

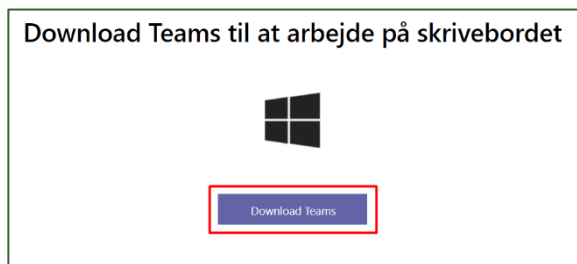
# Participating in a Microsoft Teams exam

## Advice and good practice

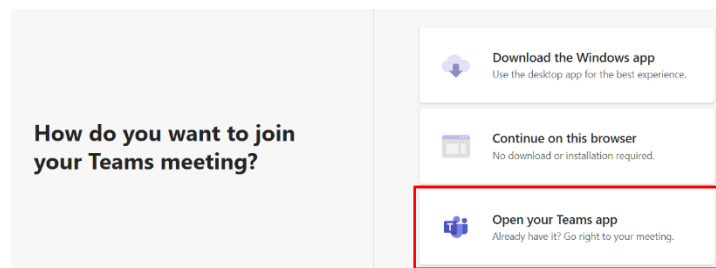
- When you participate in a meeting, it is possible to use your computer's in-built microphone but the quality of the sound will be improved if you connect an external microphone or headset (e.g. the type of headset that comes with most mobile phones).
- Plug the headset and/or external microphone into your computer before the meeting and restart your computer and restart your computer well in time for the exam.

### 1. Download and install Microsoft Teams

- The Microsoft Teams app is accessible [here](#).
- Select the 'Download Teams' option
- Double-click on the downloaded file and follow the instructions to install the app on your computer.
- Login using your VIA login.



2. Select the Microsoft Teams link for your exam.
3. Select Open your Teams app
4. Select Participate now



5. Wait in the Lobby till the examiner picks you up

6. Chat

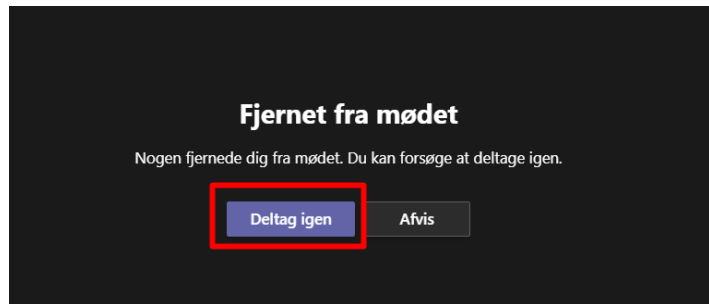
- Anything written in the chat will be visible to anyone who takes the exam during the day. It should therefore not be used to write personal sensitive messages

7. When the exam has finished

- When the examination is over, the examiner will remove you from the meeting.



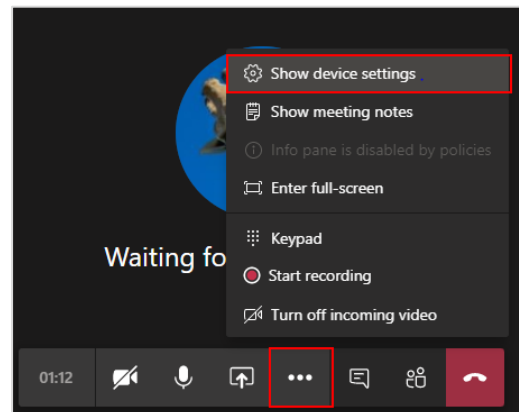
- Select Rejoin
- Wait in the Lobby for the examiner and censor to agree on the outcome of the exam.
- When the deliberation is over, the examiner will pick you up again.



