

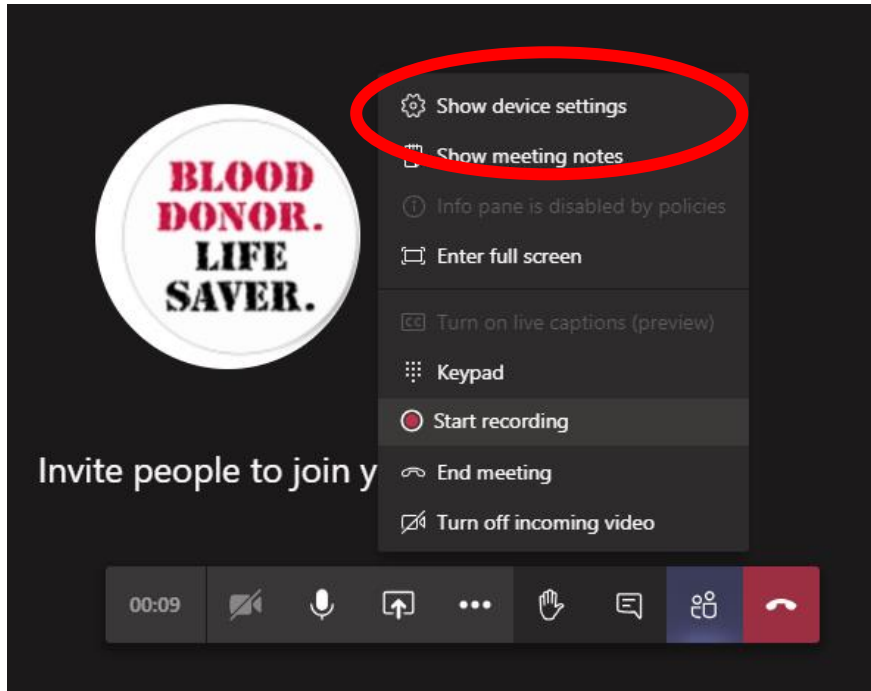
# Teams Tips

## Audio

This is likely to be your biggest issue. Your microphones being muted, getting feedback etc.

Often solved if you can get a headset plugged in (headphones and microphone)

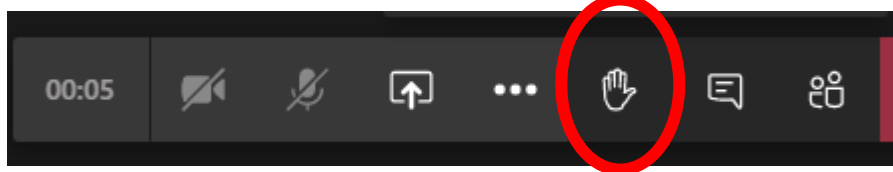
If not, click on three dots on options bar (middle of the screen) and select DEVICE SETTINGS. Look at options and see if one improves it.



If you can't, you may need to turn your microphone off (click on the microphone image – see above)

**Cameras** - Turn them off.

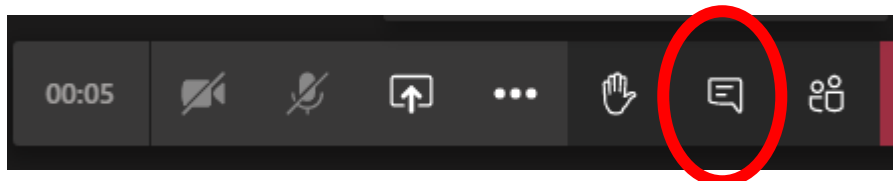
## Hands Up



Use this option to indicate that you want to ask a question, or to show that you understand a point. (don't forget to put your hands down after!)

My 6<sup>th</sup> form used this to clap (hand up – hand down – hand up etc)

**Conversation (aka meeting chat).**



If your microphone is not working, you can use this to ask a question.