

Microsoft Teams Functions For Virtual Attendees

Options for Virtual Attendees to View Content and Conference Room Attendees

1. *Pin a Video* - To focus on a particular video, right-click that video and select **Pin** . The video will be pinned to your view regardless of who's talking. You can pin as many videos as will fit on your screen. If you change your mind, right-click that video again and select **Unpin** .
2. *Pop Out* - When content is shared by a presenter in the meeting, click the "Pop Out" button in the meeting toolbar to pop out the content into a separate window for easier viewing.
3. *Change View* - Large gallery view is available when at least ten people have their cameras turned on. To enter large gallery view, select **View**  > **Large Gallery** . To change how many participants you can see at once, select **View**  in your meeting controls and choose **Gallery** , then, hover over **Select Max Gallery Size** and choose how many people you want to see.
4. *Change Orientation* - Change the orientation of meeting participants to the top of your screen to maintain better eye contact with others while content is being shared. When you are in the virtual meeting, go to your meeting controls and select **View**  > **More Options** > **Show Gallery at Top**.

Additional support in Microsoft Teams can be found at <https://support.microsoft.com/en-us/teams>.