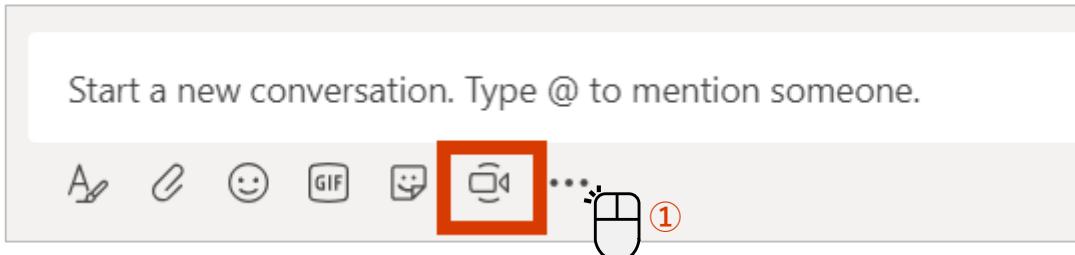
<Watch the recorded meeting on Stream>



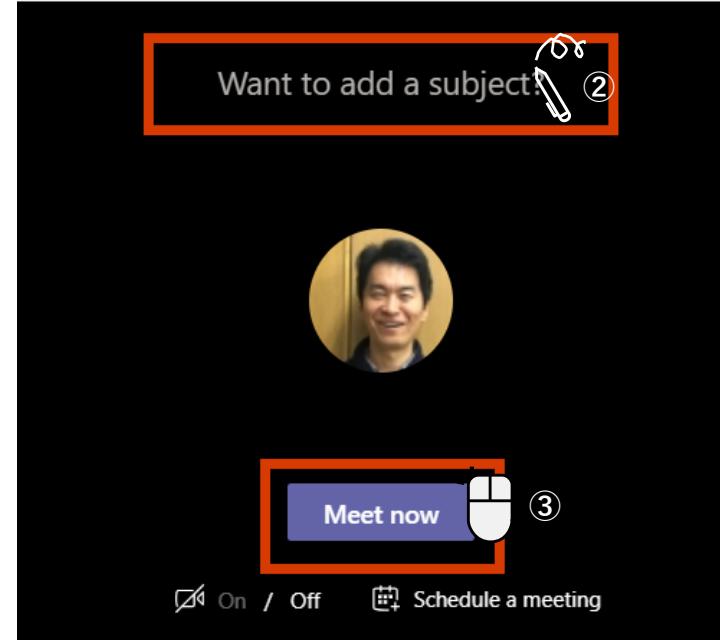
Start a meeting from a channel

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.

