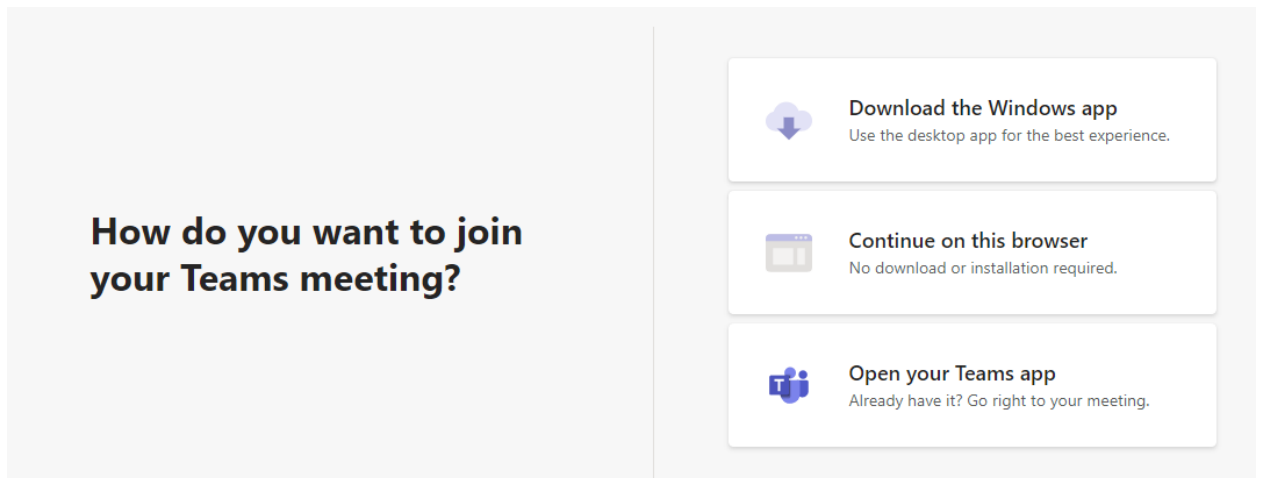


Video conferencing in Microsoft Teams

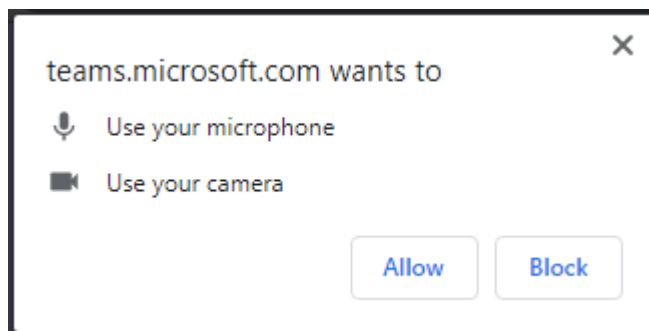
Brief instructions

Join to video conference

1. Click on the link.
2. Next, an internet window will open (see screenshot). You can continue in your browser or open the app. Choose a convenient option. After that Teams will automatically open to the video conference.

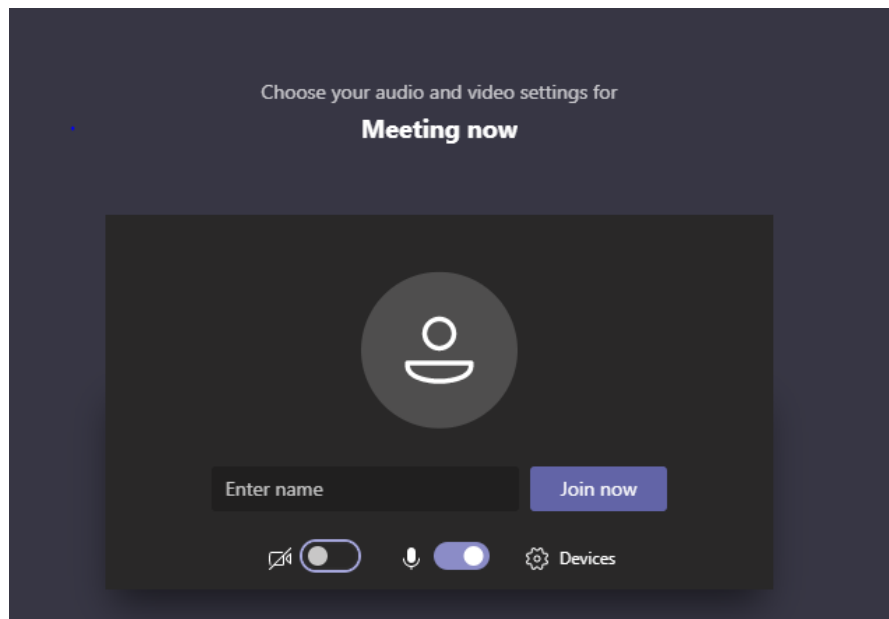


Hint: If you see the following window when connecting to video conference,



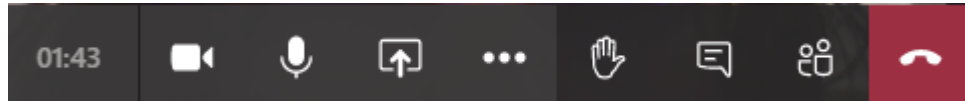
please, select **Allow**. Otherwise you will not be able use microphone and camera during the video conference.

3. Enter your real name (obligatorily). Then click on **Join Now** (see screenshot). This will take you to the video conference.




Using control panel

If you move your mouse over the screen, you will see a control panel (see screenshot). Here you can turn on or off the microphone or camera, raise your hand and etc.



Sharing documents

1. Click on the **Share** icon  to share documents with the participants.
2. Select what you want to share:
 - Desktop lets you show everything on your screen.
 - Window lets you show a specific app.
 - PowerPoint lets you show a presentation.
 - Browse lets you find the file you want to show.

After you select what you want to show, a red border surrounds your screen meaning that you're sharing your screen.

3. Select **Stop sharing** to stop showing your screen.

A few general tips for video conferencing

- Make sure you use/have a wired internet connection cable or good wifi.
- You may use a headset with microphone e.g. from your phone or headphone.
- Make sure your laptop/camera doesn't face a window (the camera will think that there is a lot of light and will make your screen darker).
- If you can't hear everyone properly, your own volume is set too low.
- If others can't hear you well, move closer to the microphone or speak a little louder.
- Make sure the camera is approximately at eye level. This gives you the best shot on video.