Welcome to your guide on what is new in Microsoft Teams

This guide will show you everything new with Teams and a step by step guide on how to use them.

New features include…

- Add Participants In An Existing Call
- Spotlight
- Live Captions
- Background Effects
- Focus
- Raise Hand
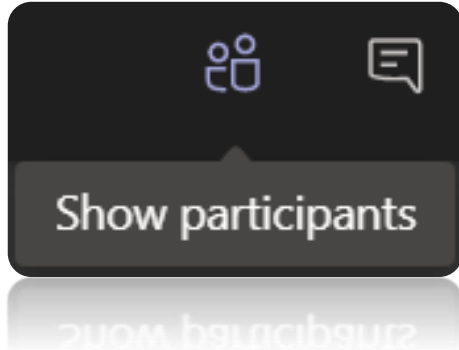- Gallery View/Together Mode
- Transcript
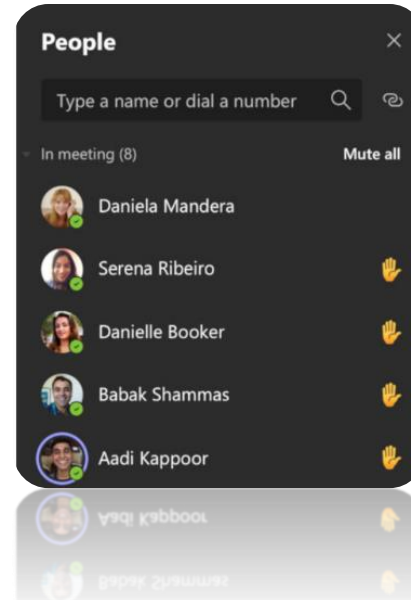- Whiteboard

Add Participants In An Existing Call

While in a call/meeting on Teams you can add participants

How to:

People   ✕

Type a name or dial a number 🔍 🔗

In meeting (8)   **Mute all**

- Daniela Mandera
- Serena Ribeiro ✋
- Danielle Booker ✋
- Babak Shammas ✋
- Aadi Kappoor ✋

- While in the meeting go to **Show participants**

- The right-hand pane will appear. This will show you who is currently in the meeting
- Simply type in the persons name or number that you want to add
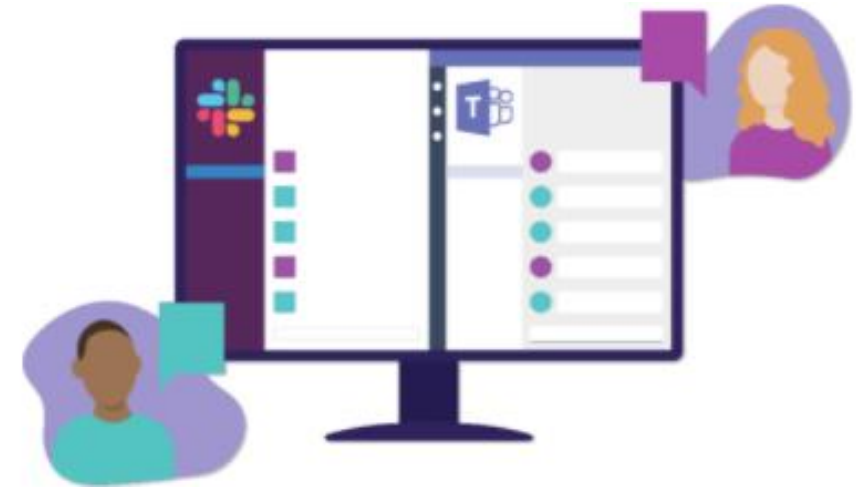
- Click on their name. This will now add them into your meeting

Spotlight

The spotlight function on Microsoft Teams allows the presenter of a meeting to lock onto an individual video feed for all attendees to see during a meeting.

Once the person is selected as the spotlight, they will be the main video on the meeting to all other participants present

