



## Hybrid Teaching Equipment Instructions – Small Rooms

*Please note that Microsoft Teams will be logged in already with an account configured for the room. Please do not attempt to log in to Teams with your own account.*

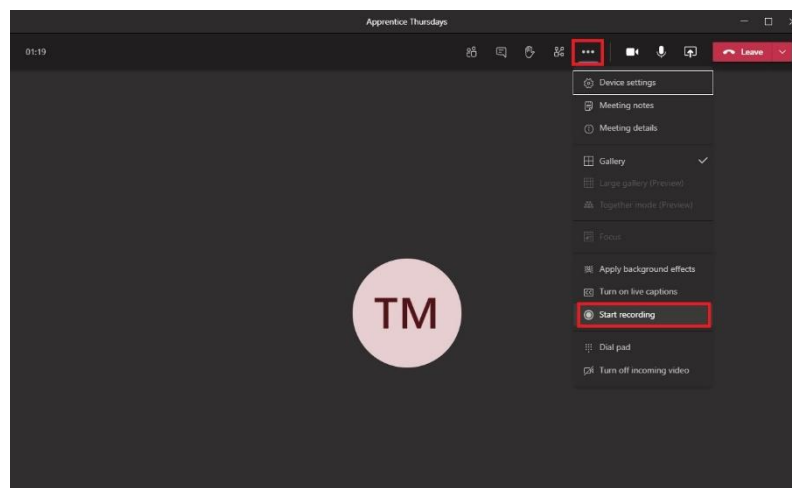
*PowerPoint presentations will now be run through the laptop connected to the TV screen. The projector is no longer in use.*

### **Starting a meeting:**

1. Switch on the TV using the remote control stored on the TV stand shelf
2. Switch on the laptop using the power button
3. When the PC has started, log in to the user account named for the room (e.g. **Seminar Room H**). There is no password for this account.
4. Microsoft Teams should open automatically, but if not open it by clicking the icon on the desktop or in the quick-launch bar.
5. When the Teams client is open, click **Calendar** from the left-hand list
6. Find your scheduled meeting in the Calendar then click **Join**

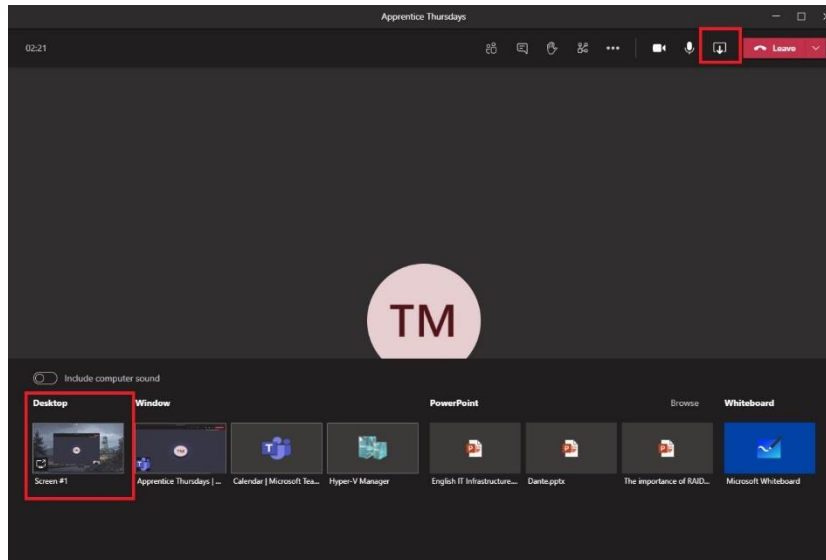
### **Recording a meeting:**

1. Once the meeting has begun, click the ... icon in the Teams toolbar and select **Start Recording**.
2. Once you've finished, click the ... icon again and select **Stop recording**.



## Screen Sharing:

1. Click the **Share** button in the toolbar
2. A new panel will appear at the bottom of the screen. The easiest option is to click **Screen #1** under **Desktop**, which will share the entire PC's screen, including all open software.



3. If you'd prefer to share only PowerPoint, then select your presentation from the list on the right-hand side under **PowerPoint**.
4. To stop sharing, click the **Share** button again.

## Ending a meeting:

1. Click the red **Leave** icon in the toolbox to end the meeting. This will automatically stop any recording or screen sharing.