

Meeting options

Meeting options

Who can bypass the lobby? ⓘ

People in my org, trusted orgs, and guests

People dialing in can bypass the lobby

No ☐

Announce when people dialing in join or leave ⓘ

Yes ☒

Choose co-organizers:

Search for participants

Who can present

Everyone

Allow mic for attendees ⓘ

Yes ☒

Allow camera for attendees ⓘ

Yes ☒

Record automatically

No ☐

Meeting chat

On

Q&A

No ☐

Allow reactions

Yes ☒

Enable Green room

No ☐

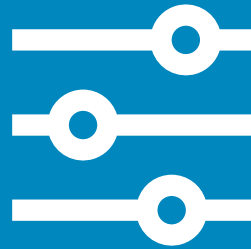
Allow attendance report

Yes ☒

Copilot

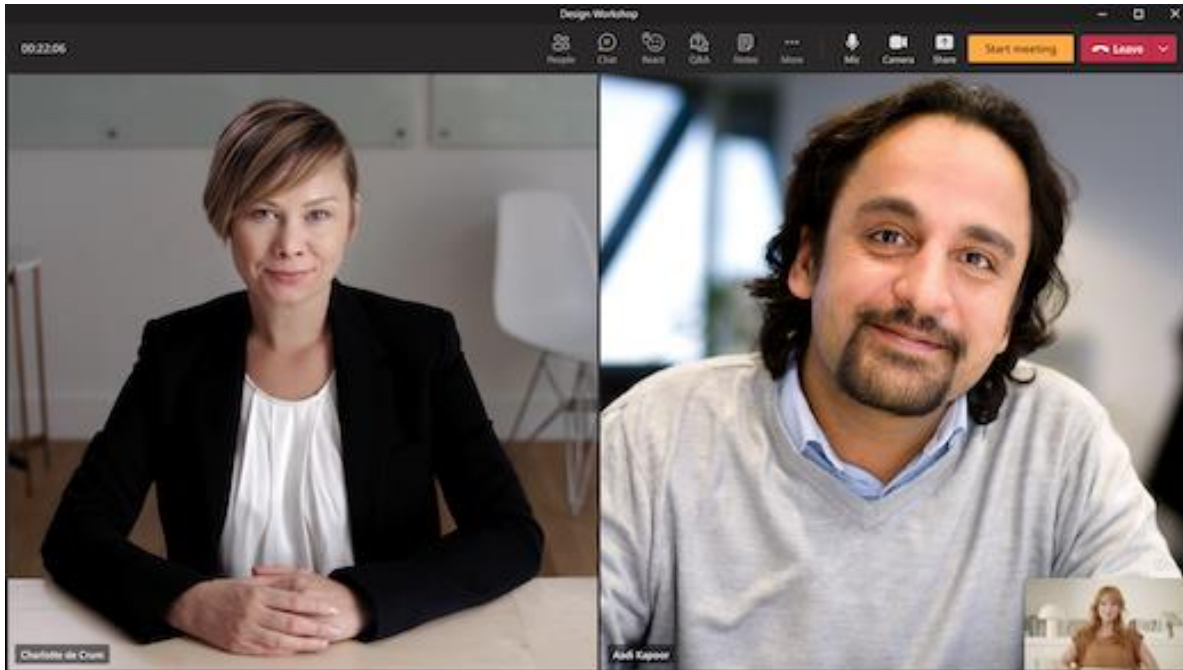
With transcription

Save

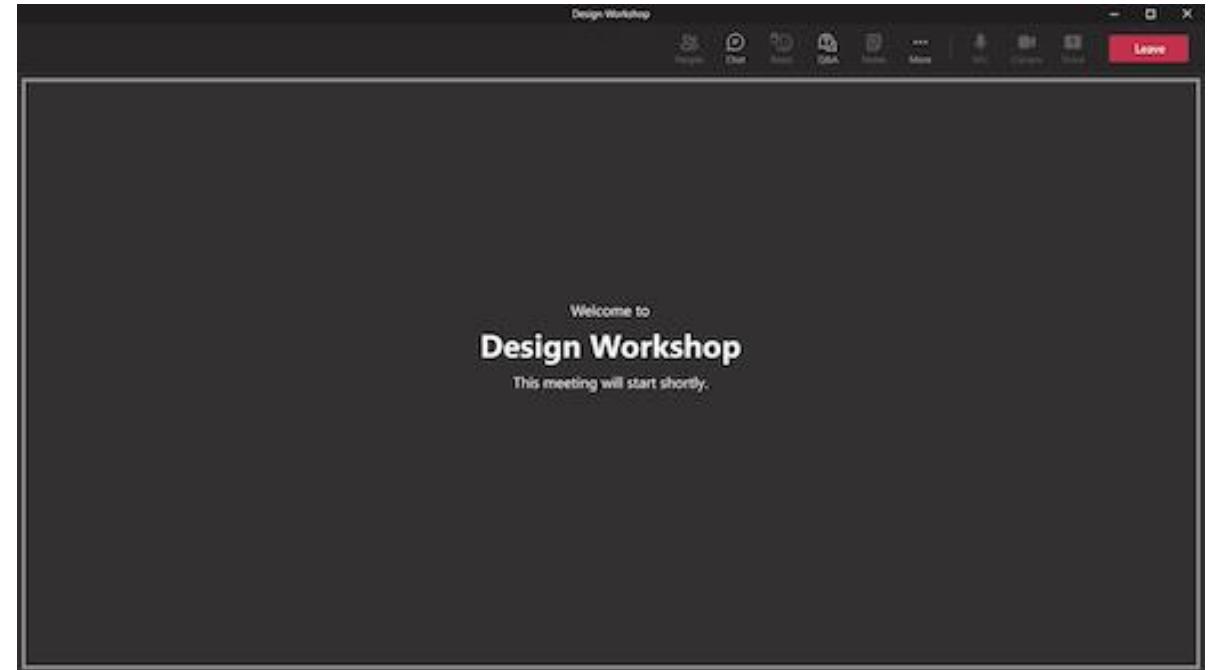


Green room

Presenters and organizers

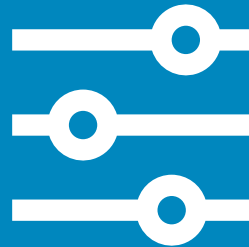


Attendees



Stored as a file
in every
participant's
OneDrive.

Assigned tasks
automatically
syncd with ToDo &
Planner



Collaborative notes

Open and edit in
Teams, OneDrive
and Loop apps

Share e.g. to a
Teams chat or an
email. Changes are
synced.

Automatically deleted after 60 days (unless changed otherwise).

Continues automatically unless stopped or until everyone leaves the meeting

