Microsoft Teams Virtual Meeting FAQs
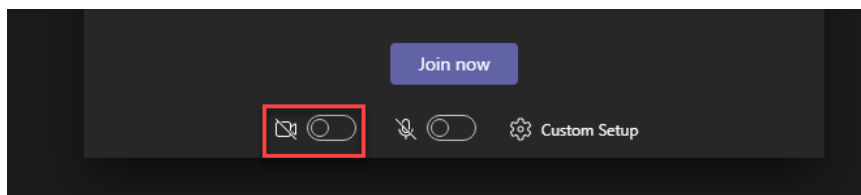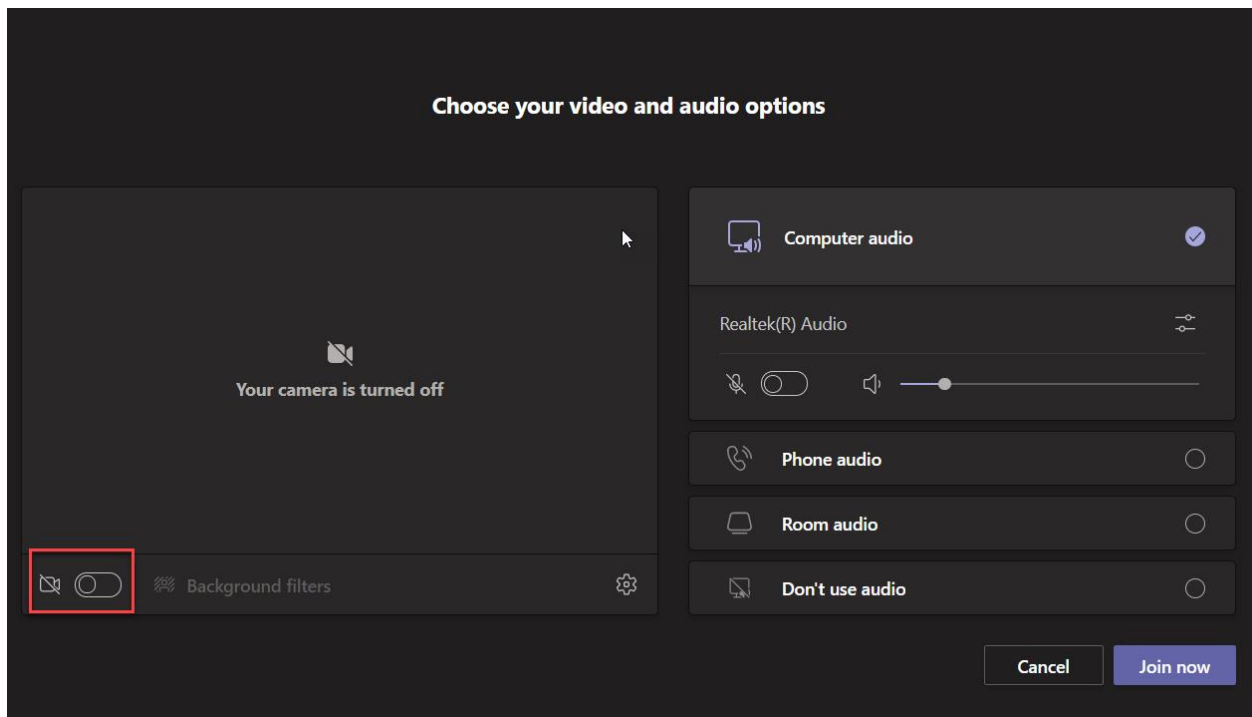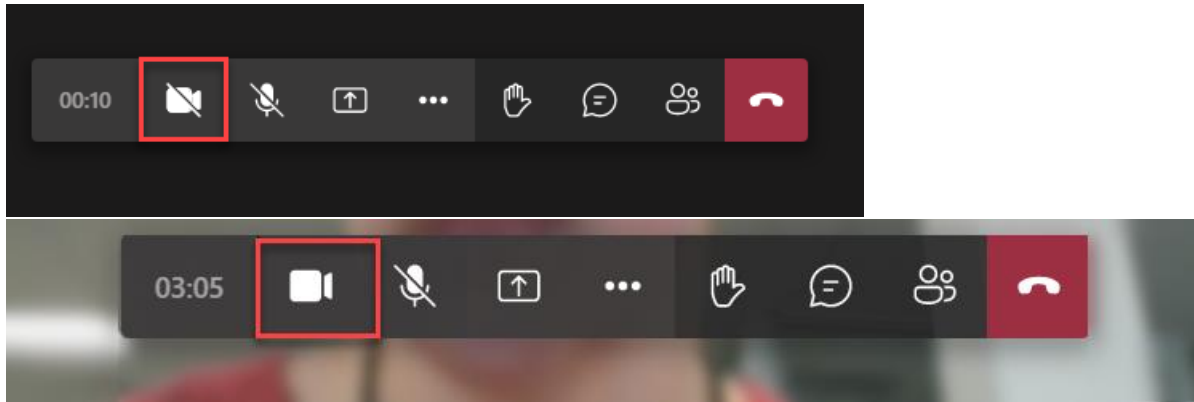
Contents

