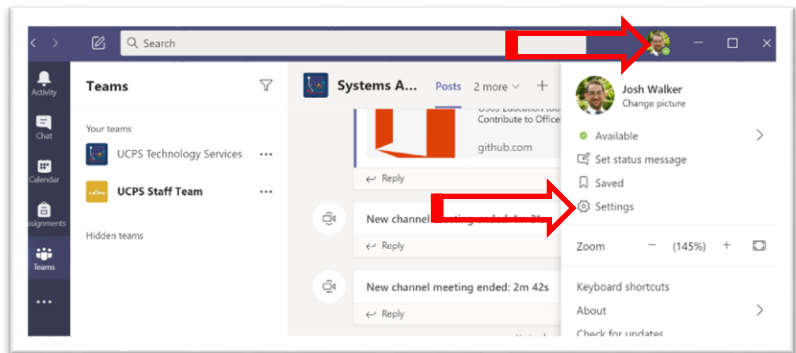


TURN ON TEAMS “NEW MEETING EXPERIENCE”

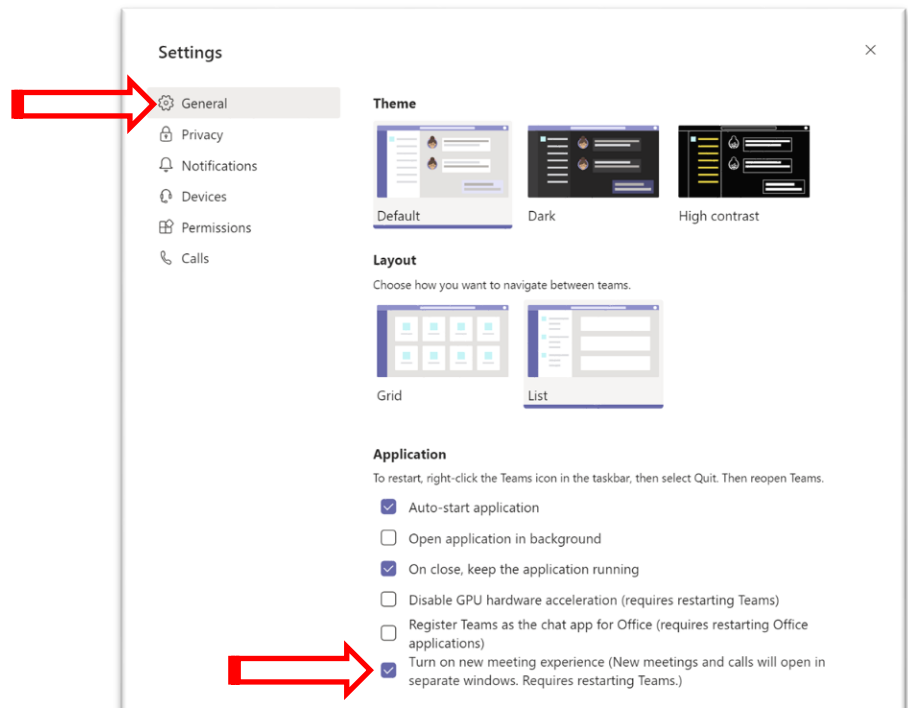
Created By: Technology Services

This document provides a walkthrough on how to use the new meeting experience in teams

1. Launch **Teams** from the start menu or login to **Teams**.
2. Navigate to the **user icon** at the top right of the application.
3. Click **Settings**.



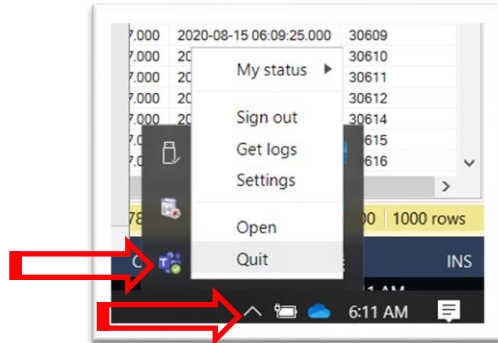
4. In the Settings select **General**.
5. Select **Turn on new meeting experience**.



Technology Services Department

721 Brewer Drive
Monroe, NC 28112
(704) 296-3143

6. Select the **carrot** in the task bar.
7. **Quit** the Teams application.



8. Start the Teams application
9. During any meeting select the elipsis ...
 - Select Large Gallery for a 7 x 7 grid
 - Together mode for a little fun

