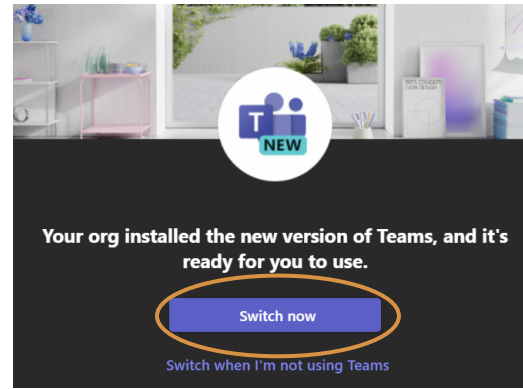


A new version of Microsoft Teams is coming on January 12

When you see a message telling you a new version of Teams is ready for you to use, click **Switch now** and you will be automatically switched over to the new version of Teams.



Change to default call option in the Chat window

Although this update primarily enhances overall performance, you will see a few changes to functionality:

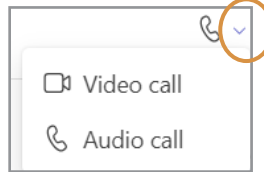
Instead of separate icons for video and audio calls



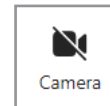
the default is now **Audio call**.



To make a **Video call**, select it from the drop-down.

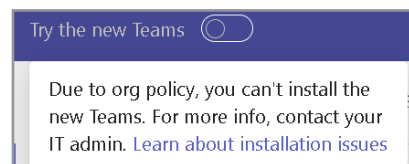


If someone calls you with the **Audio call** option, your camera will not turn on when you answer the call. If required, you can turn it on within the call window as usual.



Pre and post rollout information

You may see a **Try the new Teams** toggle switch in the top left of Teams for a brief period before the rollout, however you can't actually install it. If you click it, you'll get a message saying it can't be installed.



Until Teams Classic is decommissioned in March you may see the old and new Teams icons in the taskbar at the bottom of your screen.



If you open the old icon, you'll get a message asking if you want to switch back to the old version of Teams. Click **Keep using the new Teams**.

