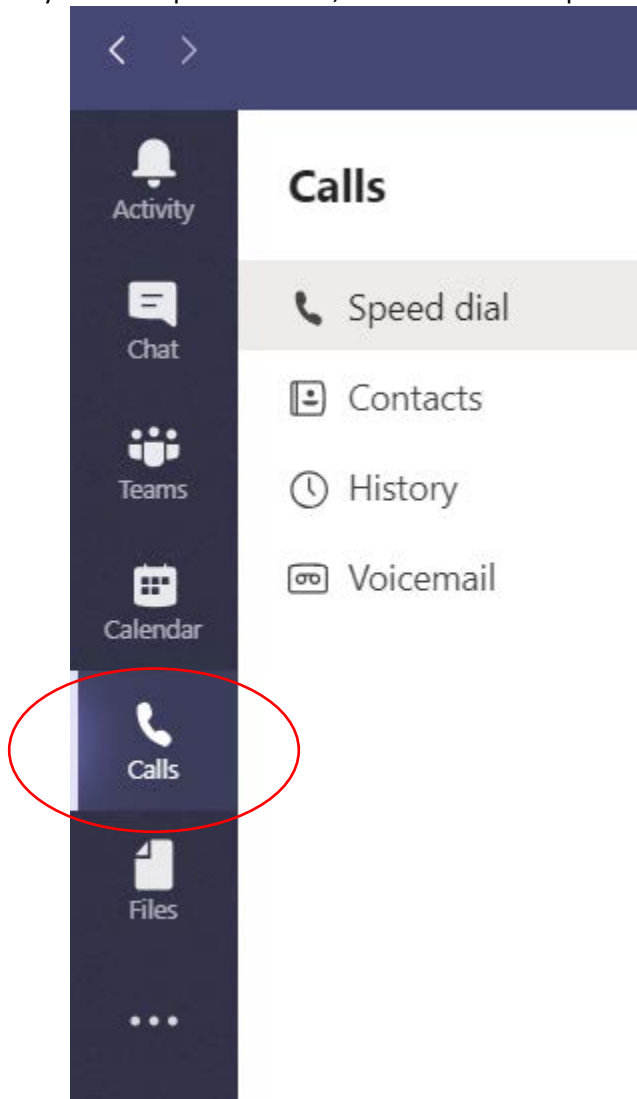
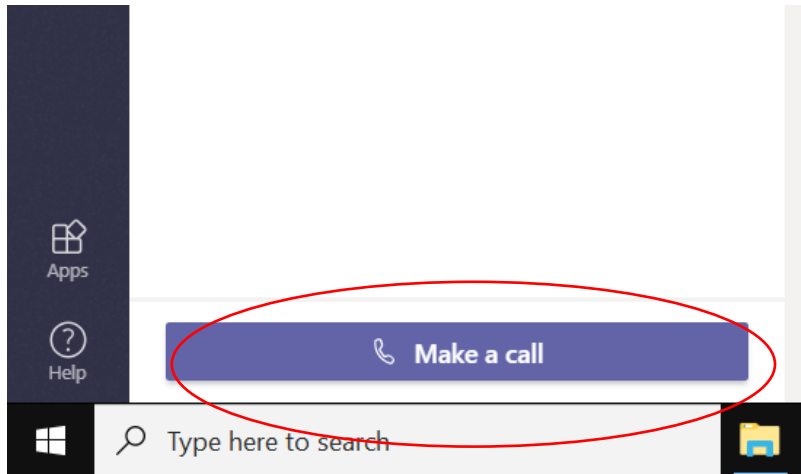


Using Microsoft Teams for Video Conferencing

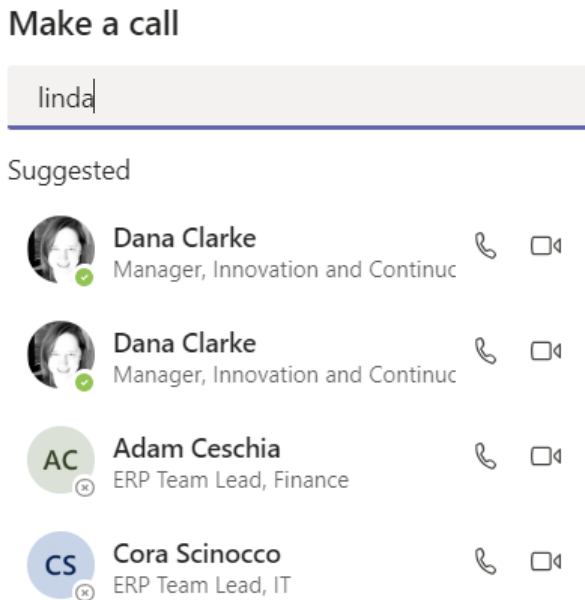
1. Open Microsoft Teams from your computer (or your phone). If you don't already have it loaded on your desktop, search for it in the search bar at the bottom left of your screen.
2. Once you have opened Teams, click on the Calls option on the left of your screen:








3. Click on “Make a call” on the right-hand side of your screen:















- Begin typing the name of the person you wish to connect with or select from those already displayed.



- If you click on the phone icon  , you will only have audio, if you click on the camera icon  , you will have both audio and video.
- Once you click on the phone icon or the camera icon, your call will be initiated.
- Once your call is initiated you will have a number of options:

	If you had initiated this call as an audio call and wish to switch to video, click on this icon.
	This allows you to mute or unmute your microphone.
	This icon is only activated once the call is in progress. It allows you to share your desk top with call participants

	<p>This icon allows you to access additional functions:</p> <div data-bbox="717 262 1013 714" style="background-color: #333; color: #fff; padding: 10px; margin: 10px auto; width: fit-content;"> <ul style="list-style-type: none">  Show device settings  Enter full screen  Hold  Transfer  Consult then transfer  Blur my background  Keypad  Turn off incoming video </div>
	<p>This icon allows you to see the chat function</p>
	<p>This icon allows you to see who is on the call</p>
	<p>This icon is used to end the call</p>



Tips

TIP – ask people who are not talking to mute their mics until it is their turn.