



## Teams at a glance

*On the welcome screen you will find the most important functions and function shortcuts*

### ACTIVITY

Here you will find all the important information from chats and posts that you have enabled notifications for.



### ARROWS

The arrows are used to jump back to the last function used or to move forward to the next, just like in the browser.

### SEARCH

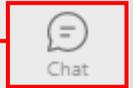
Use the search bar to browse through your entire team content. Especially if you have a lot of chats, nothing will get lost this way.

### PROFILE

You can set your personal settings, such as the profile picture or the privacy options, via the small profile icon.

### CHAT

Chats and smaller group messages arrange teams among themselves here. New info is bolded.



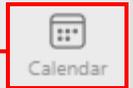
### TEAMS

Larger groups are organized in teams. Here you can set up communication groups for specific purposes.



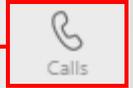
### CALENDAR

Appointment overview and the possibility to organize new meetings or join a meeting.



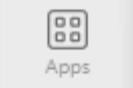
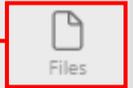
### CALLS

Video calls or audio-only calls (without landline) are possible via the "Calls" tab. You can also easily start group calls here.



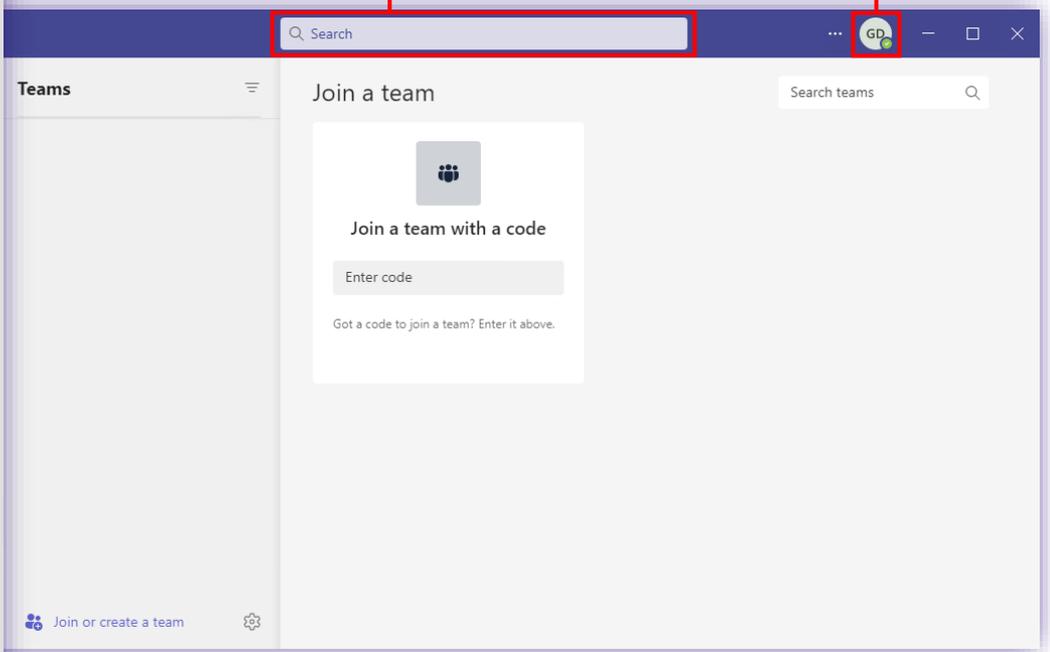
### FILES

Recently used local or cloud files can be quickly found and shared.



### HELP

Here you find help topics and training videos for Microsoft Teams.





