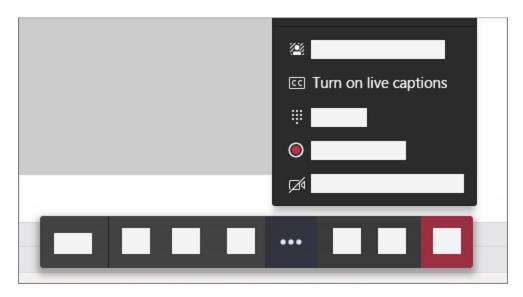**<u>Tips for Features in Microsoft Teams</u>**
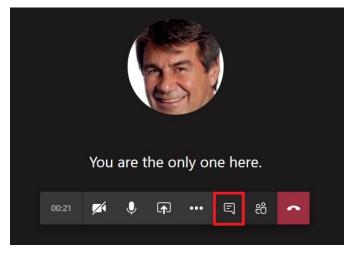
1. Turn captions on and off

To use live captions in a meeting, go to your meeting controls and select **More options** ⋯ > **Turn on live captions (preview)**.
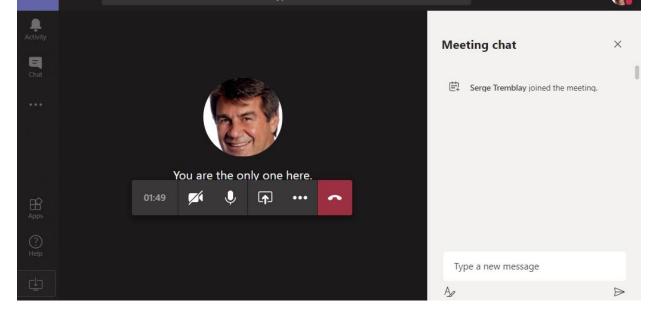

To stop using live captions, go to the meeting controls and select **More options** ⋯ > **Turn off live captions (preview)**.

2. Opening the chat box

To use the chat feature during a meeting in Teams, simply click the Show conversation button:

The chat box will appear on the right:

Type your message in the chat box and click the Send icon to send your message. Naturally this includes all the features you're used to in the regular Teams chat; formatting, attach, emojis, etc...

Note – Chat is only available after joining the meeting

It's worth noting that, although the **Chat with Participants** link is displayed in the invitation page before joining the meeting, this will not work.
So keep in mind, if you click on this link, you'll get a message warning that 'Chat is not available until you have joined the meeting'.
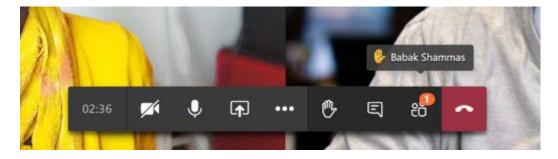
3. Raise your hand in a Teams meeting

During a meeting, you can raise a virtual hand to let people know you want to contribute without interrupting the conversation.

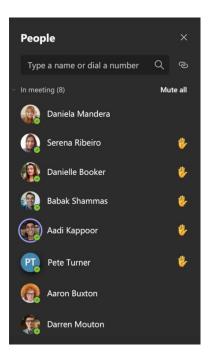Just select **Raise your hand** ✋ in the meeting controls.

Everyone in the meeting will see that you've got your hand up.

Meeting presenters will also receive a notification that your hand is raised, and they can lower your hand once you've had a chance to talk.

Select **Show participants** ⧉ to see a list of everyone in attendance. Anyone who's raised their hand will have an icon next to their name. When multiple people raise their hands, they'll be listed in the order in which they raised them.

4. Change your background for a Teams meeting

If you want to change what appears behind you in your video, you can either blur your background or replace it entirely with any image you want.

Note: Blurring or replacing your background might not prevent sensitive information from being visible to other meeting participants.

Change your background before a meeting starts

While you're setting up your video and audio before joining a meeting, select **Background effects** 🖼 . It's just to the right of the mic switch. Your background options will display on the right.

Choose **Blur** to blur your background. You'll appear nice and clear while everything behind you is subtly concealed.

You can also replace your background with one of the images provided, or with one of your own choosing. To use an image of your own, choose **Add new** and then select one to upload from your computer. Make sure it's a .JPG, .PNG, or .BMP file.

Your new background will persist in all your meetings and calls until you change it again.

Note: If you don't see this option in the menu, the feature might not be available on your device yet.

Change your background during a meeting

To alter your background after you've already joined a meeting, go to your meeting controls and select **More actions** ••• > **Show background effects**.

Select **Blur** to blur your background, or choose from the available images to replace it. To upload an image of your own, select **Add new** and pick a .JPG, .PNG, or .BMP file from your computer.

You'll be able to preview your chosen background to see how it looks before you apply it.

Notes:

- For now, Linux users aren't able to use this feature.
- Background effects won't be available to you if you're using Teams through optimized virtual desktop infrastructure (VDI).