How To: Use Microsoft Teams in a HyFlex Classroom

If you plan to use this style for your entire lecture series this semester then you will need to ask IT to remove your scheduled HyFlex sessions in Kaltura. If you are only planning to use this temporarily, then it is important to first quit the Kaltura Classroom window which pops up automatically when you log onto the computer. To quit, right click on the start menu and click Task Manager > Kaltura Classroom > End Task. For helpful resources specific to Microsoft Teams, visit the IDTRC Service Catalog or the IT Service Catalog.

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](image)

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 functions 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 your microphone and camera on Microsoft Teams, click on the microphone and camera icons on the bottom of the session window (Figure 2).

![Figure 2](image)

![Figure 3](image)

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). The link to the recording will appear in your chat history which you can also share on Blackboard Blackboard - Adding a Web Link.