

# Make meetings easy with Microsoft Teams for Education

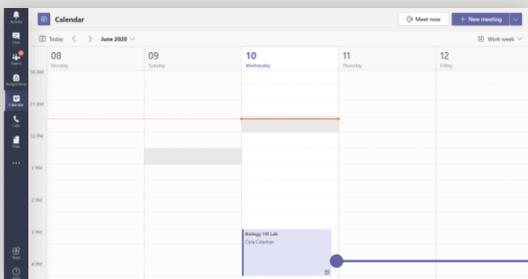


With **Microsoft Teams meetings**, students can attend class, collaborate with peers, and participate in extracurricular activities from virtually anywhere. In this guide, you'll find some helpful tips on how to help your student get started with Teams meetings.

## Before joining a meeting

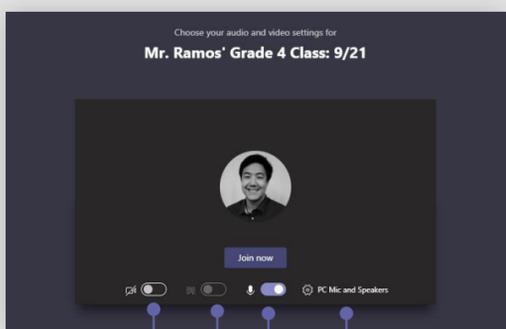
### Attend scheduled class meetings

1. Select **Calendar** on the left side of Teams to see your meetings.
2. Open the meeting you want, and then select **Join**.



### Set initial meeting settings

1. Before entering meeting, you'll see a pop-up that will allow you to toggle audio and video settings.
2. Use the switches to toggle your preferences. (These settings can be updated once you're in the meeting.)
3. Once you're ready, select **Join now** to enter the meeting.



Turn the camera on or off

Blur and unblur your background

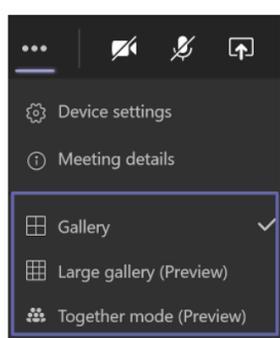
Mute and unmute your mic

Adjust audio settings

## During a meeting

### Change the meeting view

1. Once you're in the call, click on the **More options** icon . Depending on your version, this will be in the top right part of the screen or in the middle of your screen towards the bottom.
2. In the drop-down menu, there are three different view options: **Gallery**, **Large gallery**, and **Together mode**. Click on the view you want to see.
  1. Teams also provides a view for smaller, breakout rooms. Only teachers can turn on this option, and students will not be able to change to this view themselves.



#### Gallery

For smaller group calls or collaboration. This mode is the default view for every meeting.



#### Large gallery

For when you want to view the entire class. This view shows up to 49 attendees in a 7x7 grid.

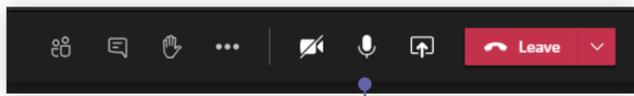


#### Together mode

For larger discussion groups. This view helps students feel relaxed and avoid meeting fatigue.

### Mute and unmute

1. In the meeting, navigate your mouse to the **microphone** icon. Depending on your version, this will be in the top right part of the screen or in the middle of your screen towards the bottom.
2. Clicking the icon will mute yourself to all other participants. You'll know you're muted if the icon looks like this.
3. To unmute yourself, click the icon again.



### Raise hand

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

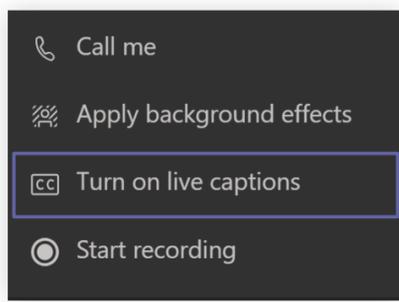
1. Select the **raise hand** icon in the meeting controls. Depending on your version, this will be in the top right part of the screen or in the middle of your screen towards the bottom.
2. To lower your hand, click the icon again.
3. Everyone in the meeting will see that you've raised your hand. Meeting 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.



### Turn on live captions

For students with needs related to hearing, Teams can detect what's said in a class session or meeting and present real-time captions with speaker attribution.

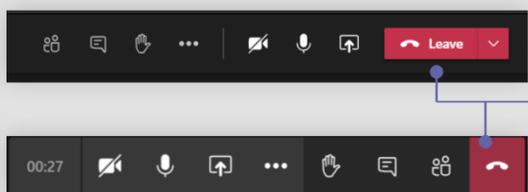
1. Click on the **More options** icon .
2. Select **Turn on live captions** from the menu.



## After the meeting

### Leave the meeting

1. To leave a meeting, click on the red **Leave** button. Depending on your version, this will be in the top right part of the screen or in the middle of your screen towards the bottom.
2. You'll know you've successfully left when the meeting window is closed.



### Check the meeting recording

1. In the Teams navigation bar, select the **Chat** icon, find your meeting, then go to the Chat history. You should see your video at the end of the history.
2. You can watch the recording in the chat, or Select the More icon > **Open in Microsoft Stream** to watch the video on Microsoft Stream
  - You can turn on **closed captions** when watching the video on Microsoft Stream
  - Each video on Microsoft Stream includes a **searchable transcript**, in case you miss part of the class and need to find your spot

