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
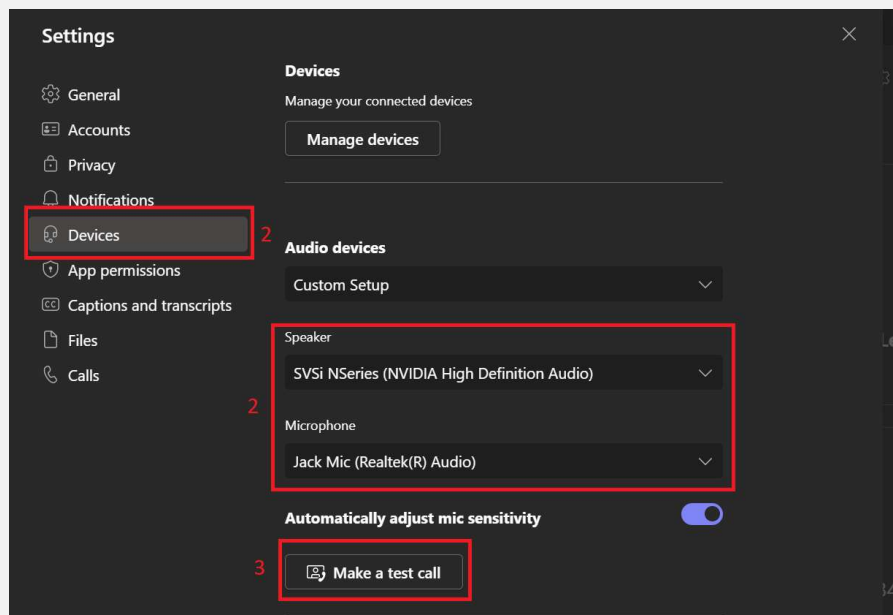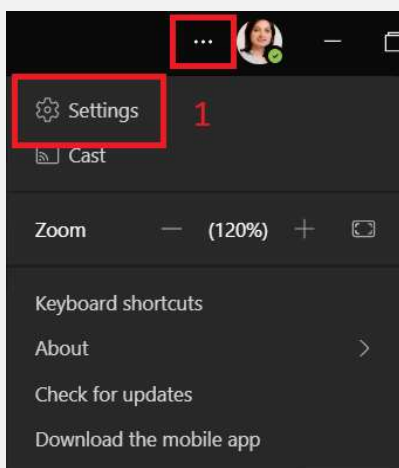
Join a meeting

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*
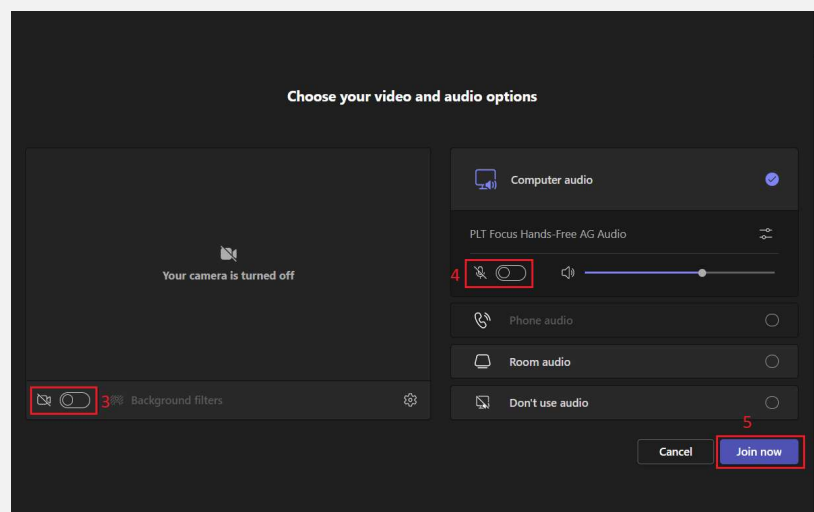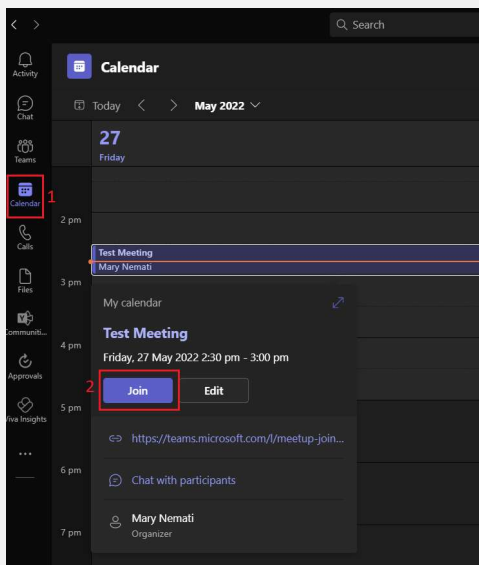
Screen Arrangement