Please note: The location of buttons and your experience may vary depending on if you are using the Microsoft Teams desktop application or the web browser version. Screenshots of both the desktop application and the web browser version have been provided below where applicable.

How do I turn my camera on/off?

Before the meeting, make sure your camera is turned off by ensuring the camera icon has a slash through it and the toggle bar is to the left in the off position, as shown below.
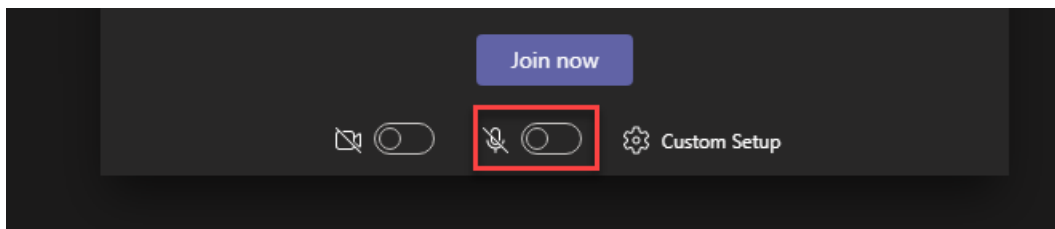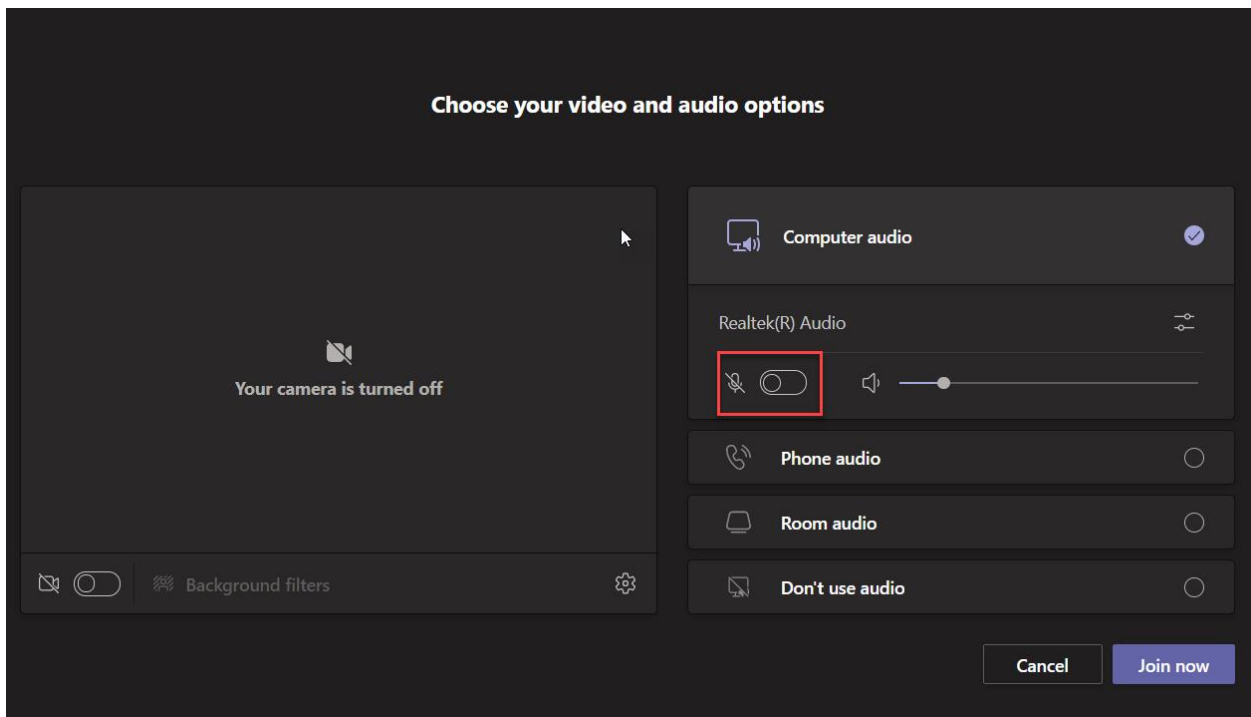
During the meeting, you can turn your camera on/off by clicking on the camera icon from the meeting controls toolbar.
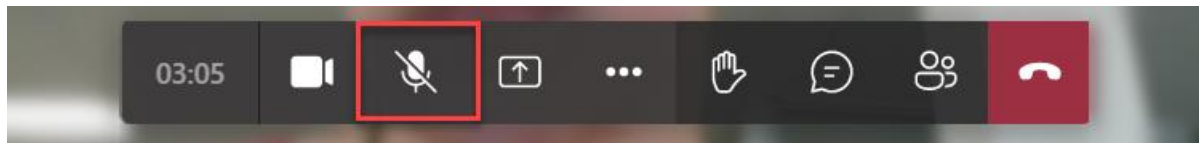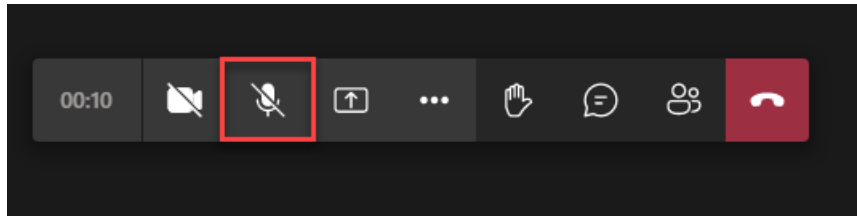

