

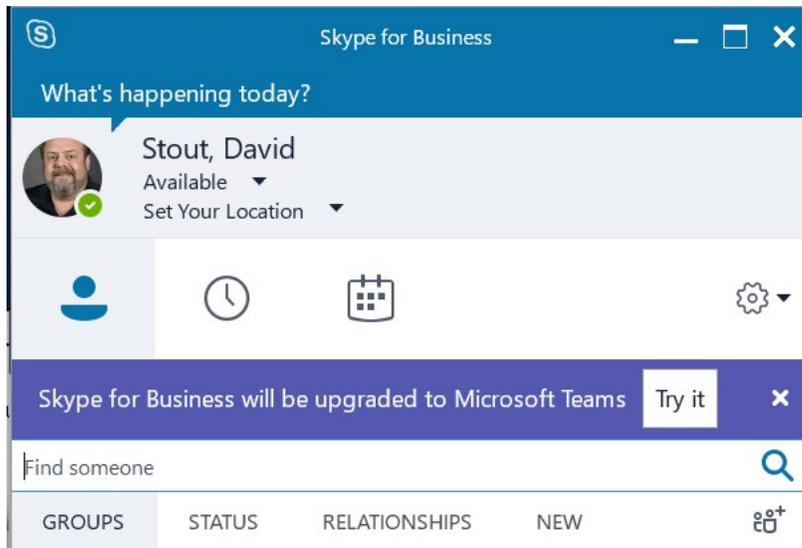
How do I get Teams on the computer I want to use?

Microsoft Teams and Teams Meetings are part of the AgCenter PC image. If the PC you wish to use does not have Teams, you can get it through the Microsoft Office 365 portal, all the PC will need is an internet connection.

Go to: www.office.com Sign-in with your AgCenter credentials. Look for the “Teams” logo:  Select it. This will open the web version of your Microsoft Teams. You can download the desktop app from there. Look for the “Download” icon in the lower left-hand corner:  Once the application downloads, close the web version and sign-in to the desktop app. When the app opens look down the left-hand side of the panel and look for the “Calendar” App icon:  This will be populated with your Outlook calendar and you will see any Teams Meeting that you created or have been invited to. If you do not see the Calendar App icon the look for the “More” Apps icon:  then select the Calendar App.

Alternately:

You may notice that when you first open Skype you may get this:



Click the try it, then follow the prompts.

Helpful Links

How to Join a Teams Meeting:

<https://support.office.com/en-us/article/join-a-meeting-in-teams-1613bb53-f3fa-431e-85a9-d6a91e3468c9>

If you have any questions, or would like to schedule a test of your systems, please contact:

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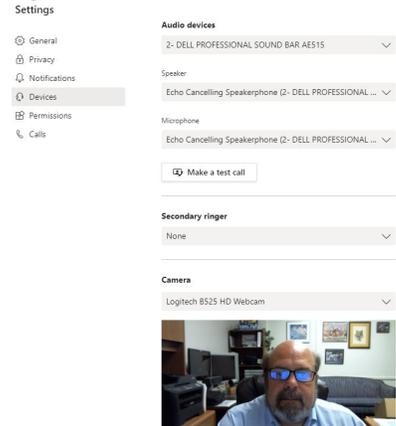
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How to select the Camera, Mic and Speakers

In the upper right-hand corner of the app look for the button icon, with your picture or initials:  Click it, and select “Settings” then choose “Devices”.



Pick your devices and then select the “Make a Test Call” button to verify your selections. It is always a good idea to verify before each call. Especially if you use a docking station. Just plugging in headphones to the laptop can alter your sound settings unknowingly.