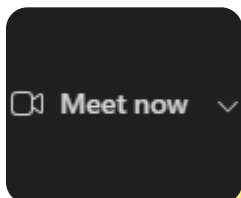


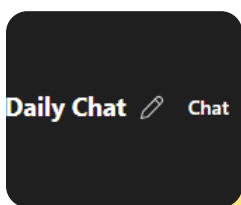
Power Moves

What you didn't know Teams can Do



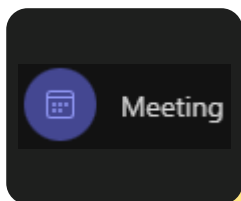
One Click Calling

In a chat window click the Video call or Meet Now button to instantly call the members of the chat.



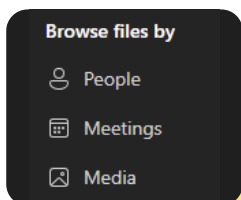
Rename Groups

To edit a group chat name, go to the chat window and click the pen icon.



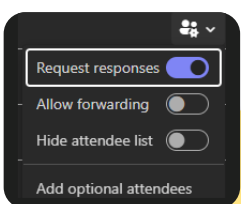
Persistent Chat

After a meeting, you can find all files and recordings in the chat tab. The icon shows a calendar with the name of the meeting. Recurring meeting files are found here as well.



OneDrive Recordings

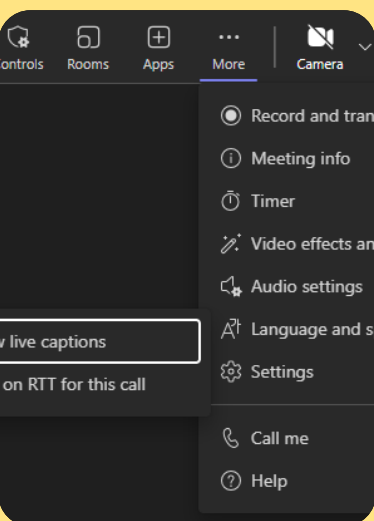
To find recordings and files after a meeting go to the OneDrive tab. There you can search by meeting or by person to find recordings and shared files. The meetings sections is organized by date and shows all content from recurring meetings.



Security

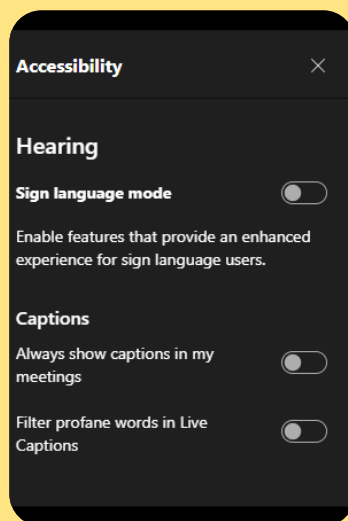
While scheduling a meeting, on the far right of the Invite Required Attendees line is a button for Response options. Within that box you can add some security to your meeting by preventing forwarding of meeting links and hiding the attendee list.

Captions



Turn on/off Captions

Teams has the option of auto generated live captions within meetings. To turn on/off live captions navigate to More > Language and Speech > Show Live captions.

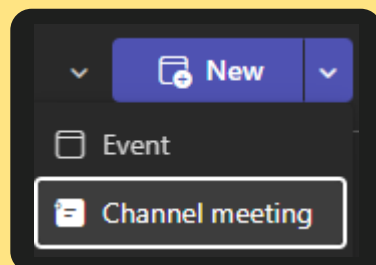


Default on Captions

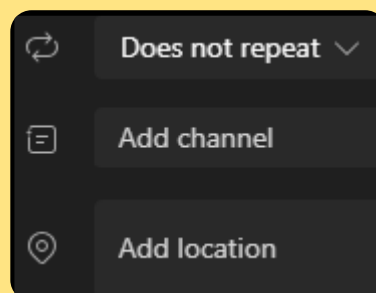
You can set captions to be on by default by navigating through More > Settings > Accessibility.

In this menu you can also select to filter profanity or set up sign language mode.

Channel Meeting



To add a channel meeting, go to Teams Calendar. Click drop down next to new, select channel meeting.



Once in scheduler, under add channel select your desired Teams channel to invite the entire channel to a meeting.