

TEAMS: Alternate Window Function

Using the Alternate Window

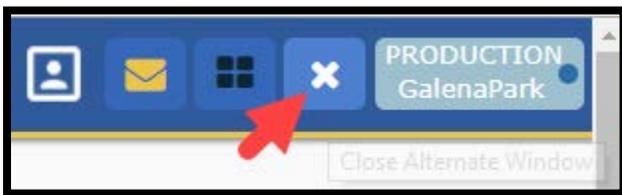
This guide will demonstrate how to use the Alternate Window function in TEAMS. This opens an additional TEAMS window for the user to operate in, which can be positioned on a user's second monitor (if available).

1. Locate the **Alternate Window** button in the top right corner, in between the System Notification and the Sign-out icons. Click the Alternate Window icon.



An additional TEAMS window will appear, allowing the user to perform any/all functions available within the original screen.

2. When the Alternate Window is no longer needed by the user, locate the **Close Alternate Window** icon in the top right corner of the Alternate Window, near the Sign-out icon. Click the Close Alternate Window icon.



Note: While operating within the Alternate Window, remember that TEAMS will automatically Sign-out a user if the original window detects 30 minutes of inactivity.