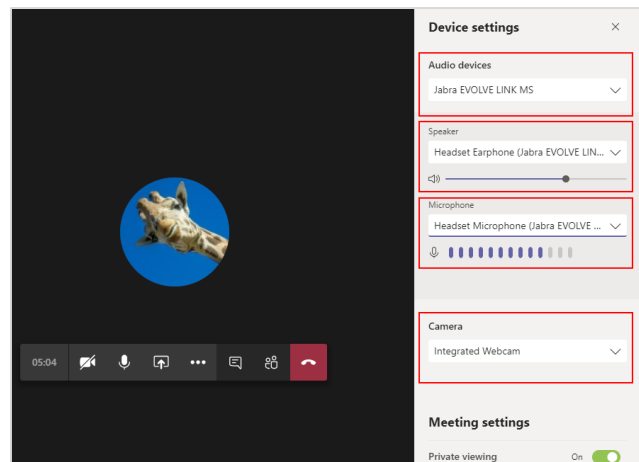
## Functions

8. Choose your audio and video settings

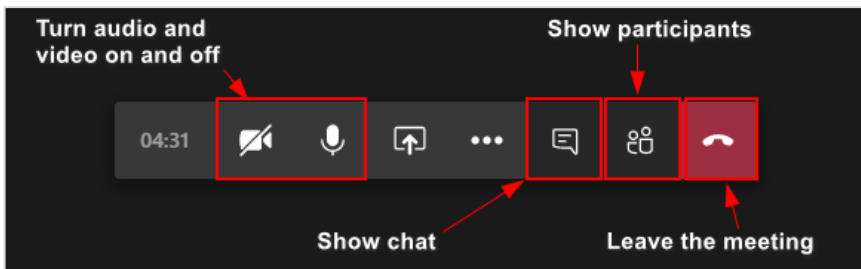
- Click on the three dots in the toolbar under the main window to reveal a list of options.
- Select the 'Show device settings' option to expand a panel with settings options on the right-hand side.



- At the top, choose the audio device you wish to use for the meeting.
- If there are several speaker, microphone and / or camera devices available, you can choose which ones to use in this meeting in the panel as well.

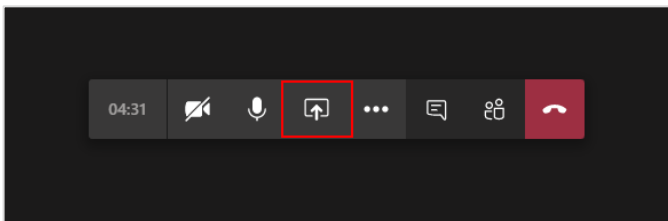


## 9. Microsoft Teams meeting toolbar

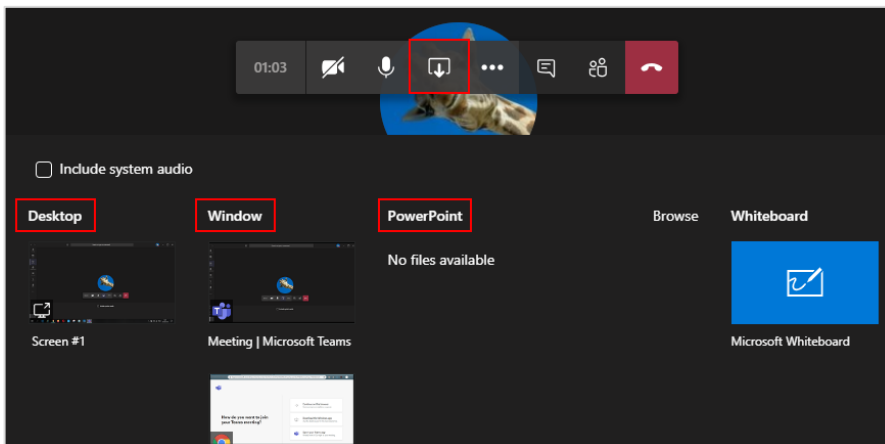


## 10. Share your presentation

- On the Teams meeting toolbar, select the 'Share' option.



- If you need to share everything on your desktop, select the 'Desktop' option.



- You can also choose to share a particular application or window. Select the relevant application or window from the share options.