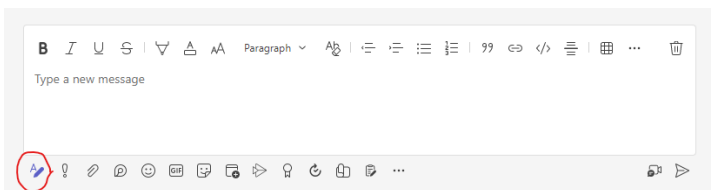


# 5 Tips & Tricks to Become a Teams Power User

## #1 USE THE EXPANDED FORMATTING OPTION TO ADD MORE THAN JUST TEXT TO YOUR CHAT

When in a conversation, you can click the Format icon below the normal text box to give an expanded formatting area. You can add standard text formatting like **Bolding**, but you can also increase the size of the font, insert numbered lists, highlight, and even insert a table.



## #2 TURN OFF ATTENDEES' CAMERAS AND/OR MICS

In large meetings, it's not necessary for everyone to have their cameras on, and depending on the nature of the meeting, it is preferred that all attendees have their mics muted unless called upon to speak.

Meeting organizers can set their preference before the meeting starts in the Meeting Options pane and turn off the "Allow mic for attendees" and "Allow camera for attendees" switches then click Save.

Once the meeting has started, the organizer can click the three-dots icon at the top of the Participants pane and select Disable mic for attendees or Disable camera for attendees.

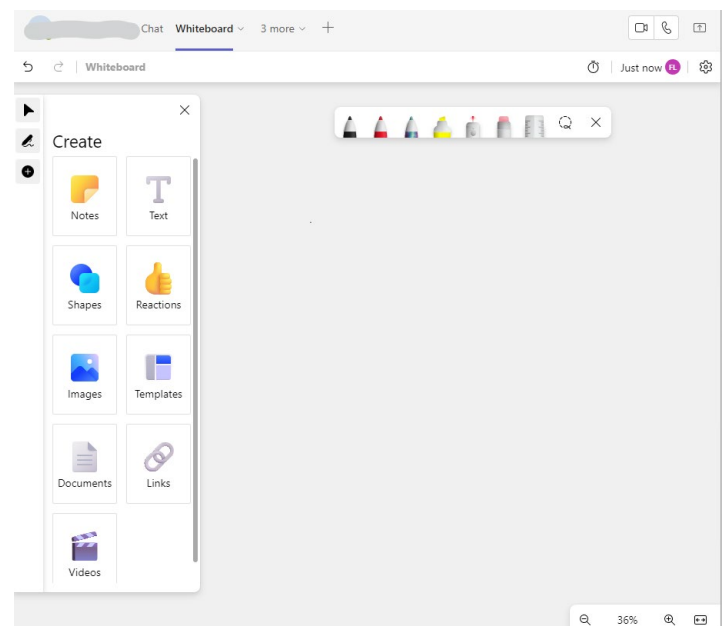
Organizers can also prevent specific people from turning on their devices during a meeting. In the

Participants pane, click the three-dots icon next to the person's name and select Disable mic or Disable camera from that menu.

## #3 VISUALLY COLLABORATE WITH MICROSOFT WHITEBOARD

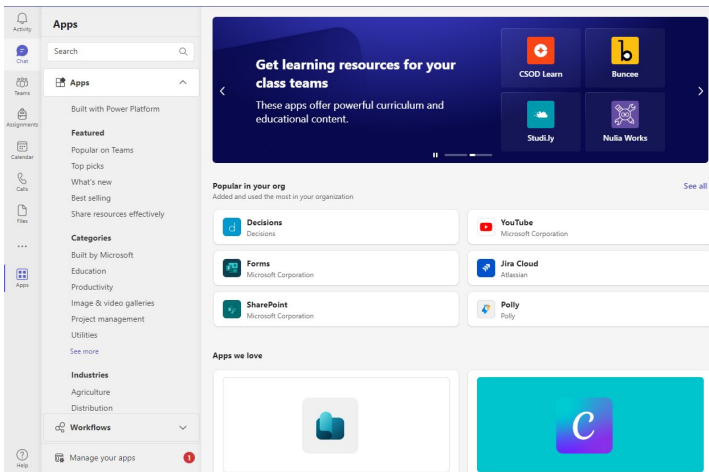
You can add a whiteboard to your Teams meetings and chats to add some visual aspects. With the shared whiteboard, you can add Notes, Text, Shapes even add a Template, Documents and Images.

To add it to your chat, click the + icon at the top of the channel window. This will open the "Add a Tab" panel. You can do a search for "whiteboard" and click on the icon and click Save to add it to your tabs.



## #4 ADD APPS TO EXPAND TEAMS FUNCTIONALITY

MS Teams is more than just collaboration! It is a well-integrated productivity tool. Click the APPS icon on the left-hand toolbar and it will open the Apps panel. You can search for keywords or choose a premade category to browse. You can add things like YouTube, MS Office Apps and countless others to help you accomplish certain tasks right from your Teams window.



## #5 CONVERT YOUR TEXT CHAT TO AUDIO

Teams has an Immersive Reader tool built in. It is also a part of the O365 apps and it can read posts, chat messages and assignments read aloud from Word and PowerPoint.

To use the Immersive Reader, click the three-dots next to a message and select “immersive reader” from the menu. It will have options for the font used, the highlighting, type of voice and even the speed of the voice.

## BONUS TRICK:

Use PowerPoint Live to create more engaging and dynamic PowerPoint presentations within Teams. See more information and a short video at this link: <https://support.microsoft.com/en-us/office/share-slides-in-a-teams-meeting-with-powerpoint-live-fc5a5394-2159-419c-bc59-1f64c1f4e470>

These tips and many others can be found at these sites:

<https://www.computerworld.com/article/3238014/microsoft-teams-tips-and-tricks.html>

<https://www.avepoint.com/ebook/microsoft-teams-tips>