1. Once in the meeting hover your mouse over the attendee you want to make the spotlight
2. Right-click
3. Click on **Spotlight**
4. Click **Spotlight** to the question
5. This will now make the attendee the focus on the meeting
6. Once finished simply right-click on the focus and click **Stop spotlighting**
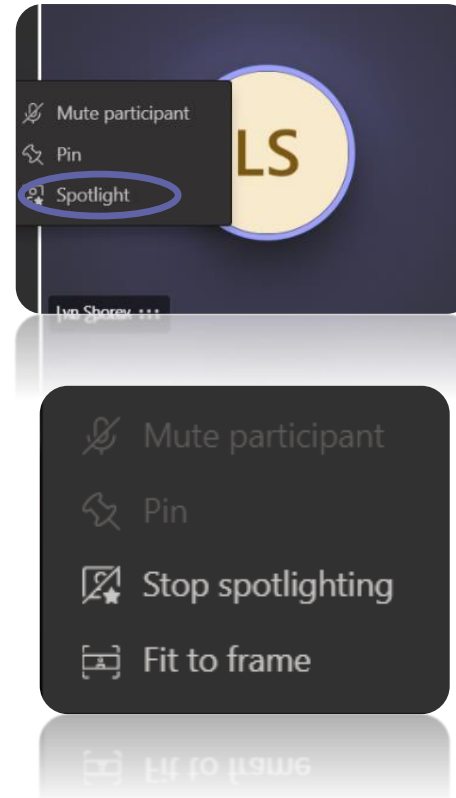
Spotlight your own video
1. Once in the meeting select **Show participants**
2. Under participants, right-click on your name and select **Spotlight me**
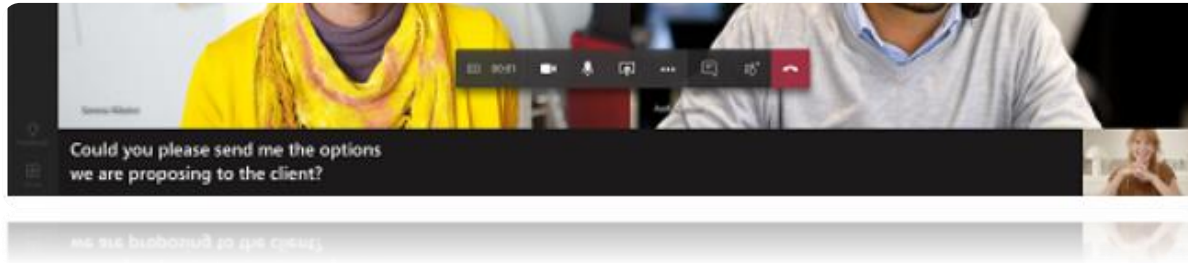3. Once finished, right-click again and choose **Stop spotlighting**

Live Captions

Microsoft Teams has a live caption function that once enables detects what is said in a meeting and by who. It then displays as real time captions on the bottom of the meeting screen.

The advantage of live captions makes the meeting more inclusive to participants who are perhaps deaf, hard of hearing or in a location with a lot of background noise.

Nobody has access to this data. ASR has no human involvement or intervention. Nobody can access the team meetings.

Once the meeting is over, caption data is automatically and permanently deleted

How to:

1. Once in the meeting, Go to your meeting controls
2. More options
3. Turn **on** live captions

It may take a few seconds for live captions to appear at the bottom of the meeting window.

To turn off live captions
1. Meeting controls
2. More options
3. Turn **off** live captions

A few things to note…

- Teams does not save captions, therefore once the meeting has ended there is no way of seeing them back
- Please be aware that not all captions are 100% accurate
- Obscenities will be starred out
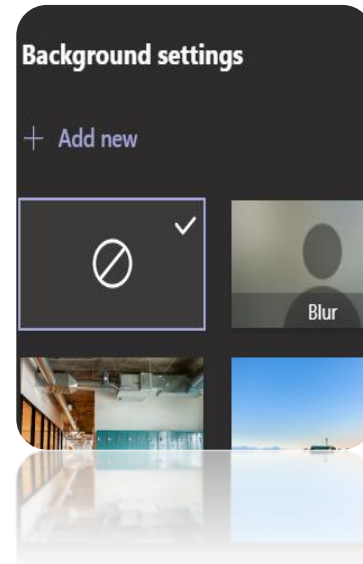
Background Effects
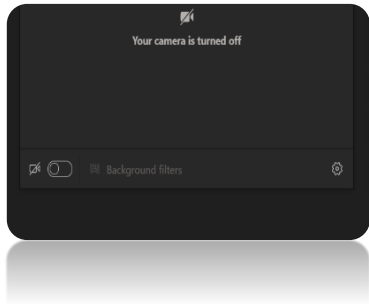
While in a meeting Microsoft Teams allows you to blur out your background while on camera. Alternatively, you can cover it with a picture which is either pre-set image or one you can upload manually.

