

# MS TEAMS: FOCUSING ON ONE OR MORE VIDEO IMAGE



## FOCUSING ON ONE (OR MORE) PARTICIPANT VIDEO IMAGE

Video images on MS Teams can appear smaller than expected, or partially cut off if there are many participants. Follow the steps below to focus on one (or more) participants.

1. You may need to ensure your MS Teams application is maximized to use your full screen, do this by left clicking on the Maximize button in the top right corner of the window.
2. If maximizing your MS Teams application doesn't have the desired effect, left click on the **Participants** button to open the Participant panel.
3. Left click on the three dots that appear to the right of the participant.
4. Hover your mouse over the participant in the Participant panel you want the focus on.
5. In the pop-up menu, left click on **Pin**.
6. The pinned participant will now be the most prominent image within your Teams meeting.
7. If needed, you can pin more than one participant at a time (e.g. to pin both the accused and their counsel).
8. To unpin, follow steps 3 to 5 and click on **Unpin**.

