

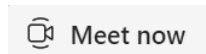


Important Features in Video Conferences

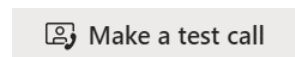
You can start the powerful **Video Conference** feature in several places – anywhere you see the corresponding icon.



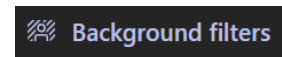
Start video conferences on the fly and invite others as needed; schedule meetings in Outlook or the Teams calendar, or start them from a channel so team members can enter the conference room without a separate invitation.



Test your settings in advance by typing **/testcall** in the search bar or navigating to **Settings and more > Devices** from your profile picture.



Before joining a video conference, you can check your settings again. Here you can also adjust your background and blur it, use another image from the gallery or even use your own images. This way you can better protect your privacy, especially in the home office.






If any problems occur in an active video conference, you can always access the device settings via the three points.


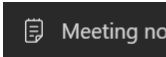


If the connection is too poor, you can **switch off your camera** by clicking on the corresponding icon, because image transmission requires bandwidth. For video conferences with many participants, it has also proven useful to activate the microphone only when you want to speak – this reduces disturbing background noise.



In a video conference you can

- display the list of participants. 
- conduct a conversation. Messages written here are saved and can be used for documentation. Files shared here are also available later in the chat. 
- raise your hand. You can see who raised their hand in the list of participants. 

- share your screen or individual windows with the participants, start a presentation or share a whiteboard. 
- work together on meeting notes. 
- You can record the video conference and share it with people later. 