

This document describes the controls and features that can be used while participating in a Microsoft Teams meeting. The *meeting controls panel* can be found inside the bottom portion of the meeting video window.

**Please NOTE:** Some advanced features are not available or have limited functionality when joining a Teams meeting on the web. When able, use the Teams desktop application for the most fully featured experience.



## Meeting Controls Panel Elements

- 1. Meeting Timer:** The meeting timer displays the amount of time you have been in the meeting.
- 2. Camera Button:** Click the camera button to turn your camera on or off. If your camera is currently off, the camera icon will have a slash through it.
- 3. Microphone Button:** Click the microphone button to mute or unmute your microphone. If your microphone is muted, the microphone icon will have a slash through it.
- 4. Share Button:** Click the share button to open a panel with options for sharing your entire screen, a specific window, PowerPoint files, or Microsoft Whiteboard. Check the **Include system audio** box if you want to share audio from an application, then click on an item to share it with meeting participants. While you are sharing, you can click on the share button again to stop sharing. Learn more about sharing at [Microsoft Teams - Sharing Your Screen in a Teams Meeting](#).
- 5. More Actions Button:** Click the more actions button to open a menu of additional Teams actions and features. Among the options listed in this menu are options for accessing device settings, entering full screen mode, and starting or stopping a meeting recording.
- 6. Raise Your Hand Button:** Click the raise your hand button to alert the presenters that you have something to contribute without interrupting the ongoing conversation. Other participants will be able to see an icon next to your name that indicates you have your hand raised. This icon shows up in both the video window and the *People* panel.
- 7. Show Conversation Button:** Click the show conversation button to open the *Meeting chat* panel in the right side of the meeting window and chat with meeting participants.
- 8. Show Participants Button:** Click the show participants button to open the *People* panel in the right side of the meeting window and view a list of meeting attendees. If you are the meeting *Organizer* or a *Presenter*, you may admit any guests waiting in the meeting lobby by clicking the **check mark** next to their name.
- 9. Hang Up Button:** Click the hang up button to leave the meeting. Other participants will be able to continue without you. If you would like to end the meeting for all participants, click on **More Actions > End Meeting**.