How do I turn my microphone on/off?

Before the meeting, make sure your microphone is turned off by ensuring the microphone icon has a slash through it and the toggle bar is to the left in the off position, as shown below.
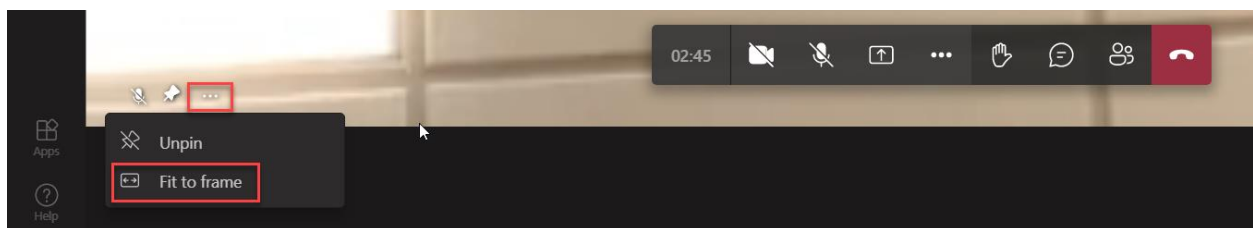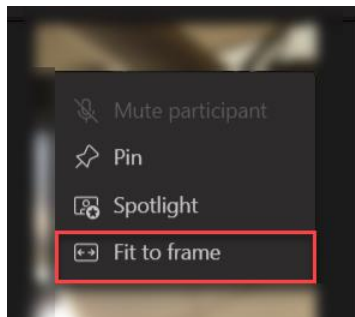
During the meeting, you can turn your microphone on/off by clicking on the microphone icon from the meeting controls toolbar.

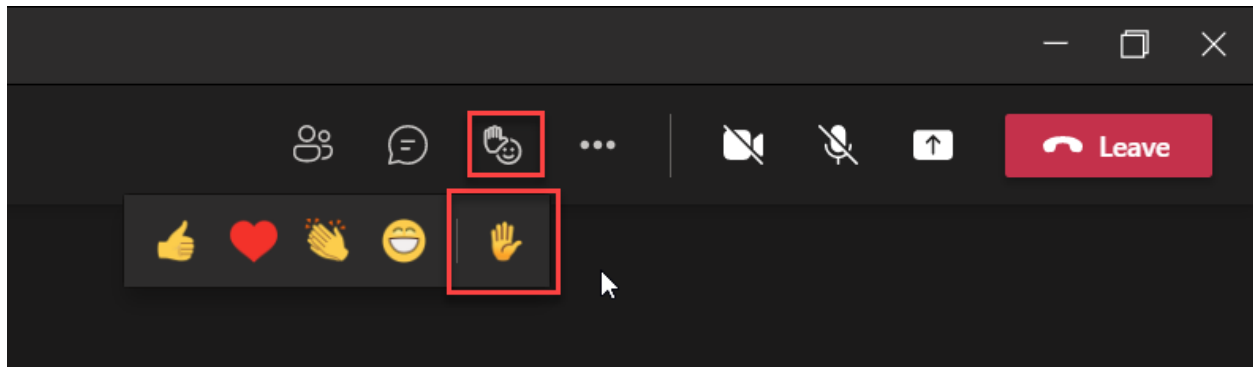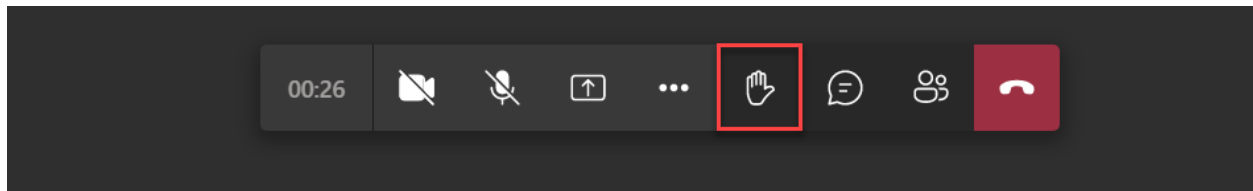## Why can't I see the entire video or presentation? Some of it appears cropped or cut off.

