



Microsoft Teams in HyFlex

For helpful resources specific to Microsoft Teams, visit the [CTI/IT Self Help/Knowledgebase](#). For more detailed instructions on the use of Microsoft Teams with HyFlex please refer to the [HyFlex Teams Manual](#).

After logging onto the computer, a Kaltura Classroom window may open automatically. You may just close the window by clicking on the X close icon on the upper right window and proceed with the steps below.

1. Turn camera and projector on using the Crestron touchscreen panel.
2. Open Microsoft Teams and click on your profile icon on the top right to select **settings**. Click **Devices** and in the Audio devices dropdown box select **TesiraFORTE** (Figure 1). Both the speaker and microphone dropdown boxes should be set to **Echo Cancelling Speakerphone (TesiraFORTE)**. Scroll down to the Camera section and select **USB Capture SDI**. If the camera in your room has neither choice, then select the name containing "SDI".



FIGURE 1

3. You may now begin your session. To project the Teams session to the classroom, the Teams window must be parked on your primary (usually left) monitor. For best image quality, turn your classroom lights off and use the Crestron to position the camera to zoom-in to the projector screen by selecting the Screen preset. To select the Screen preset tap on the Crestron Touchscreen Panel > Camera Controls > Screen.
4. To mute/unmute the microphone and camera click on the microphone and camera icon (Figure 2).



FIGURE 2

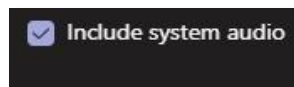


FIGURE 3

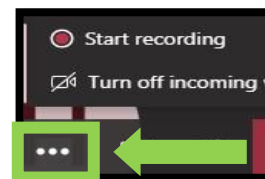


FIGURE 4

5. To share your screen or an application (e.g., PowerPoint) click on the **share tray** on the bottom of the screen (Figure 2). If you are presenting a PowerPoint with an imbedded YouTube link, it is best practice to share screen and open the YouTube link in a separate browser window. Do not forget to check the box next to **Include system audio** (Figure 3). If you do not check the box, then your students will not be able to hear any audio from the applications you share with them.
6. **Do not forget to click the Start recording button to record your lecture (Figure 4)**. Recordings are saved onto OneDrive. The recording will also appear in your chat history for 20 days. Share your recording onto Blackboard by following this guide: [Microsoft Teams - Share Recording to Blackboard](#)
7. ***When you have finished your class, please use the Crestron to power off the camera and projector. Then press the exit system button on the Crestron to power Off the Crestron before leaving the classroom.**