

How-To Guide

Using the Microsoft Teams on House PC

Getting Started

1. Sign into Microsoft Teams with your credential

Check audio and microphone

- 1. To make a test call, select three dots "Settings and more " next to your profile picture at the top of Teams and then choose "Settings"
- 2. From "Devices" tab, under "Audio devices", check if speaker is set to "SVSI NSeries" and microphone to "Jack Mic"
- 3. Then, choose "Make a test call"
- 4. In the test call, you'll see how your mic, speaker, and camera are working

Note: Audio settings are pre-configured, you do not need to change anything

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About >	🗋 Files	Speaker	
Check for updates	S Calls	SVSi NSeries (NVIDIA High Definition Audio)	
Download the mobile app		2 Microphone	
Download the mobile app		Jack Mic (Realtek(R) Audio)	
		Automatically adjust mic sensitivity	
		3 (2) Make a test call	



Join a meeting

- 1. In Microsoft Teams go to "Calendar", find the meeting, and click on the meeting, once.
- 2. Select "Join" on the meeting
- 3. Turn your video camera on
- 4. Turn your audio on
- 5. Select "Join now"

Note: By default, both the audio and video options are set to the correct one. You do not need to change anything

Note: Do not join a meeting from the "**Meet**" button, on top right side of the channel. It will create a new meeting without presenter

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Q. Activity	Calendar				
(T) Chat	Today < > May 2022 ~	Choose your video and audio options			
(ෆී) Teams	27 Friday				
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/īva Insights	2 Join Edit	to Background filters \$	🖳 🛛 Don't use audio		
	↔ https://teams.microsoft.com/l/meetup-join			Cancel Join now	
	Chat with participants				
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Screen Arrangement

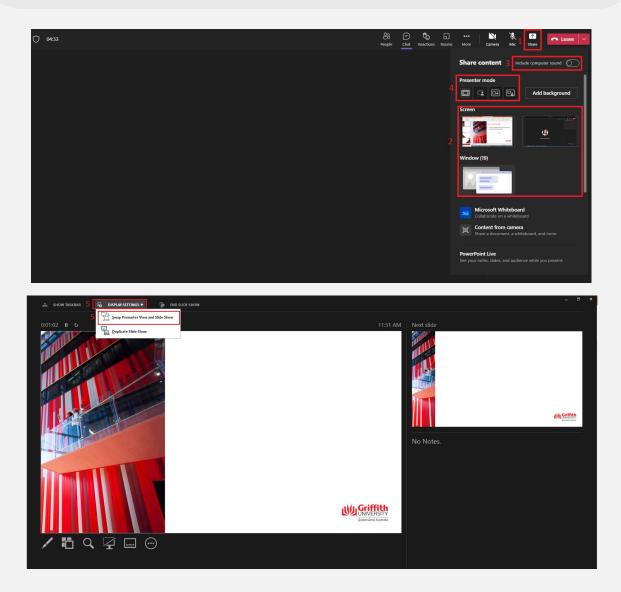
- 1. Drag the Microsoft Teams window to the "extended monitor"
- 2. Open any presentation files you would like to present on "house PC monitor"



Share screen in Microsoft Teams

- 1. Select "Share content", located next to the red "Leave" button
- 2. Choose to present your entire screen, a window, a PowerPoint file, or a whiteboard
- 3. If you need to play a video during your presentation, share sound from your computer by switching **"include computer sound"** on
- 4. To present in "Standout" mode, choose "standout" icon under "Presenter mode"
- 5. If presenting a PowerPoint in **"Slideshow"** mode, the presenter view may show on the house PC screen (depending on screen setting). To change this, from **"display settings"** tab, select **"Swap presenter view and slideshow"**
- 6. When you're done sharing, go to your meeting controls and select "Stop sharing"

Note: If presenting in "Standout" mode, you will need to have your camera on, otherwise the option will be greyed out





Share PowerPoint Live

- 1. Select "Share content", located next to the red "Leave" button
- 2. Under PowerPoint Live section, select the file you want or browse to find a file that isn't listed.
- 3. By default, you'll see the presenter view (your presentation notes to the right of the slide you're currently presenting, and a thumbnail strip of slides along the bottom)
- 4. You can hide the presenter view, by selecting select "More options " below the current slide and "Hide presenter view"

