Solution

# Joining and Participating in a Teams Meeting

**Part 1: Setting up Side-by-Side users**



**Part 2: Start and then join a meeting in the Teams desktop client**

After clicking Join, when you click the ellipses and Device settings, you should see:



When you select Background settings, you should see:



**Part 3: Join a meeting with the Teams web client**

For the web client, note that you cannot change the background.



**Part 4: Meeting chat**

When you click on **Show Conversation**, you can format meeting chat text like you can in Teams chat.



**Part 5: Private Chat during a meeting and working in Teams during a meeting**

The screenshot below shows starting a chat by typing a message into a contact card.



When in a meeting, you can still work in Teams without disrupting the meeting.



**Part 6: Hang Up and End Meeting**

The End Meeting option is only available to Team Owners

