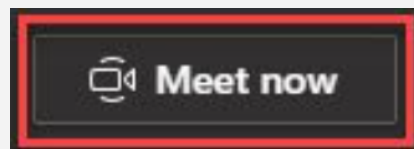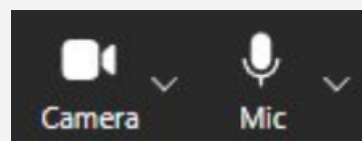# SET UP

TEAMS

- Log into the lecture theatre PC using your regular University of Leeds username and password.

- Once logged into Windows open Microsoft Teams using the link on the desktop or search from the Start Menu.

- Locate the correct Microsoft Team and you will arrive in the **General** channel.

MEET NOW

- In the top right corner of the channel you will see the Meet button. Select the **Meet Now** option.

- Choose your **audio** and **video settings** for the lecture, enter a title and finally click the Join Now button.

- Use the **People** option to see remote students join the meeting. Make sure the **Camera** and **Mic** options are enabled or they will not be able to see or hear you.
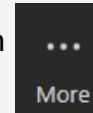
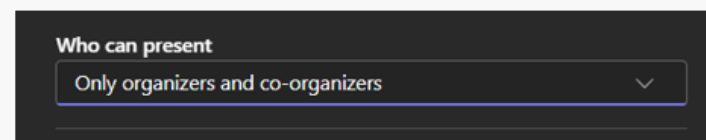# CONTROL

MEETING OPTIONS

To ensure smooth running of the online meeting you may wish to change some of the settings at various points in the lecture.

- To do this click on the M**ore** option then select **Settings** and **Meeting Options**.
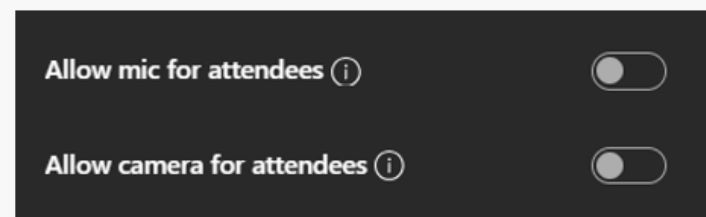
1) To prevent others from sharing their screens change the 'Who can present' option to '**Only organizers and co-organizers**'.

2) To prevent attendees from turning their cameras or microphones on during the lecture, toggle these options **off**.

3) You can also choose to enable/disable the Q&A and reactions features.

(1)

Who can present
Only organizers and co-organizers

(2)

Allow mic for attendees ⓘ
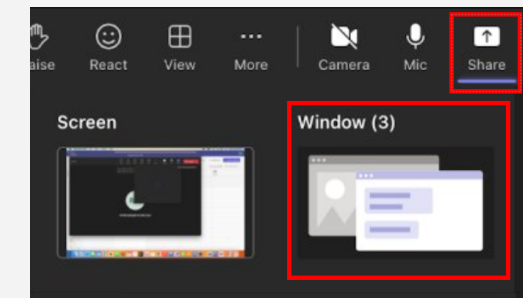Allow camera for attendees ⓘ
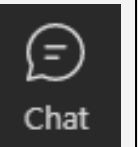
(3)

Q&A
Allow reactions

INTERACT

POWERPOINT

- You can open your PowerPoint presentation for attendees who are there in person.

- To share the PowerPoint with those joining online. Select **Share** - **Window** (then select the presentation)
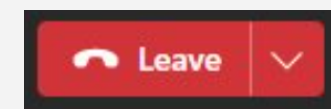
CHAT

- You will be able to interact with remote participants using the **Chat** option.

- If you have already disabled the mic/camera for attendees, you may wish to enable this again in meeting options.

ENDING A SESSION

- Remember to **end the Teams Call** at the end of the session. Press the Press the **Leave** button.

- Then **log out** of the Lectern Computer