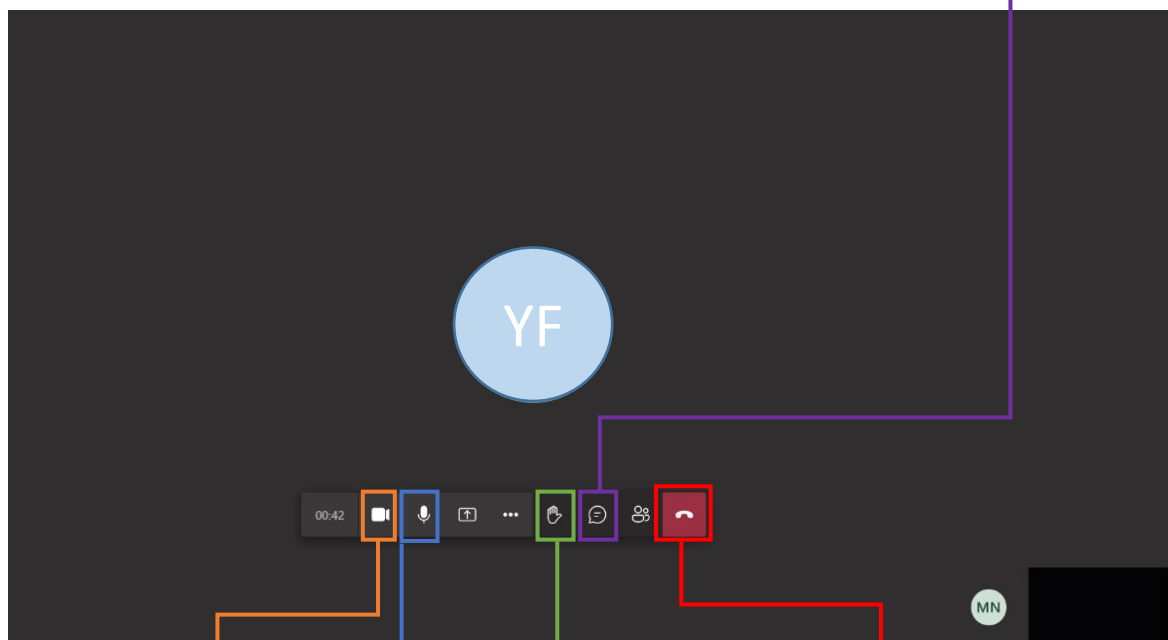# Microsoft Teams - Using Control Functions

Chat Bubble – Opens up the Chat Box function on the right hand side of the screen. Can be used to communicate with other participants in the meeting
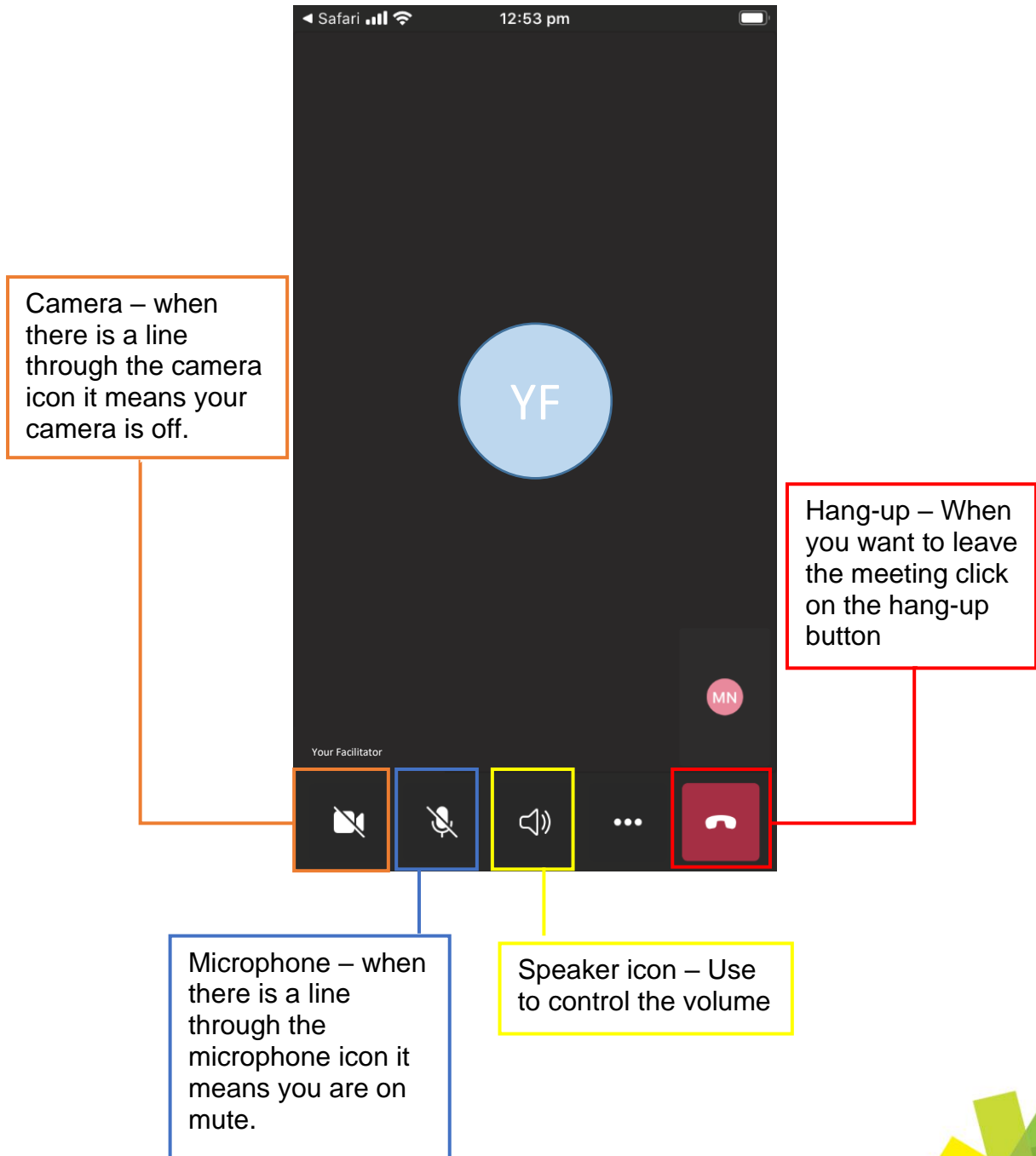

