

Teams Meetings Controls

The screenshot shows the Microsoft Teams meeting interface. At the top, there is a search bar and a status message: "Your status message is showing in chat and channels when people message or @mention you. [Change status.](#)". The left sidebar contains navigation icons for Activity, Chat, Teams, Calendar, Calls, Files, Apps, and Help. The main area displays the meeting controls bar with a timer at 00:58. A callout menu is open over the ellipsis button, listing settings such as "Show device settings", "Show meeting notes", "Enter full screen", "Show background effects", "Keypad", "Start recording", and "Turn off incoming video".

The ellipse button contains these settings

- Show device settings
- Show meeting notes
- Info pane is disabled by policies
- Enter full screen
- Show background effects
- Keypad
- Start recording
- Turn off incoming video

Enable/Disable Video and Audio

Share your screen, Word, Excel, Powerpoint, etc,

Raise Hand during the Meeting

Meeting Chat

Show and Control Participants

End or Leave the Meeting