If it seems that content being shared is cut off or part of it isn't showing like it should, Teams might be cropping the video so it fits your screen better. To make sure nothing is getting cut off, right-click on the video feed with issues and select **Fit to frame**. You can also click **…** and select **Fit to frame**.
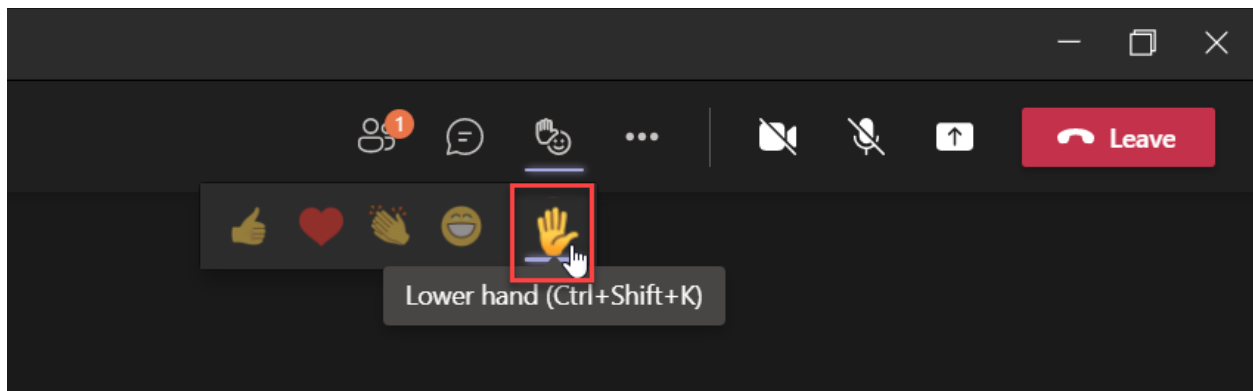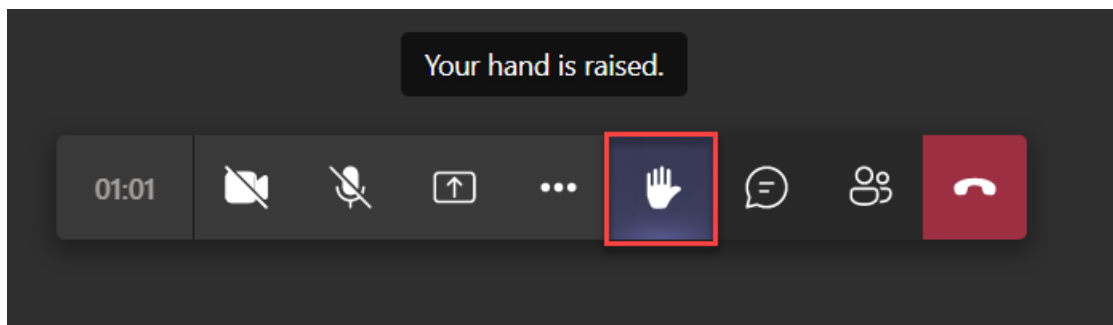
How do I raise my hand in Teams?

You can virtually raise your hand in a Teams meeting by clicking on the hand icon from the meeting controls toolbar. In the Teams desktop application, you will first have to hover over the

Reactions icon and then click on the hand icon.

Once you've raised your hand, you can lower it by unclicking the hand icon.

Sources:

Microsoft