EDucational TECHnology
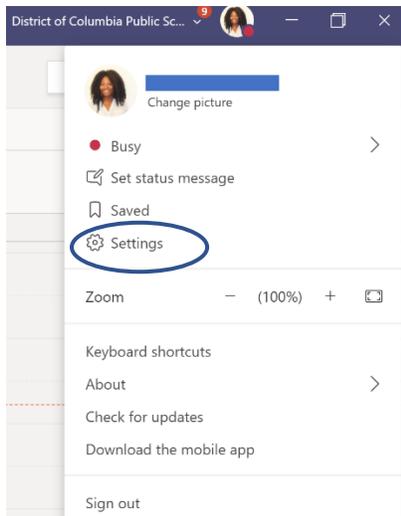DISTRICT OF COLUMBIA PUBLIC SCHOOLS
"POWERED BY POSSIBILITIES"

Microsoft Teams: New Meeting Experience

The new meeting experience in Microsoft Teams provides DCPS staff and students a private preview of new meeting features that will launch this fall. Please note there may be limitations to some features. Follow the steps below to turn on the new experience **from the Teams desktop application**. View the tutorial

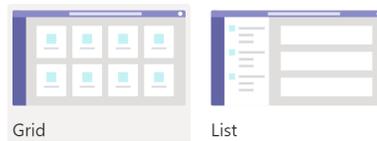*Step 1: From the Teams desktop app, click on Avatar on top right of Teams and click Settings.*

Step 2: Check the Turn on new meeting experience check box.

Step 3: *Log out of Teams and Office 365. You might also have to restart your device, so the changes take effect.*

Step 4. *Log back into the Teams desktop app to view the new calling and meeting experience.*
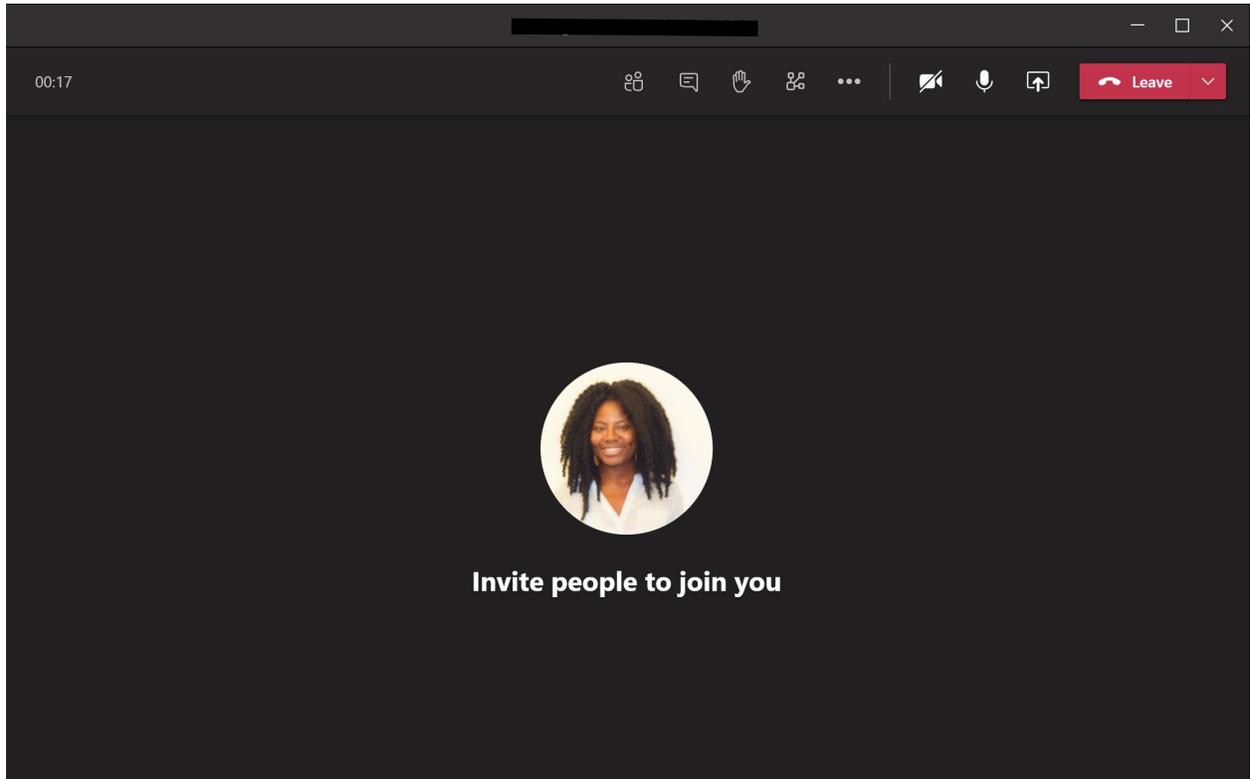
Icon	Feature
	View participants, admit into meetings, mute all, change attendee status, invite someone to meeting download attendance list, manage meeting permissions
	Meeting chat
	Hand raise
	Breakout rooms
	Gallery view, apply background effects, live captions, record meeting, turn off incoming video, meeting notes, meeting details, focus
	Share content(screen)
	Leave meeting (**removes only you**), end meeting (**removes all participants**)

What's included

After turning on the new experience and restarting Teams, the biggest thing you'll probably notice is that any calls and meetings will pop out into their own window, separate from the main Teams window. This lets you more easily move between the meeting or call and your main Teams window. Here's what else you'll see:

- **Meeting and call controls** are at the top of the meeting or call window, instead of the bottom. They are docked there so you always have access to them (without jiggling your mouse) and they're out of the way of the content and video that's being shared.
- **Large gallery view** lets you see up to 49 video streams at once. This view is available when there are 10 or more attendees who are sharing video. To switch to large gallery, go to More options (…) in the meeting controls > Large gallery.
- **Together mode** lets you feel like you're in the same shared space with everyone in the meeting. It's in the same menu as Large gallery, just below it.
- **Meeting notes** are now taken directly on the meeting's Meeting notes tab in the main Teams window. To access or take notes from within the meeting window, select More options (…) > Show meeting notes and you'll see the usual side pane come up. In the pane, there is a Take notes button that brings you to the Meeting notes tab.
- **Focus mode** is available when content is being shared. If you'd like to pay close attention to content, without the distraction of seeing video feeds, Focus mode is for you. It's available in the meeting controls under More options (…) > Focus mode.
- **Live captions** are in the bottom center of the meeting screen, instead of to the left, for better readability. (English only)