# Meeting Controls Panel Quick Reference Guide
for TGPC Teams Meetings
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The Texas Groundwater Protection Committee (TGPC) and its Subcommittees use Microsoft Teams for their virtual and hybrid meetings. Please note that some of the Microsoft Teams advanced features are not available (or have limited functionality) when joining a Teams Meeting using a browser instead of the application.

An image of the Meeting Controls Panel at the top of the Teams Meeting window in a browser is shown below. The numbers below the image were added in order to explain each button on the Meeting Controls Panel.
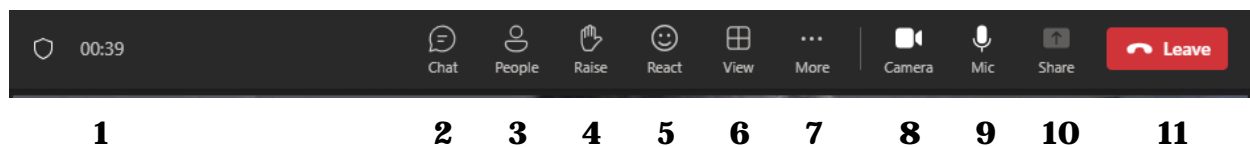
An image of the Meeting Controls Panel at the top of the Teams Meeting window in the application is shown below.

1. **Meeting Timer**: The meeting timer displays the amount of time that you have been in the meeting.
2. **Chat**: Click the Chat button to open the "Meeting chat" panel on the right side of the Teams Meeting window where you can type information that all of the meeting participants can see. Click the "X" in the top right corner of the panel to close it.
3. **People**: Click the People button to open the "Participants" panel on the right side of the Teams Meeting window where you can view a list of Teams Meeting attendees. Click the "X" in the top right corner of the panel to close it.
4. **Raise**: Click the Raise button to alert the meeting leader that you would like to speak without interrupting the on-going conversation. A hand icon will appear in your thumbnail in the main meeting window and next to your name in the "Participants" panel (which opens when you click on the People button). Click the Raise button again to lower your hand.

5. **React**: Click the React button to select an emoji that appear in your thumbnail in the main meeting window. The emoji will automatically disappear in a few seconds.

6. **View**: Click the View button to change how you view the meeting.

7. **More**: Click the More button for additional options. The most important option is "Settings" \ "Device settings" – if you are having any technical difficulties, this is where you can change the settings for your audio devices, speaker, microphone, and camera.

   · If you continue to have technical difficulties, click the Leave button to leave the meeting, and then re-join the meeting using the same URL that was in your confirmation email. If this doesn't resolve the issue, restart your computer/phone, and then re-join the meeting again.

8. **Camera**: Click the Camera button to turn your camera on or off. The camera icon will have a slash through it when your camera is off.

9. **Mic**: Click the Mic button to mute or unmute your microphone. The microphone icon will have a slash through it when your microphone is muted.

10. **Share**: The Share button is initially grayed out (i.e., unavailable) for TGPC meeting participants. If requested, the TGPC meeting leader will enable the Share button for individual participants. Once enabled, a panel opens with several options for sharing items on your computer/phone with the rest of the meeting participants – you can share your entire screen (this option gives you the most flexibility), a specific window, Microsoft Whiteboard, content from your camera, etc. Your Teams Meeting window is reduced in size while you are sharing. Click the "X" in the top right corner (next to the red Leave button) of the small Teams Meeting window to stop sharing.

11. **Leave**: Click the Leave button to leave the Teams Meeting.

12. **Notes**: Click the Notes button to open the "Meeting notes" panel on the right side of the Teams Meeting window where you can type various notes. This button is only available in the Teams application.

Additional Notes:

· If you have a headset, please feel free to use it to listen to the meeting. This may prevent audio echoes from occurring during the meeting.

· If you are a **Committee or Subcommittee member**, please keep your camera **on** as much as possible. However, if you are not a Committee or Subcommittee member please turn your camera off unless you are addressing or presenting to the Committee or Subcommittee – this will increase the connection quality for everyone during the meeting.

· The above information is valid as of the date of this document. Note that Microsoft makes frequent updates to its products, and this information will certainly change in the future.