

DO YOU KNOW?

Microsoft Teams

UPDATES TO TEAMS

You might have noticed a few new things in your Teams experience. Keep reading to learn more about these recent Teams updates.

Updated Teams Meeting Experience

Two major updates for the Teams Meeting experience



Teams Pop-out Window

Now when you join a meeting in the Teams desktop application it will open in its own window. This means that you can continue working in other parts of the Teams app while attending a meeting.

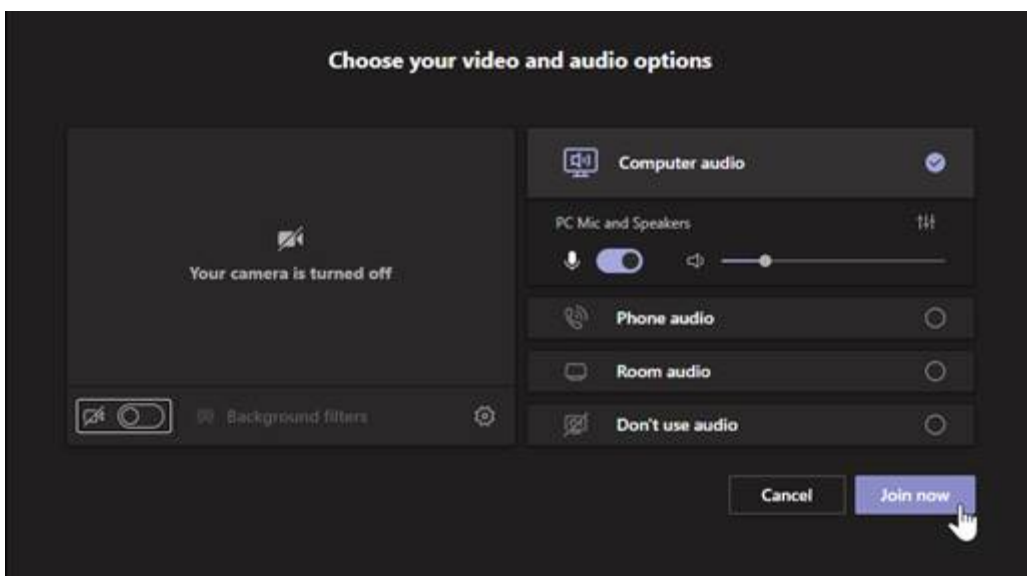
If you prefer the old meeting experience you can change this in your Teams settings (click on your profile picture at the top right of your Teams window -> click settings -> then uncheck "Turn on new meeting experience...")



Join Meeting Options

Now when you join a Teams meeting from your desktop application you are presented with a much more intuitive option screen. Here you can easily control your meeting options before you even join.

This screen will allow you to toggle your camera, control the video background, and set up your audio experience all before even joining the meeting. As always, we recommend joining Teams meeting using computer audio (because this saves Triumph money!) by connecting a headset to your desktop.



TEAMS TIPS AND TRICKS

Getting to know the Teams command bar

Learn to use this feature and it will become your best friend 😊!

What is the command bar (AKA: command box, search bar, etc.)?

It is the large search bar that follows you everywhere in Teams. This is a VERY powerful tool that will give you much more control and flexibility over your Teams experience.



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