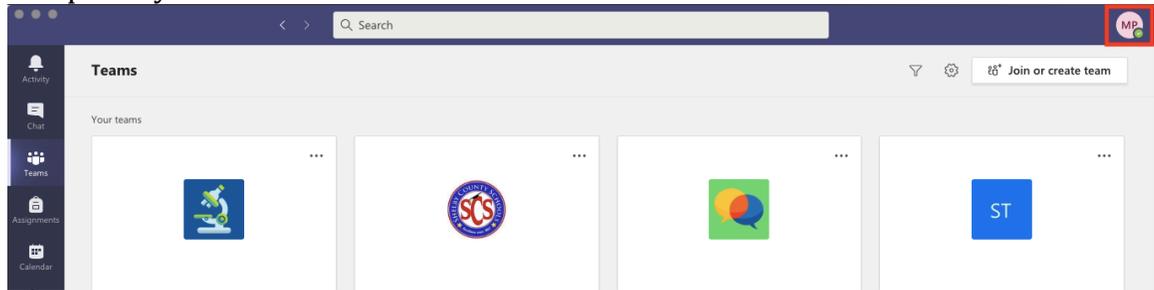
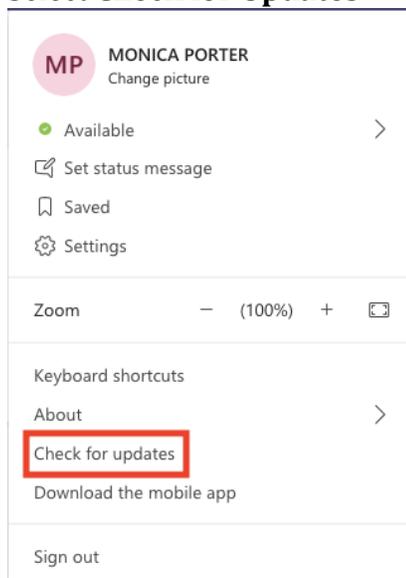


# Updating TEAMS

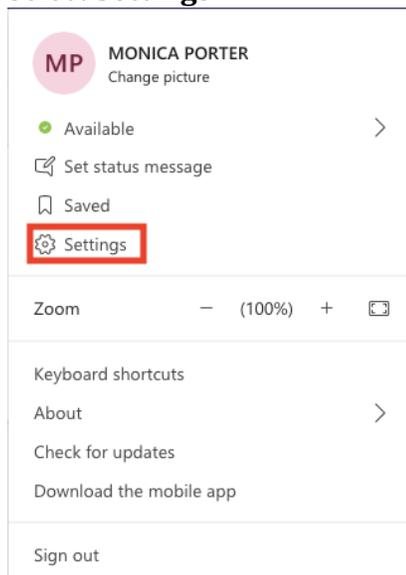
1. Select the icon in the top right hand corner. This will either be your initials or a photo you selected.



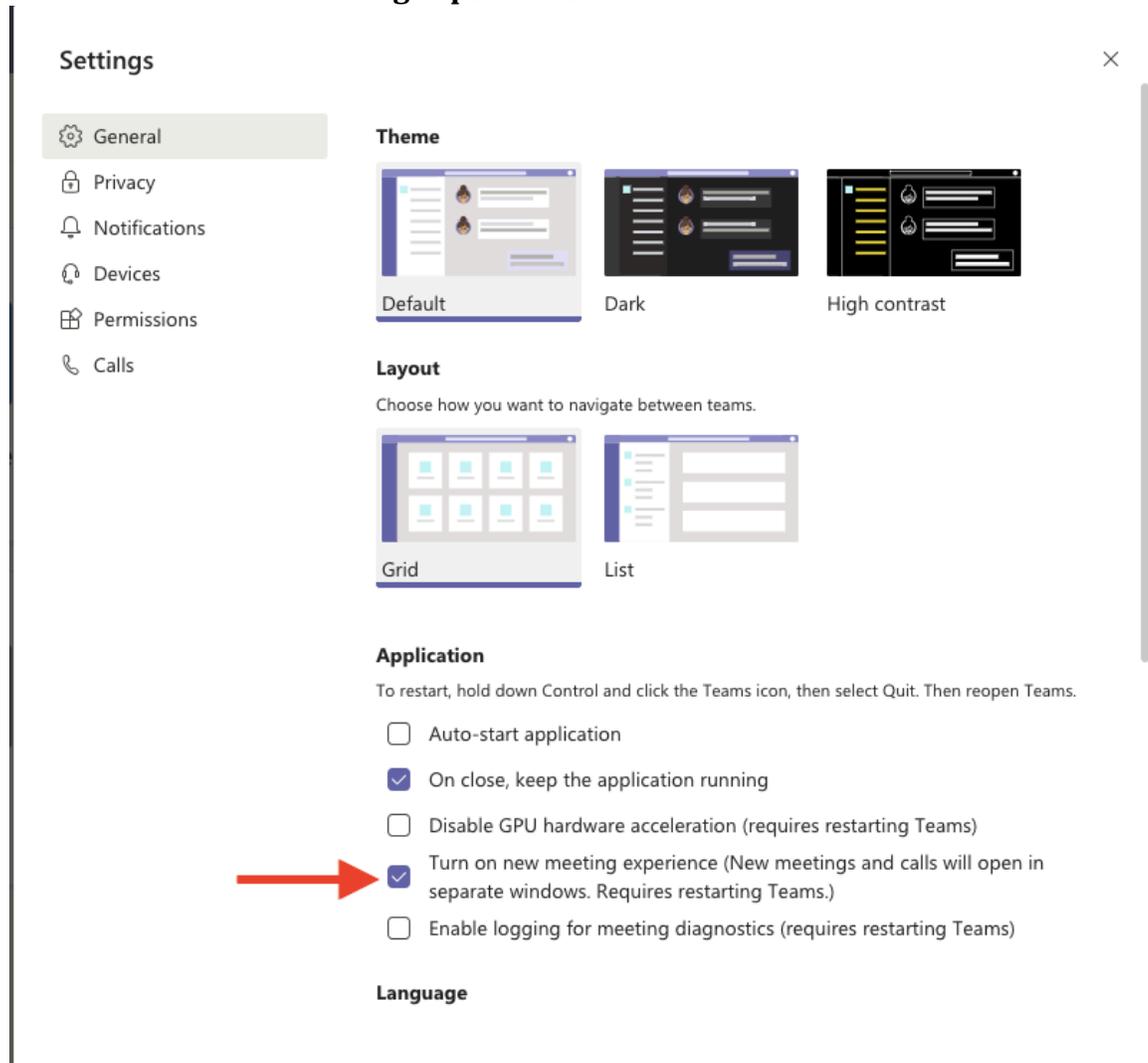
2. Select **Check for Updates**



3. Select **Settings**



#### 4. Select **Turn on new meeting experience**.



The screenshot shows the Microsoft Teams Settings application window. On the left is a sidebar with categories: General (selected), Privacy, Notifications, Devices, Permissions, and Calls. The main content area is divided into sections: Theme (Default, Dark, High contrast), Layout (Grid, List), Application, and Language. Under the Application section, the option 'Turn on new meeting experience (New meetings and calls will open in separate windows. Requires restarting Teams.)' is checked, and a red arrow points to this checkbox. Other options include 'Auto-start application', 'On close, keep the application running', 'Disable GPU hardware acceleration (requires restarting Teams)', and 'Enable logging for meeting diagnostics (requires restarting Teams)'. A close button (X) is visible in the top right corner of the settings window.

#### 5. **Restart your computer**