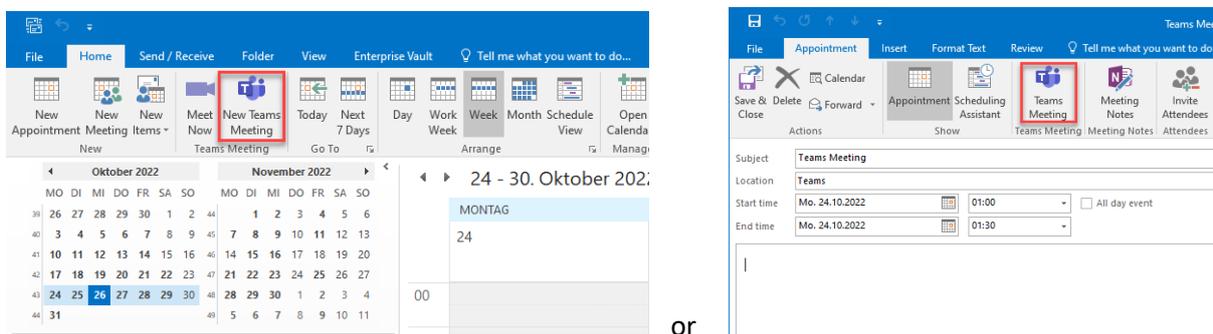
## Hold video meetings

### Schedule meeting and start meeting

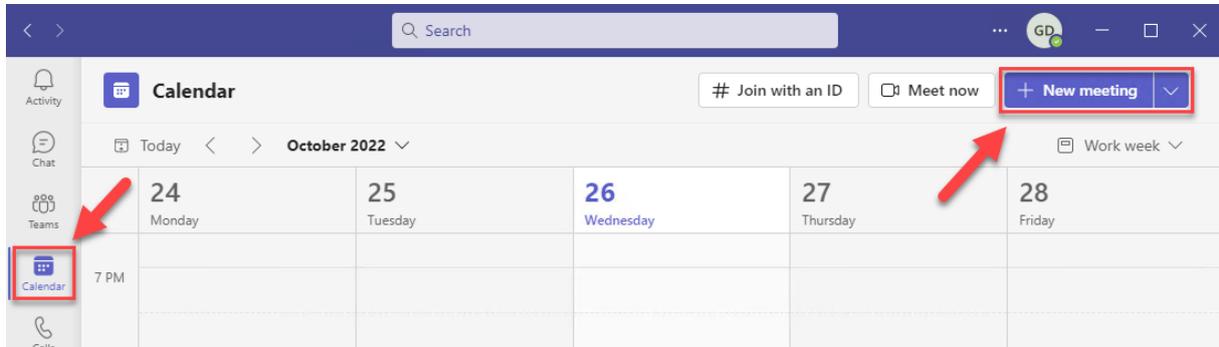
#### Schedule meeting

You can create the meeting from the calendar within the Teams app or from the Outlook calendar using the Teams addin.

*Outlook calendar with Teams addin (recommended):*

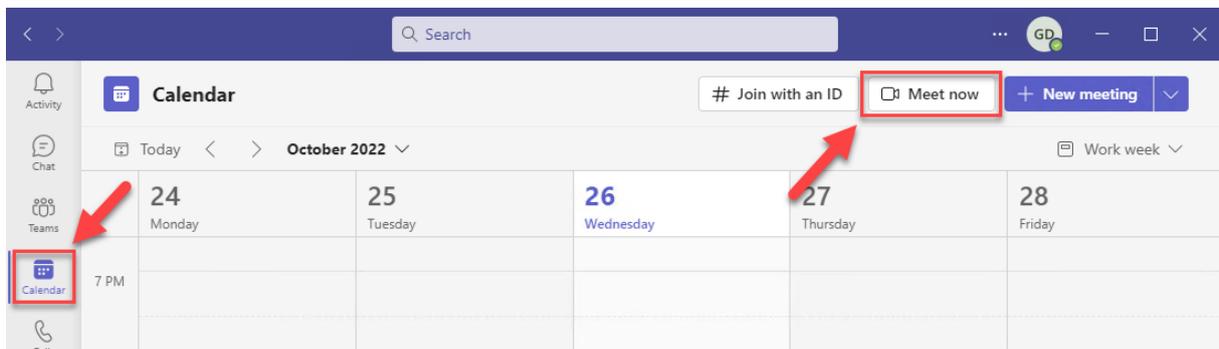


*Teams app calendar:*



#### Start ad-hoc meeting

Meetings can also be started ad-hoc via an instant meeting:



