

# Meetings

## In Microsoft Teams

### Make meetings productive



#### How to schedule a meeting

Use the meetings app in your Teams screen or use the Outlook add-in.



#### Meetings and calls are better on the desktop app

The web version of Teams is great, but not as feature-rich as the desktop app.

#### Use background blur

Use background blur to minimise distractions. This feature also protects any sensitive info that may be displayed behind you.

#### Swap to meetings during chats

Want to deep dive into a conversation? Turn your chat into a meeting by clicking the   buttons.

#### Zoom in

When sharing web pages, zoom in so attendees can see what you're showing.

#### Use chat during meetings

Use chat to help share resources and information during meetings without causing a distraction.

#### Run meetings on the Teams mobile app

Use the Teams mobile app to schedule, start or attend meetings and share content from your device on the go.

#### Record meetings for future reference

Missed a meeting? Complicated content? Record meetings to review later or share with others, and use transcription and search features to skip ahead.



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