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
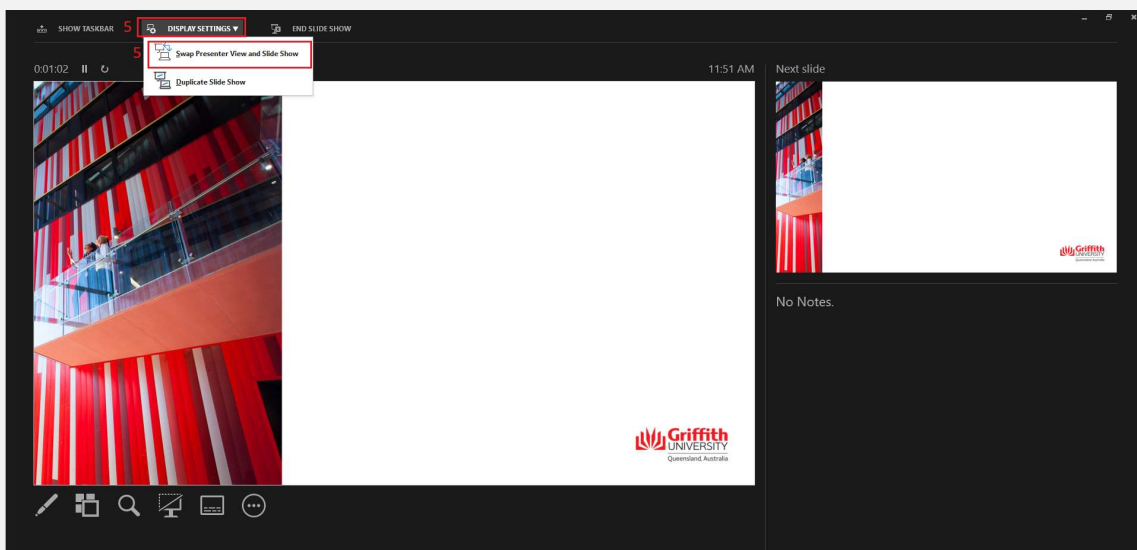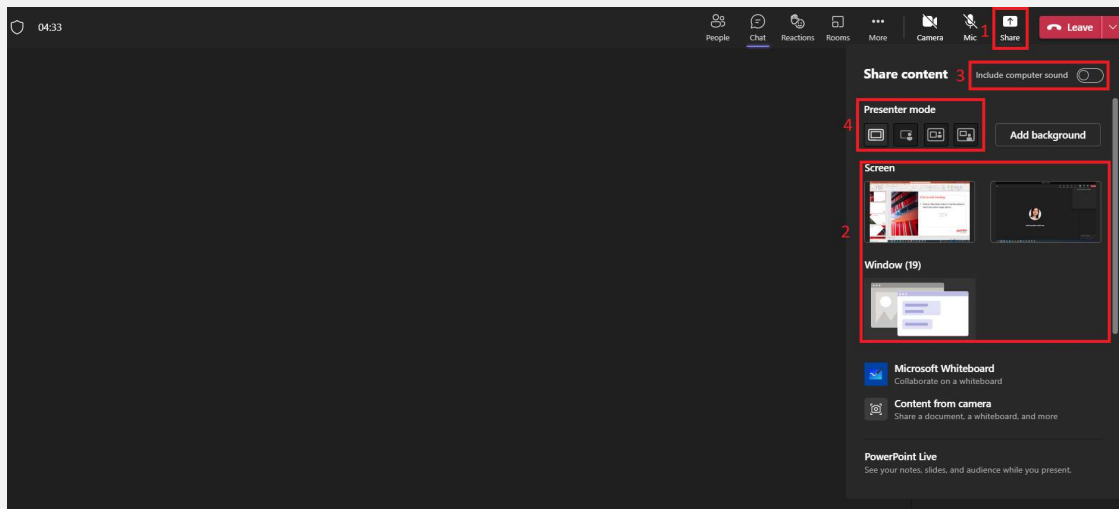
Share PowerPoint Live

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"**