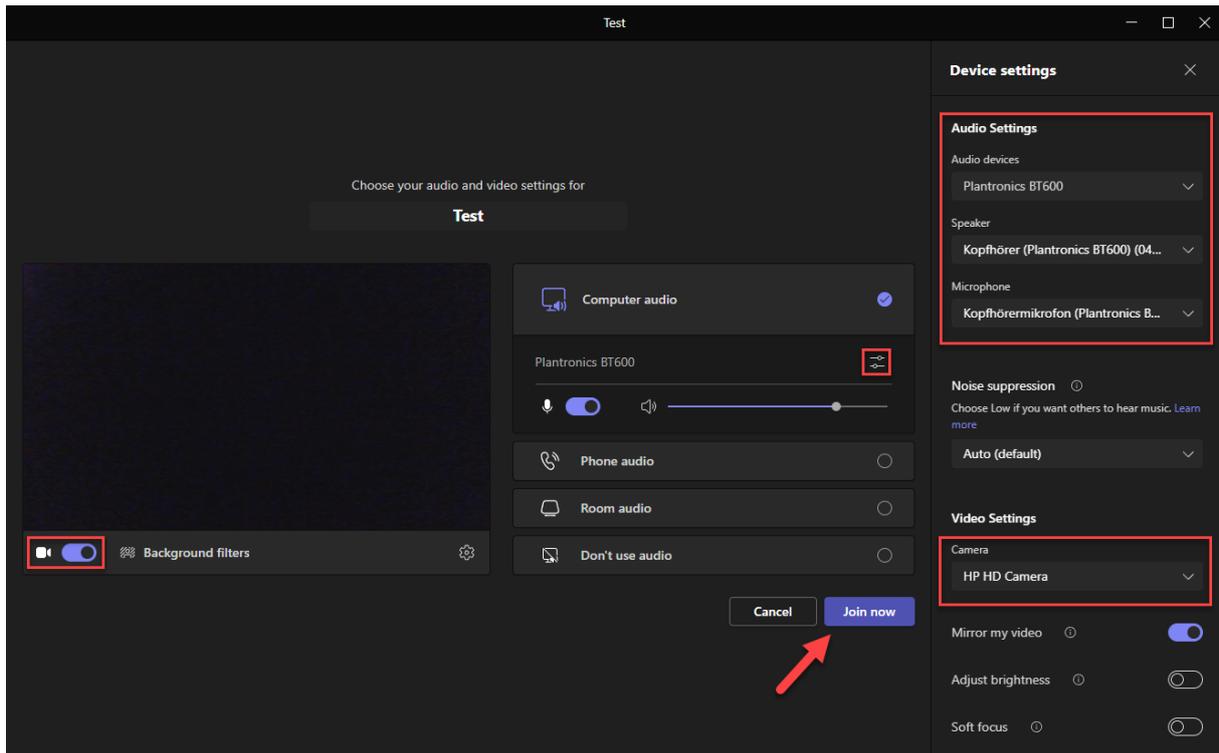


## Hold video meetings

### Audio and video settings / Screen sharing

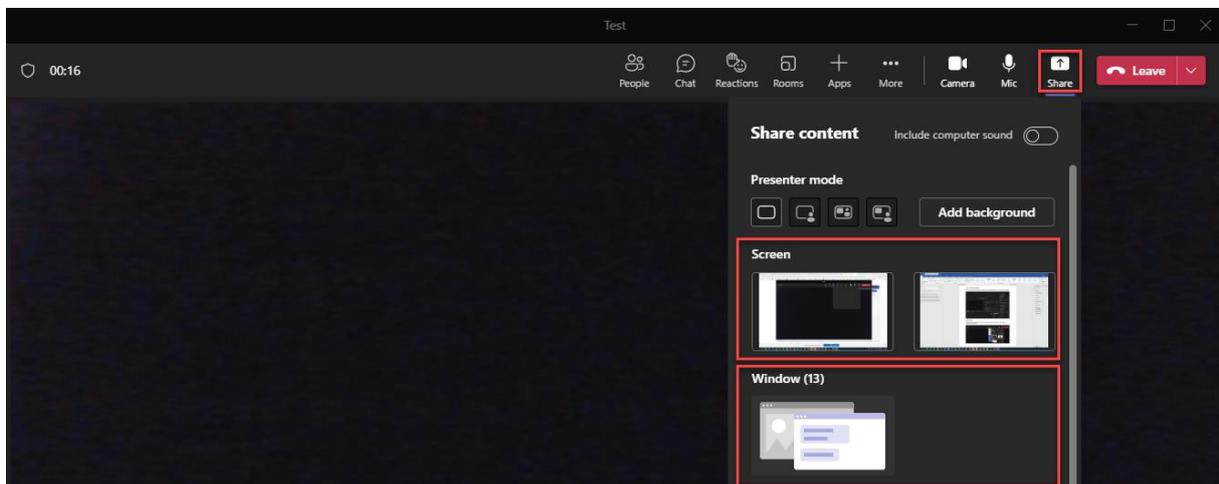
#### Audio and video settings

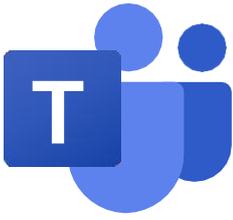
When joining a Teams meeting you have the possibility to specify the sound and image source:



#### Screen sharing

During the meeting you can use the "Share" button to share your screen or individual program windows:





## *Videobesprechungen abhalten*

### *Hintergrundbild / Hintergrundfilter*

#### **Change your background in Microsoft Teams meetings**

If you want to change what is displayed behind you in your video meeting or call, you can either blur your background or replace it with an image. We recommend that you use the following template to ensure a consistent Arbonia appearance:

[Brandmanual](#)

#### **Change your background before a meeting starts**

Your background will persist in all your meetings and calls until you change it again.

1. While you're setting up your video and audio before joining a meeting, turn on your camera and select **Background filters**.
2. **Blur:** Select **Blur** to blur your background. You'll appear nice and clear while everything behind you is subtly concealed.

**Arbonia template:** You can also replace your background with the Arbonia template. To do this, first download the above template and save it to your computer. Select **Add new** and then select the file you downloaded earlier.

#### **Change your background during a meeting**

1. Go to the top of your meeting screen and select **More actions (...)** > **Video effects**.
2. **Blur: Blur:** Select **Blur** to blur your background. You'll appear nice and clear while everything behind you is subtly concealed.  
**Arbonia template:** You can also replace your background with the Arbonia template. To do this, first download the above template and save it to your computer. Select **Add new** and then select the file you downloaded earlier.
3. Select Preview to see how your selected background will look before you apply it and then select Apply.