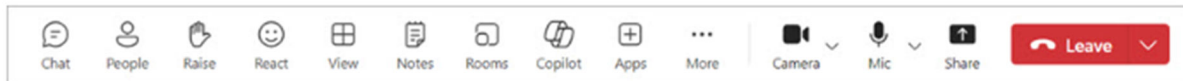



While you're in a meeting in Teams, you can access different functions from the meeting controls at the top of your screen. This will help you easily customize your view, participate with others, and more.



## Raise your hand

Raise your hand during a meeting to let others know you have something to share without interrupting the speaker.



To raise or lower your hand:


1. Select **Raise** .

Others will see that your hand is raised, and in which order it was raised if others have their hands raised.

## Turn your camera on or off


To turn your camera on:

1. Select the dropdown arrow next to **Camera**  to preview your video, change your background, and more.
2. Select **Camera**  to turn it on.


To turn your camera off, select **Camera**  again.

## Share your screen

To share your screen or other content during a meeting:

1. Select **Share** .
2. Choose to present your entire screen, a window, a PowerPoint file, or a whiteboard.

## Leave or end a meeting

To leave a meeting, select **Leave** . If you're the meeting presenter, you can also select the dropdown and choose **End meeting**. Only meeting presenters can end meetings.