

IMPORTANT FEATURES WORKING WITH MICROSOFT TEAMS

The screenshot shows the Microsoft Teams meeting interface. The top bar contains several icons: a list of participants (blue circle), chat (red circle), raise hand (cyan circle), more options (green circle), mute microphone (yellow circle), unmute microphone (orange circle), and a 'Leave' button (red button). The main area shows a 'Meeting chat' window with a 'Vote on a Mentim...' poll and a 'Ma... The 3-month...' document. The bottom of the screen features a text input field 'Type a new message' and a toolbar with icons for text, emojis, GIFs, and other functions. A 'Waiting for others to join...' message is displayed on the left side.

- (Un-) mute your microphone
- (De-) activate your camera
- Device settings and background effects
- Raising your hand (put it down again after the statement)
- Open/Close the meeting chat
- Open/Close list of participants
- Type messages, send emojis or GIF's

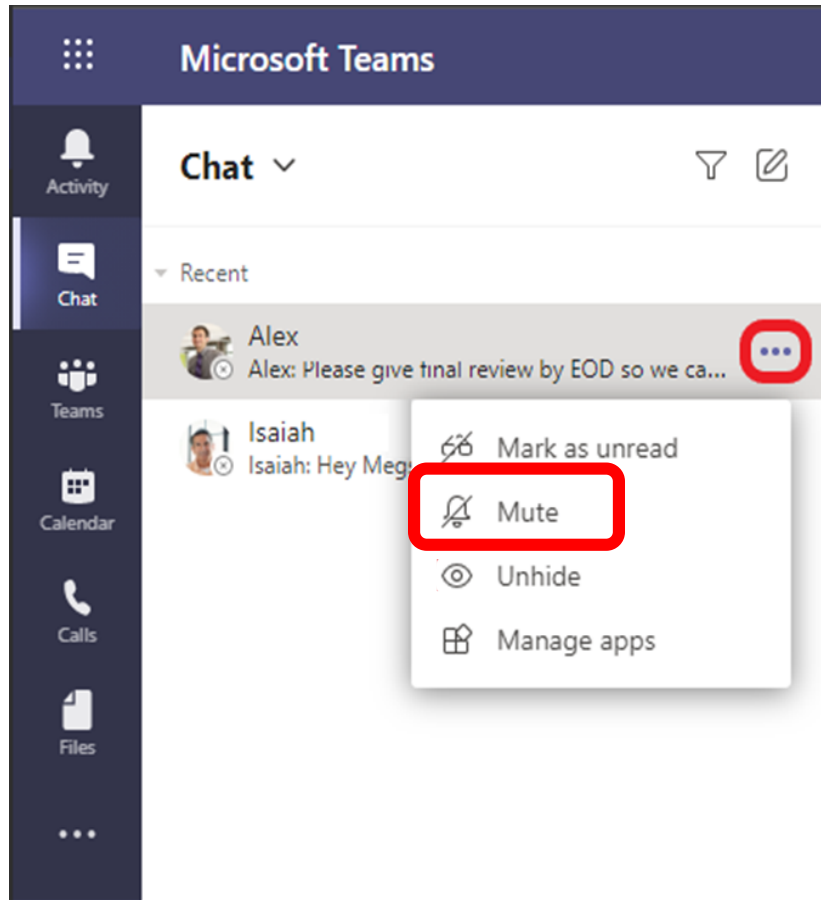
IMPORTANT FEATURES WORKING WITH MICROSOFT TEAMS

WHEN WORKING WITH THE BROWSER BASED VERSION

The image shows a screenshot of the Microsoft Teams meeting interface in a browser-based version. The main area is dark with a circular placeholder for a video feed showing three 3D figures. Below the video, it says "Warten auf weitere Teilnehmer...". At the bottom, there is a control bar with icons for camera, microphone, screen sharing, more options, hand raising, chat, participants, and end meeting. On the right, a "Kontakte" (Contacts) sidebar is visible, showing a list of participants: "Derzeit in dieser Besprechung (1)" with "Töpfer, Marvin" (Organisator) and "Andere aus der Unterhaltung einladen (2)" with "Raspel, Maike" and "Tint, Triin". Colored lines connect callout boxes to specific icons in the control bar and the contacts list.

