If a pop-up appears with Teams "wants to use your microphone or camera", **select Allow**.

START YOUR CLASS

Select the Teams app from the desktop to launch

Find your meeting and **select Join Now** avoid using audio prior to the start of class.

Select More Actions and **select Device Settings** (fig. 1)

Device Settings should be:
Audio Devices – **Select default "Option"**
Speaker – **Select option with "Creston"**
Microphone – **Select option with "Echo Cancelling"**
Camera – **Select Streaming Video (**fig. 2)

Turn on both Camera and Microphone
(fig. 2)

Optional - If you want to record the session from MS Teams, **select Start recording** to record in Stream. (fig. 3) You can also record from YuJa, see the Yuja handout.
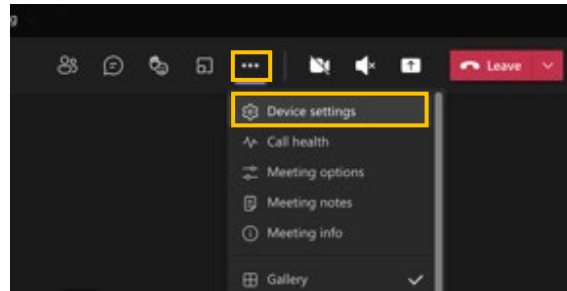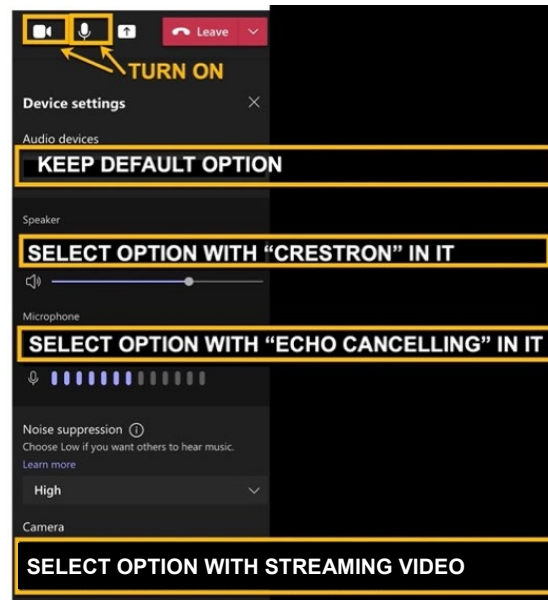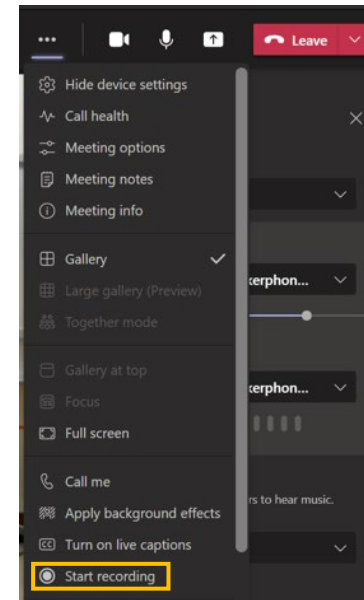

fig. 1

fig. 2

fig. 3

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