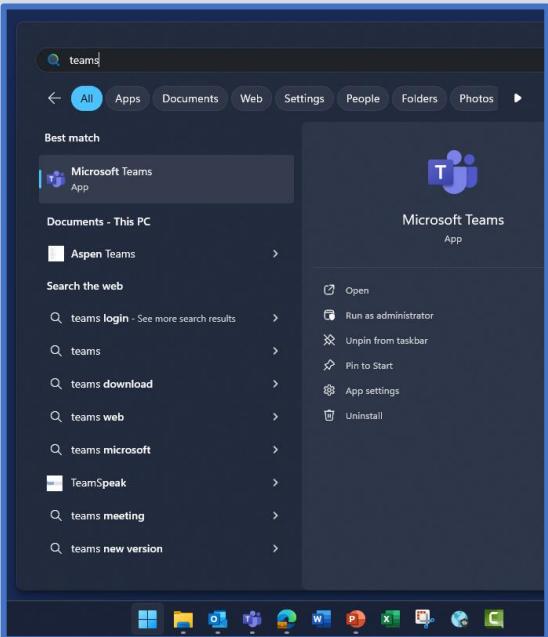


Tips for using Microsoft Teams

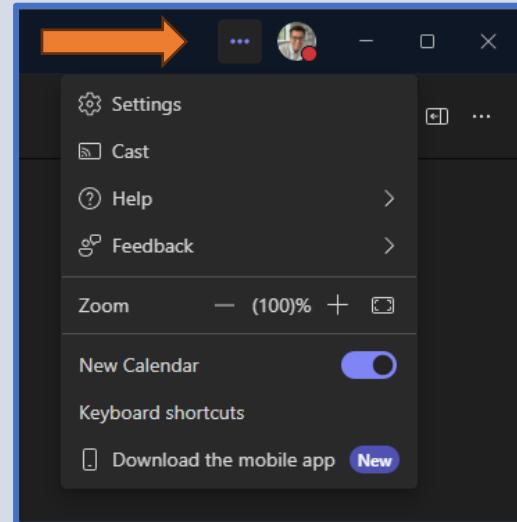
Teams is used for chatting, audio/video calls, and creating, editing and joining meetings.

You can launch it from the start menu by typing “Teams”.

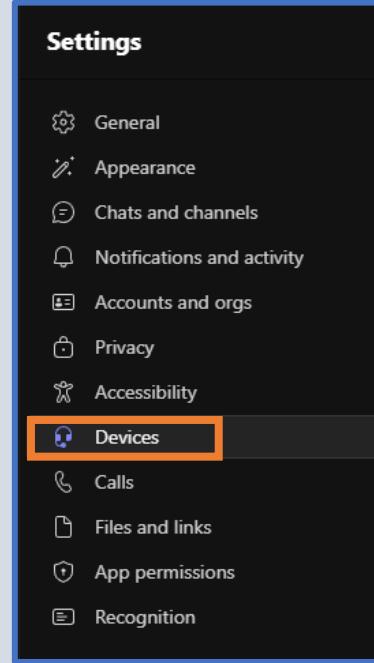


Prior to starting meetings, confirm your camera and headphones are working correctly.

Go to “Settings”, which can be found under the ... menu in the top right next to the profile picture.



Within the settings window, choose which device you want to use.



Check your audio settings look correct.

Speakers are usually built into the laptop, but you can select other devices like wireless or wired headsets that are connected to the laptop from the dropdown.

Make a test call to double check.