Stored in OneDrive or SharePoint (depending on the meeting type)



Any meeting or call can be recorded.

Automatically available in the **meeting chat or channel conversation.**

Guests cannot start a recording and can view it only if its shared with them.



Share your..



Desktop

For all screen activity and multiple windows



Window

For only one thing



PowerPoint Live

For interactive presentations



PowerPoint Live



41:27

Presenter view



Stop sharing



Layout



Private view



Pop out



Chat



People



Raise



React



View



Notes



Rooms



Apps



More



Camera



Mic



Share



Leave



Effective meetings in Microsoft Teams



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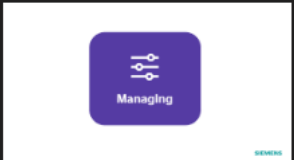
A^ A~



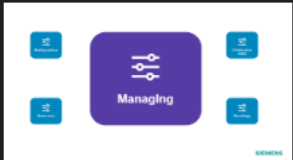
1 of 45



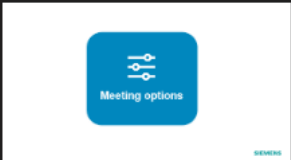
1



2



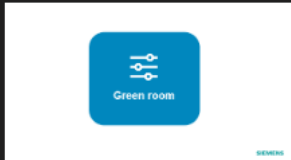
3



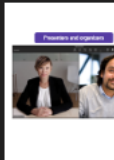
4



5



6



7



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Effective meetings in Microsoft Teams



Nevalainen, Netta (ext) (SFS IT&C...

