

The image shows a screenshot of the Microsoft Teams interface. At the top, there is a toolbar with icons for Chat, People, Raise, React, View, Notes, Rooms, Apps, More, Camera, Mic, and Share. Below the toolbar is a large circular video feed area. In the center of this area is a circular profile picture of a woman with blonde hair, smiling. Below the video feed, the text "Waiting for others to join..." is displayed. Several callout boxes with blue borders and white text are connected to the toolbar icons by lines, providing explanations for each function.

People– add someone to the meeting or view who is attending

Raise– lift your hand to ask a question or make a comment

View– how your meeting looks

Share– show your screen to others in the meeting.

Chat – type messages to other people in the group

React– add an emoji to show support or happiness.

Camera– let others see you in the meeting.

Mic – let others hear you in the meeting. You can mute or unmute yourself

Waiting for others to join...