- (De-) activate your camera
- (Un-) mute your microphone
- Device settings and background effects
- Raising your hand (put it down again after the statement)
- Open/Close the meeting chat
- Open/Close list of participants

IMPORTANT FEATURES WORKING WITH MICROSOFT TEAMS



You can use this button to mute the chat. Many messages will be sent in the chat during the event and you will recognize them anyway without the sound.

In order to reduce background noises and that you do not feel disturbed due to the chat sounds we recommend to mute the chat for the event.

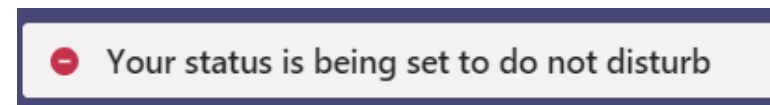
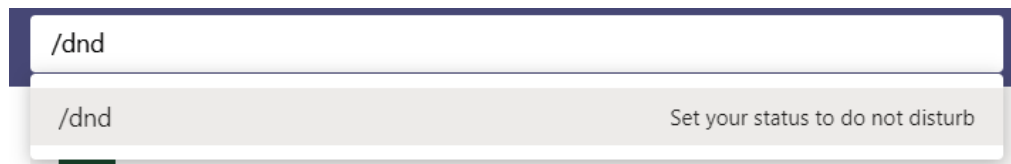
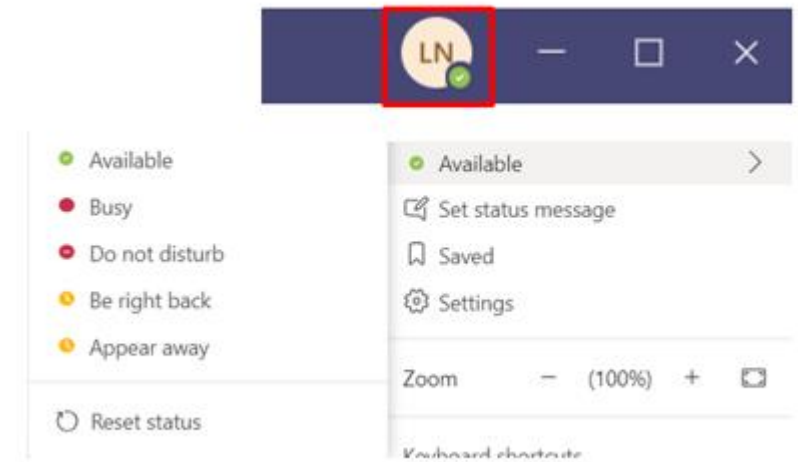
To do this, proceed as described on the left side of the figure.

IMPORTANT FEATURES WORKING WITH MICROSOFT TEAMS

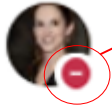
If you want to make sure people know when you're busy or away from your desk, set your status in Teams. The little dot on your profile indicates if you're available or not.

Teams will automatically set the status in some cases like when you're in a call. To explicitly set it yourself, go to your profile at the top of Teams, and select one from the list.

Another way to set the status is to write in the command box */away*, */busy*, */dnd* or */available* to set your status as *Away*, *Busy*, *Do not disturb*, *Be right back*, or *Available*.



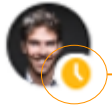
IMPORTANT FEATURES WORKING WITH MICROSOFT TEAMS



Do not disturb status - You can't receive notifications for chats, calls, and @mentions from the people. Teams will not notify you at all. You will be able to focus on what you need to be focused at



Available status – You are active in Teams and don't have anything in your calendar (no meetings or calls, for example)



Be right back / Away status – You are temporarily away or when you need to work without responding right away



Busy status – You want to focus on something, and you don't want notifications to pop up. If you're in a meeting or call, Teams will automatically change your status to *In a meeting* or *In a call (Busy)*