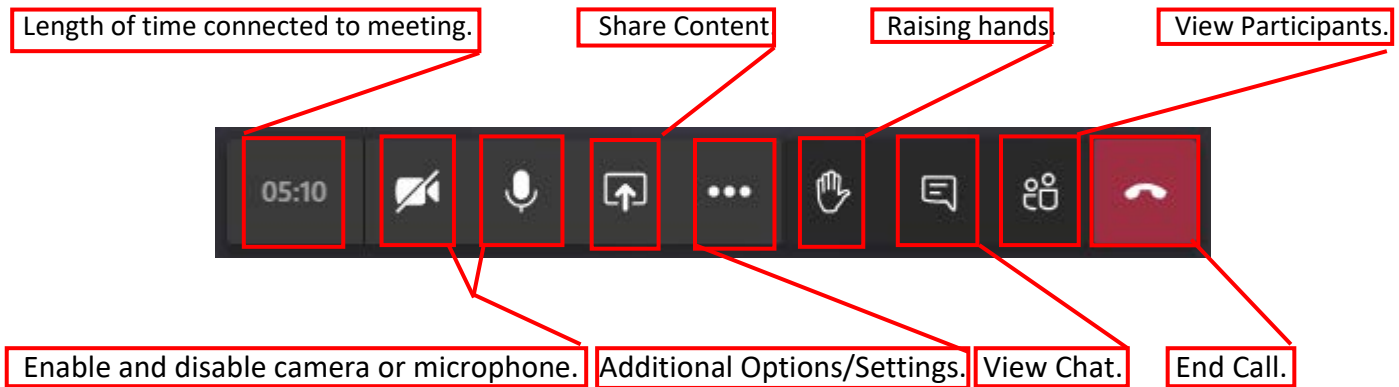




Once you have joined or been invited to a Microsoft Teams (Teams) meeting you will see the box below, which will give you a variety of tools to manage your experience during the call. Please note that, depending on the version of Microsoft Teams you are using, you may not have all of features included in this guide.

Below are the various buttons you can use in Teams:



Time – This will indicate how long you’ve been connected to the active meeting.

Camera and Microphone – These buttons will enable and disable your ability to be seen and communicate with others.

Sharing Content – By selecting this option, you will be able to present your desktop, a certain application/window, or share files.

Additional Options and Setting – Please see the **next page** for a further breakdown of the available options.

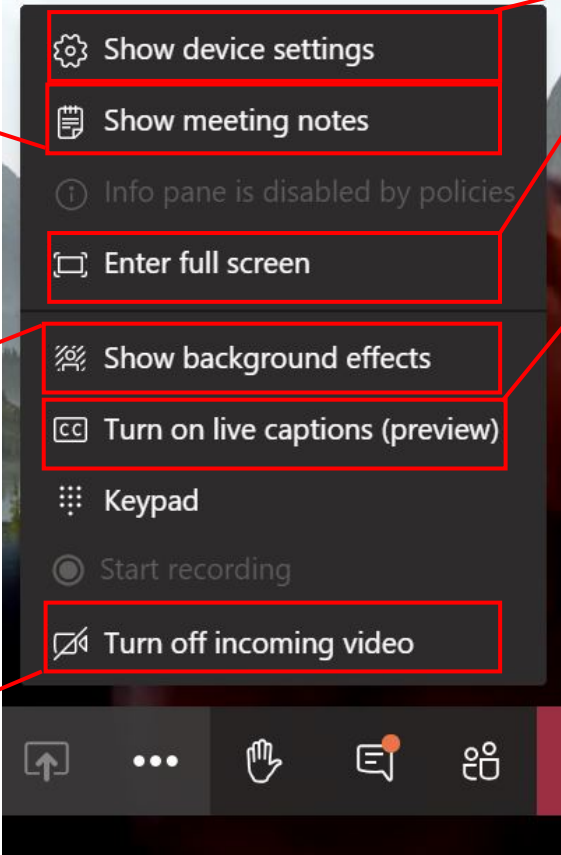
Raising Hands – The Commission currently **is not** recommending use of this feature. If you use this feature, you may not be noticed or heard if you wish to speak. Please speak up when appropriate or utilize the chat feature.

View Chat – This tool allows everyone in the meeting to communicate in writing if they are experiencing a technical issue that requires additional assistance. **Please do not** use this feature to carry on a conversation, pose questions, or make comments about substantive issues.

View Participants – By clicking this button you will be able to view everyone currently connected to the call. **End Call** – This button will remove you from the meeting.

Additional Options and Settings:

Please note that some of these options may not be available to all users.



This will allow you to change audio and video settings for your own PC during the meeting.

Clicking this will enable your Teams meeting window to expand to fill your entire screen.

If meeting notes are being used in Teams, anyone can click here to read and edit the notes.

When using video to show yourself in the Teams meeting, this option will allow you to digitally alter your surroundings with software.

Live captions is a preview feature. It isn't perfect and is not expected to be reliable. It can, however, assist those who are hearing impaired. Clicking this button will only enable this feature only on your PC, not for all users.

Due to the nature of meetings with multiple attendees, some people may have a harder time streaming video from others due to their internet connection and available bandwidth. Using this feature will enable you to save some bandwidth to ensure you can hear and function efficiently in the meeting.

The screenshot shows a mobile app interface with the following options: 'Show device settings' (gear icon), 'Show meeting notes' (notepad icon), 'Info pane is disabled by policies' (info icon), 'Enter full screen' (expand icon), 'Show background effects' (background effects icon), 'Turn on live captions (preview)' (CC icon), 'Keypad' (dotted grid icon), 'Start recording' (record icon), and 'Turn off incoming video' (mute icon). The bottom navigation bar includes icons for chat, more options, hand, chat, and participants.

Microsoft Teams Best Practices:

- Please mute yourself when you are not the person speaking.
- Be mindful of what you say, share, or type in a Teams meeting. These meetings are a part of the public record and subject the Washington Public Records Act (RCW 42.56).
- If you need special assistance or other considerations, please be proactive and reach out to the meeting coordinator as early as possible.
- If you encounter a technical issue, please enter a message in the chat thread within Teams. From there the moderator will assist with fixing the issue you are experiencing.
- If you cannot connect to the meeting and you have less than 30 minutes until it starts or the meeting has already begun, please contact the UTC Records Center Supervisor, Ryan Smith, at 360-915-3646. Alternatively, you may email Ryan at ryan.smith@utc.wa.gov.