YF

00:42 MN

Camera – when there is a line through the camera icon it means your camera is off.

Hand up – Can be used to inform the meeting facilitator that you have a question.

Hang-up – When you want to leave the meeting click on the hang-up button

Microphone – when there is a line through the microphone icon it means your camera is off.

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Cheat sheet to Microsoft Teams Controls (Apple)

◁ Safari 📶 📶   12:53 pm   🔋

YF

Your Facilitator

MN

Camera – when there is a line through the camera icon it means your camera is off.

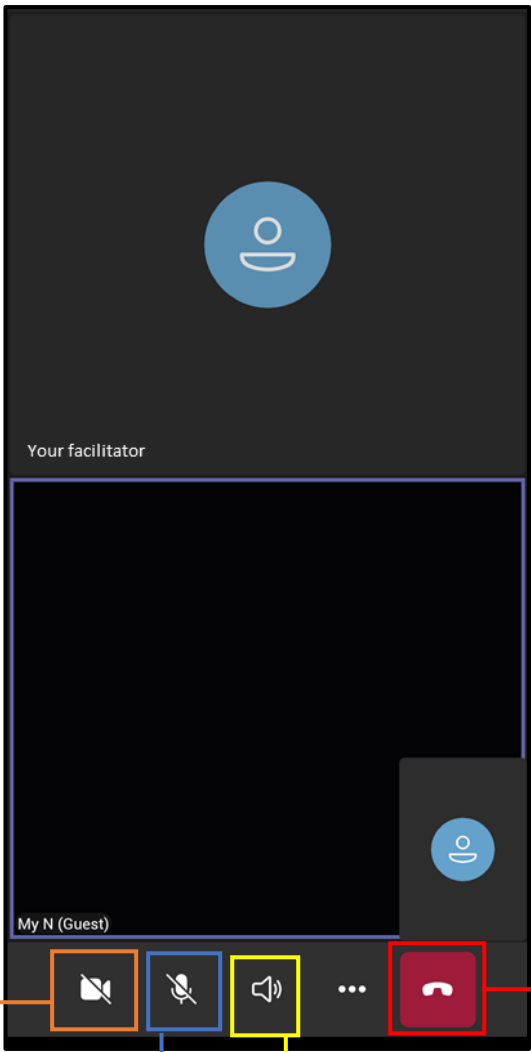Hang-up – When you want to leave the meeting click on the hang-up button

Microphone – when there is a line through the microphone icon it means you are on mute.

Speaker icon – Use to control the volume

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Cheat sheet to Microsoft Teams controls (Android)

Camera – when there is a line through the camera icon it means your camera is off.

Your facilitator

My N (Guest)

Hang-up – When you want to leave the meeting click on the hang-up button

Microphone – when there is a line through the microphone icon it means you are on mute.

Speaker icon – Use to control the volume