Magnify slide only for me

View slides in high contrast

Translate slides

+

>

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Interaction with content



Side-by-side mode



Standout mode



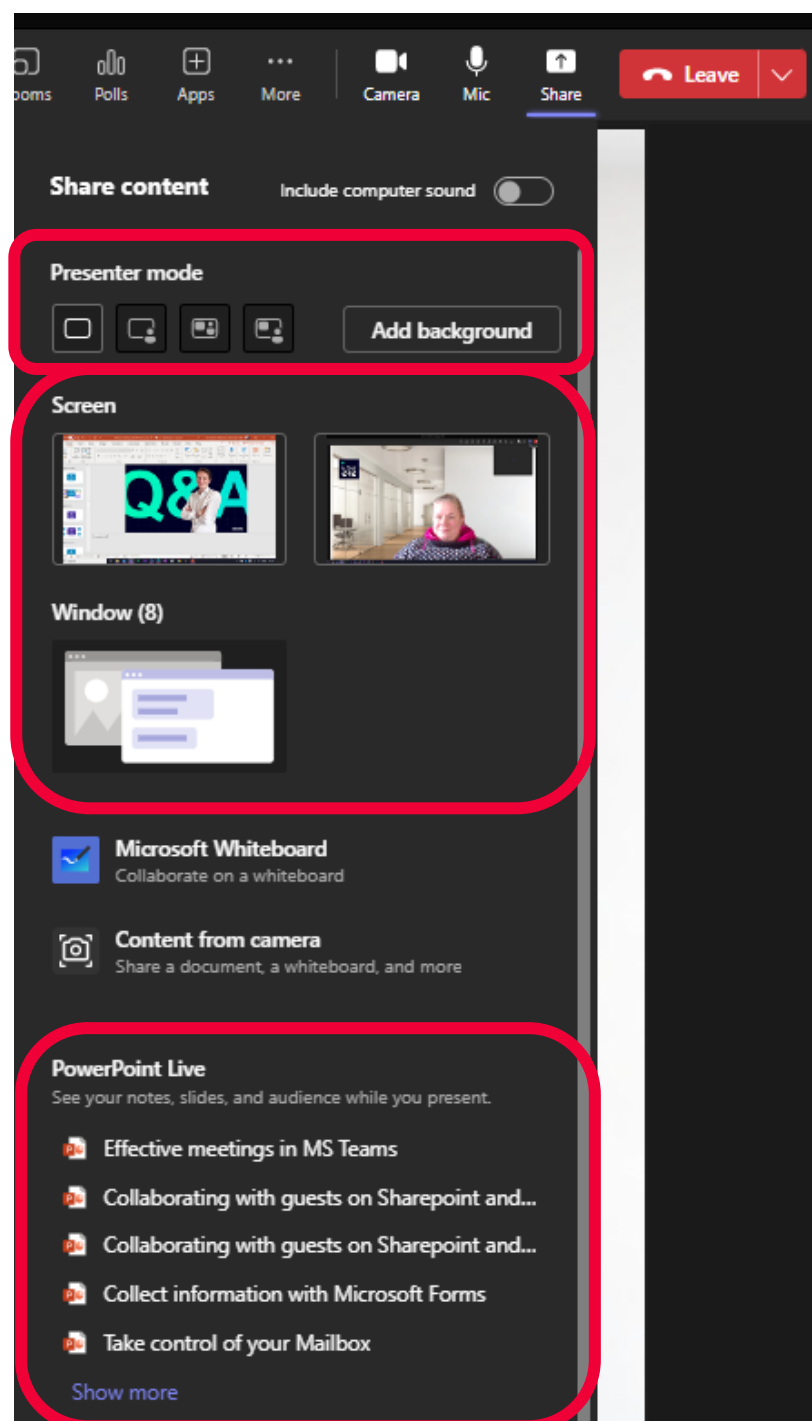
Reporter mode



Presenter modes



Spotlight
Up to 7 video feeds



Management

- Create **in advance or during** the meeting
- Appoint **Breakout Room Managers**
- Possible to set **time-limit**



Breakout rooms

Participants

- Up to **300 participants** and **50 rooms**
- Assign **automatically or manually**
- **Attendance reporting**

Interaction

- **Announcement** to all rooms
- **Separate chat** for each room
- **Separate presenter rights**

**Collect
feedback**



**Drive
decisions**



**Gather
information**



Polls

✗ You cannot use meeting polls in channel meetings.

Get ideas



**Break the
ice**



**Test
knowledge**



Create **new or use existing** whiteboards & templates

Guide collaboration experience

Comment and vote ideas



Whiteboard

Insert and format text in **text boxes, notes and shapes**

Add **images, videos and links** with rich preview.

Add and edit **Loop components**

Manage with
meeting options
and **separate**
settings.



Q&A

Moderate,
pin or close
conversations

React, comment
and **vote** for best
answers

Easy to find as a
separate tab
during and after the
meeting

**Customizable
registration page**
with presenter bios.



Webinars

**Audio & video
turned off** by
default for
attendees.

Can be **public**
(everyone) or
private (only in
org).

Detailed reports
about registration
and participation.

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