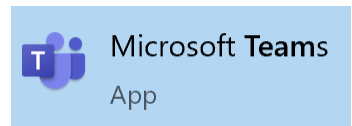


# LCOM Educational Technology Services: Meetings in Microsoft Teams

*Educational Technologies @ Larner Learning Commons*

## Check if Teams is Installed

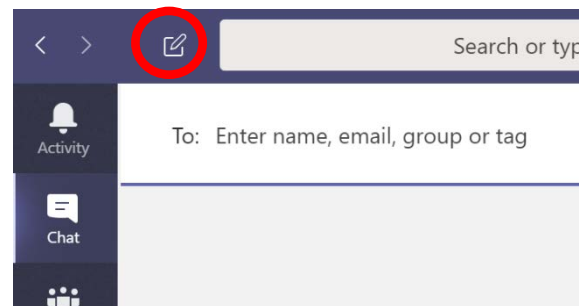
Microsoft Teams can be used for text chat, audio calls, or video calls, with one or more other people. To check if you have Teams installed, click on the Windows icon the bottom left corner of your screen, and start typing “teams”. If the Teams app is found, click on it to start Teams. Log in with your LCOM credentials.



If you do not have it installed, go here to install it: <https://products.office.com/en-us/microsoft-teams/group-chat-software>. The “Download app” link is part way down, in the center.

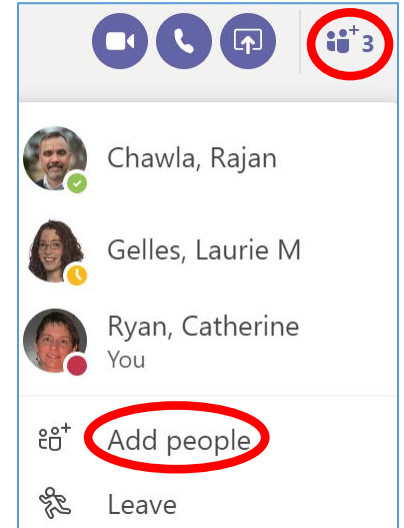
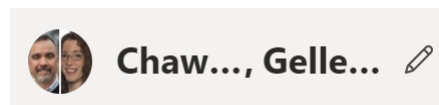
## Begin a Chat

Click the New Chat icon to begin a chat. Type in the name of someone you’d like to chat with. Click the person’s name.



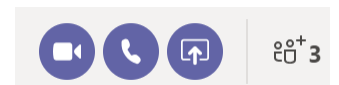
To add more people to a Chat, click the “View and add participants” button in the upper right, then click “Add people”. After adding people, you are ready to text chat.

If expect to meet with this same group of people again in the future, you can name the group to make it easy to find in your Chat history, and continue the conversation. To do so, click the pencil icon in the upper left:



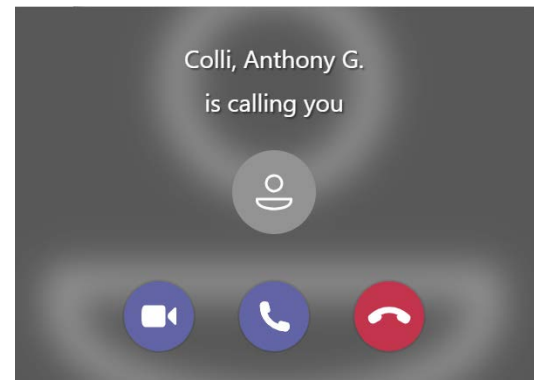
## Begin a Video or Audio Call

To begin an audio or video call with the participants of this chat, click the phone or video icon in the upper right. Even if you start with audio (the phone icon) you (and other participants) can choose to share video during the call.

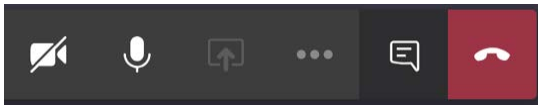


Participants will see a pop up where they can accept the incoming call. They should click the center phone icon to connect with just audio, or the left video icon to connect with video.

You should hear each other through your computer speakers or headphones.



If you didn't initially share video of yourself, you can at any time by clicking the video icon. In the image to the right, the line through the icon indicates that I'm not sharing video. The fact that the speaker icon does not have a line through it indicates that I am sharing audio. In a group audio call, you may want to mute your microphone until you have something to say. To do so, click the microphone icon.



To end the call, click the red "hang up" icon.

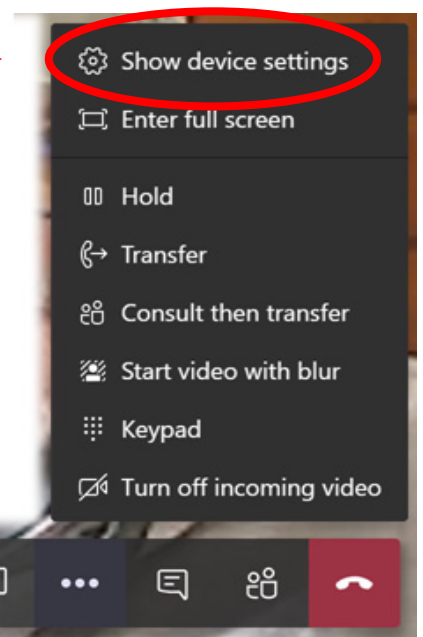
### Adjusting Audio and Video Options:

If you have more than one microphone and/or more than one speaker, such as both in your laptop and also in a headset or headphones, you may need to specify which one you want to use – the software might not initially use the one you want.

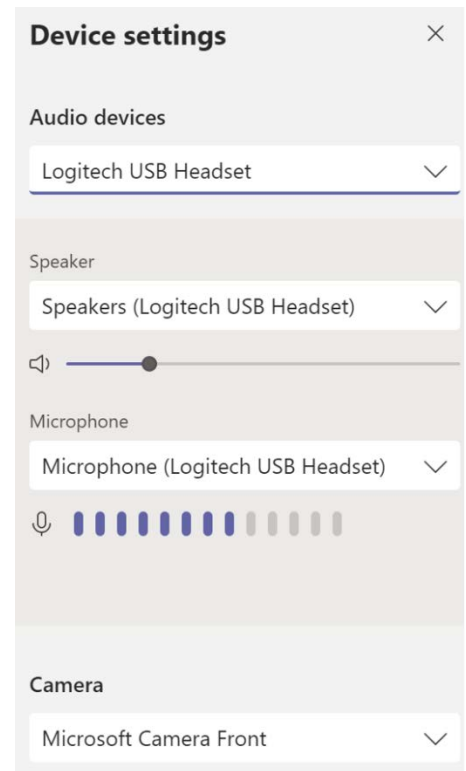
While in a meeting in Teams, click on the 3 dots in the toolbar:



Then click on "Show device settings"



In the Device settings window, you can select which microphone, speaker or camera you want to use.



Some laptops and other devices have both a front-facing and rear-facing camera, so this is where you can change that.

## Contact information for related Technology Support

- Educational Technology Team – [edtech@med.uvm.edu](mailto:edtech@med.uvm.edu)
- Helpdesk Technology Support – Enter a ticket at <https://footprints.uvm.edu>
- Audio Visual Support – [COMAV@med.uvm.edu](mailto:COMAV@med.uvm.edu)