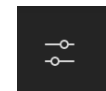
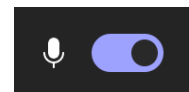
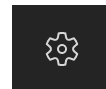
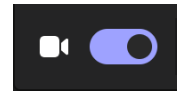


Teams: Video and Audio

Before Entering A Meeting

After joining a Teams meeting but before entering, you will be brought to a video and audio options/preview screen.

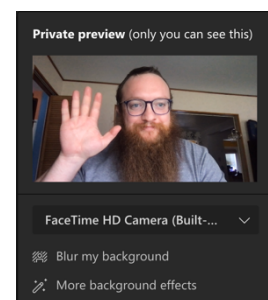
1. To turn your camera on or off use the **"Camera"** button.
 - o Next to this button is where you will also find the **"Background filters"** options.
2. Use the **"Open device settings"** button to access additional camera and microphone options.
3. To turn your microphone on or off use the **"Microphone"** button under the **"Computer audio"** section.
4. Use the **"Open device settings"** button to access additional camera and microphone options.



During A Meeting

If you are already in a Teams meeting and wish to change turn your camera or microphone on or off you can do so during the meeting.

1. To turn your camera on or off use the **"Camera"** button.
 - o If the full camera icon is visible, your camera is on.
 - o If the camera icon has a slash over it, your camera is off.
2. If you hover over the button, you will see a private preview and be able to access the **"Blur my background"** and **"More background effects"** buttons.
3. To turn your microphone on or off use the **"Microphone"** button.
 - o If the full microphone icon is visible, your camera is on.
 - o If the microphone icon has a slash over it, your camera is off.
 - i. Microsoft shortcut: **Ctrl + Shift + M**
 - ii. Mac shortcut: **Cmd + Shift + M**



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BUILDING CAPACITIES FOR
STUDENT MENTORSHIP
AND COLLABORATION