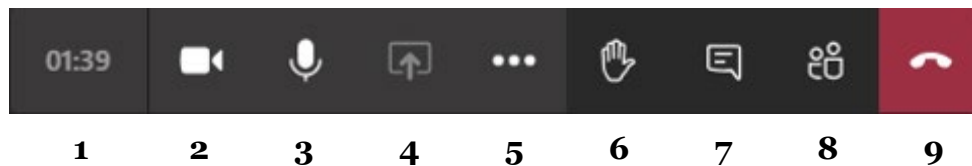


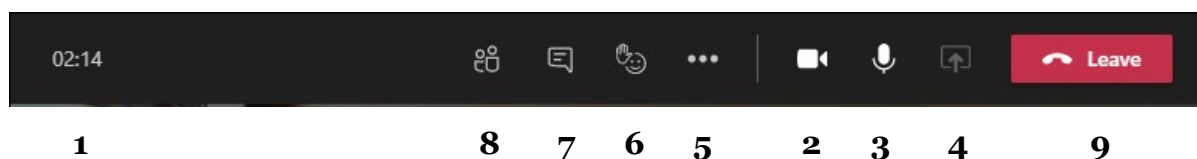
Meeting Controls Panel Quick Reference Guide for Galveston Bay Council Teams Meetings

The Galveston Bay Council (GBC) will be using Microsoft Teams for its virtual meetings. Please note that some of its advanced features are not available (or have limited functionality) when joining a Teams Meeting using a browser instead of the application.

When you join using a browser, the Meeting Controls Panel appears at the bottom of the Teams Meeting window when you move your mouse there, and it disappears when you stop moving your mouse. An image of the Meeting Controls Panel in a browser is shown below. The numbers below the image were added in order to explain each button on the Meeting Controls Panel.



When you join using the application, the Meeting Controls Panel is fixed at the top of the Teams Meeting window. An image of the Meeting Controls Panel in the application is shown below. The button numbers match those in the previous image.



1. **Meeting Timer:** The meeting timer displays the amount of time that you have been in the meeting.
2. **Camera Button:** Click the camera button to turn your camera on or off. If your camera is currently off, the camera icon will have a slash through it.
3. **Microphone Button:** Click the microphone button to mute or unmute your microphone. If your microphone is currently muted, the microphone icon will have a slash through it.
4. **Open Share Tray or Share Content Button:** This button is initially grayed out (i.e., unavailable) for GBC meeting participants. If requested, the GBC meeting leader will enable the “Open Share Tray” or “Share Content” button for individual participants. Once enabled, a panel opens with several options for sharing items on your computer/phone with all of the meeting participants – you can share your

entire screen (this option gives you the most flexibility), a specific window, PowerPoint files, or Microsoft Whiteboard. Your Teams Meeting window is reduced while you are sharing, and the button name will change to “Stop sharing”. After you have finished sharing, click on the “Stop sharing” button.

5. **More Actions Button:** Click the “More actions” button (i.e., the three little dots) to open a flyout with additional options. The most important option is “Show device settings” or “Device settings” – if you are having any technical difficulties, this is where you can change the settings for your audio devices, speaker, microphone, and camera.
 - a. If you continue to have technical difficulties, click on the “Hang up” or “Leave” button to leave the meeting, and then re-join the meeting using the same URL that was in your confirmation email. If this doesn’t resolve the issue, restart your computer/phone, and then re-join the meeting again.
6. **Raise Your Hand or Emojis Button:** Click this button (or click on the “Raise hand” emoji when you hover over this button) to alert the GBC meeting leader that you would like to speak without interrupting the on-going conversation. A hand icon will appear on both the Meeting Controls Panel and next to your name in the “People” or “Participants” panel (which opens when you click on the “Show participants” button), and the button name will change to “Lower your hand” (or the button will be underlined). After you have finished speaking, click on the “Lower your hand” button (or click on the “Lower hand” emoji when you hover over this button).
7. **Show Conversation Button:** Click the “Show conversation” button to open the “Meeting chat” panel on the right side of the Teams Meeting window where you can type information that all of the meeting participants can see. Click the “X” in the top right corner of the panel to close it.
 - a. If you joined the meeting using a browser, your display is small, and the “Meeting chat” panel is open, you can go to the “More actions” button to select the “Raise your hand” option.
8. **Show Participants Button:** Click the “Show participants” button to open the “People” or “Participants” panel on the right side of the Teams Meeting window where you can view a list of Teams Meeting attendees. Click the “X” in the top right corner of the panel to close it.
 - a. If you joined the meeting using a browser, your display is small, and the “People” or “Participants” panel is open, you can go to the “More actions” button to select the “Raise your hand” option.
9. **Hang Up or Leave Button:** Click the “Hang up” or “Leave” button to leave the Teams Meeting. Other participants will be able to continue without you.

Additional Notes:

- If you have a headset, please feel free to use it to listen to the meeting. This may prevent audio echoes from occurring during the meeting.

- If you are not a GBC member, please turn off your camera when you are not speaking. This will increase everyone's connection quality during the meeting.