There are two ways you can set a background. Either before the meeting has started or during

How to (Before meeting):
1. Before the meeting you will see a few options
2. Make sure your camera is turned **on**
3. Click **Background filters**
4. The background pane will now appear
5. You have 3 primary options
   - Add new (allows you to add a picture of your choice)
   - Blue (Still shows your background but in a blurred state)
   - Pre-Set Image (A pre-set cover for your background provided by Microsoft Teams

How to (During meeting):
1. While in the meeting go to your meeting controls and select **More actions**
2. Click **Apply background effects**
3. You will then see the same pane appear
4. Select the background you wish
5. You can either **Preview** beforehand or simply click **Apply**
6. Your background has now changed
7. To remove all background effects, simply go back into the menu and select

A few things to note…

- Blurring or replacing your background might not prevent sensitive information from being visible to other participants
- Background effects will not be available if you are using Teams through VDI (Virtual Desktop Infrastructure)

Focus

Focus is a function in Teams which allows the content being shared to be the only thing you see on screen.

For example, when a screen is being shared in the meeting, clicking focus will make the content being shared full screen. This meaning it will hide all other video feeds allowing you to put your full focus onto the content being shared
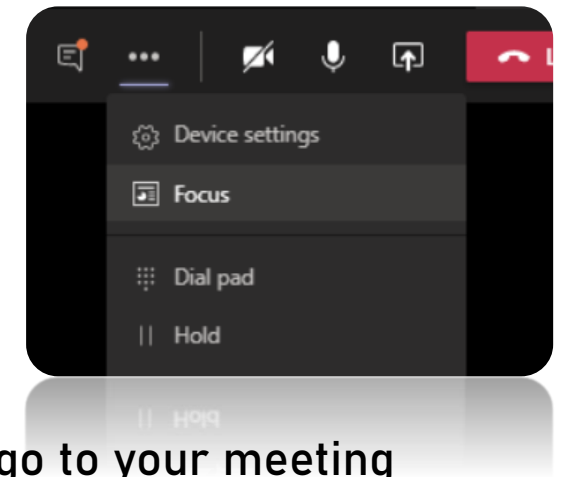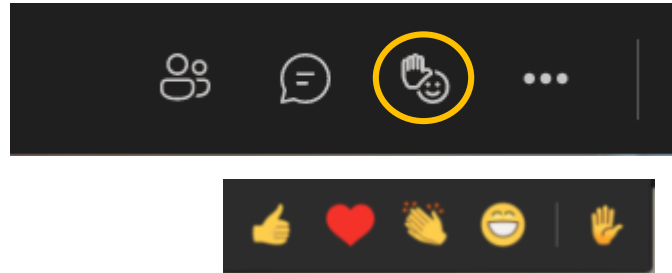
How to:
1. While in the meeting go to your meeting controls
2. Click **Focus**
3. All videos are now hidden, shared content is full screen

Focus option is only available when content is being shared in your meeting
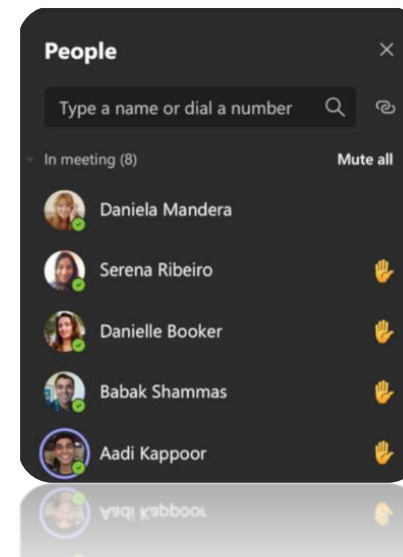
Raise Hand

While in a meeting you can raise a virtual hand to let people know that you wish to contribute to the meeting without interrupting the conversation, as well as a range of new reactions

How to:

1. While in the meeting simply click the hand symbol
2. An orange box will now appear around the hand symbol to show you have put your hand up
3. Everybody in the meeting will now see that you have raised your hand
4. You can see who has raised their hand by going to the "Show Participants" section. In here it will show you all participants and those who have raised their hand will have the hand symbol next to their name

People

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Together Mode

Together mode in Teams is a cool feature where you can show all participants in the meeting at once in a cinema themed style backing

How to:

1. While in your meeting simply go to your meeting controls
2. Click on the option **Together mode**

A few things to note...

- To enable together mode, you need at least **4** participants in the meeting.
- You can fit up to **49** participants in Together mode
- Content cannot be shared while in Together mode

For further reading and more helpful tips please visit the Microsoft Teams website below

Support & Further Help

[Click Here](#)