With Microsoft Teams meetings, GaETC Connect attendees can attend sessions, collaborate with peers, and visit Exhibitor Booths from virtually anywhere. In this guide, you’ll find some helpful tips on how to get started with Teams meetings.

### Before joining a meeting

#### Attend conference sessions
1. Select GaETC Connect – Day to see the schedule of sessions for that day.
2. Select the Concurrent Session Time and then click a link to join the session.

### Set initial meeting settings
1. Before entering meeting, you’ll see a pop-up that will allow you to toggle audio and video settings.
2. Use the switches to toggle your preferences. (These settings can be updated once you’re in the meeting).
3. Once you’re ready, select Join now to enter the meeting.

### During a meeting

#### Change the meeting view
1. Once you’re in the call, click on the More options icon …
2. Depending on your version, this will be in the top-right part of the screen or in the middle of your screen towards the bottom.
3. In the drop-down menu, there are three different view options: Gallery, Large gallery, and Together mode. Click on the view you want to see.

- **Gallery**
  - For smaller group calls or collaboration. This mode is the default view for every meeting.
  - Depending on your version, this will be in the top right part of the screen or in the middle of your screen towards the bottom.
  - Adjust your settings can be updated once you’re in the meeting.
  - Allow you to toggle audio and video settings.

- **Large gallery**
  - For when you want to view the entire class. This view shows up to 49 attendees in a 7x7 grid.
  - Depending on your version, this will be in the top right part of the screen or in the middle of your screen towards the bottom.
  - Participants can change the meeting view themselves.
  - Participants can turn on or off background blur.
  - Participants can turn on captions.

- **Together mode**
  - For larger discussion groups. This view helps participants feel relaxed and avoid meeting fatigue.
  - In the meeting, navigate your mouse to the Together mode icon. Depending on your version, this will be in the top right part of the screen or in the middle of your screen towards the bottom.
  - To lower your hand, click the icon again.
  - To unmute yourself, click the icon again.

#### Mute and unmute
1. In the meeting, navigate your mouse to the microphone icon. Depending on your version, this will be in the top-right part of the screen or in the middle of your screen towards the bottom.
2. Clicking the icon will mute yourself to all other participants. You’ll know you’re muted if the icon looks like this.
3. To unmute yourself, click the icon again.

#### Raise hand
1. During a meeting, you can raise a virtual hand to let people know you want to contribute without interrupting the conversation.
2. In the meeting, navigate your mouse to the raise hand icon. Depending on your version, this will be in the top right part of the screen or in the middle of your screen towards the bottom.
3. Participants will receive a notification that your hand is raised, and they can lower your hand once you’ve had a chance to talk.

#### Turn on live captions
1. During a meeting, you can turn on captions from the More options menu.
2. For attendees with needs related to hearing, Teams can detect what’s said in a class session or meeting and present real-time captions with speaker attribution.
3. You can turn on closed captions when watching the video on Microsoft Stream.
4. Each video on Microsoft Stream includes a searchable transcript, in case you miss part of the video and need to find your spot.

#### Leave the meeting
1. To leave a meeting, click on the red Leave button. Depending on your version, this will be in the top-right part of the screen or in the middle of your screen towards the bottom.
2. You’ll know you’ve successfully left when the meeting window is closed.

#### Check the meeting recording
1. In the Teams navigation bar, select the Chat icon, find your meeting, then go to the Chat history. You should see your video at the end of that history.
2. You can watch the recording in the chat, or select the More icon > Open in Microsoft Stream to watch the video on Microsoft Stream.
   - You can turn on closed captions when watching the video on Microsoft Stream.
   - Each video on Microsoft Stream includes a searchable transcript, in case you miss part of the class and need to find your spot.