

How to Show up to 49 people on screen in a Teams meeting

In case you didn't know already, Teams can now show **49** users on a screen in a 7x7 layout.

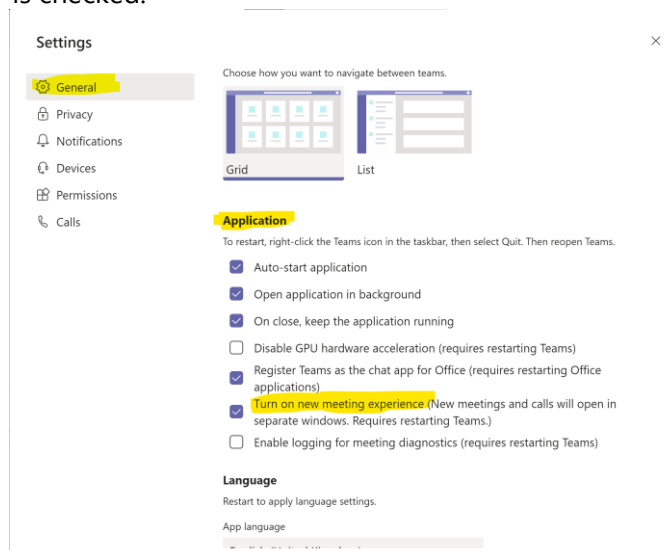
You will need to switch this option on in Settings within the Teams app on your device (see below).

You **may** need to update your copy of Teams to the latest version first to see this option.

1. Enable the feature

To enable the new 'look' and see up to 49 people on a single screen in Teams

- Click your initials as described above
- Click Settings
- Under General, in the Application section, make sure that 'Turn on new meeting experience' is checked:

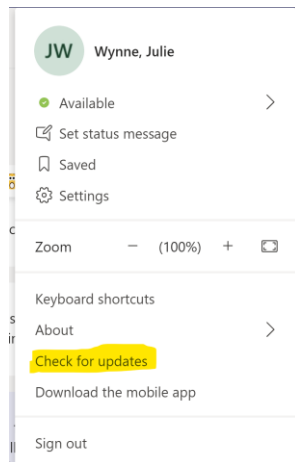


If you've done the above, skip to step 3.

If you don't see this option, you will need to update Teams first (step 2 below), then go back to Step 1 above.

2. Updating Teams is easy!

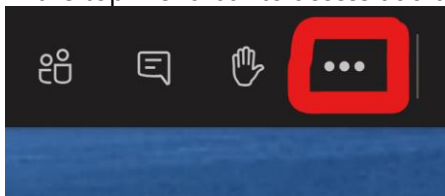
If you're not seeing the 'Turn on new meeting experience' setting, you need to update Teams on your device. First, click your initials at the top right of the chat screen. Then click 'Check for Updates' – Teams will then update itself if it needs to.



Once you're up to date, you can switch on the new meeting experience feature as described in the steps above.

3. Using the new Meeting Experience feature

When you're in a Teams Meeting that has more than 9 participants present, click the 'three dots' in the top menu bar to access additional options



then choose 'Large Gallery'.

This option can only be selected when there are more than 9 participants in a meeting. For smaller meetings it's disabled ('greyed out') as shown below.

