



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.

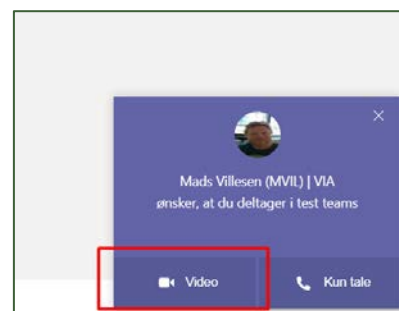
1. Download and install Microsoft Teams

- 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. 30 minutes before the exam – at the latest!

- Open Teams
- Wait for the examiner to call you.
- Join with video.
- You have now entered the exam meeting.



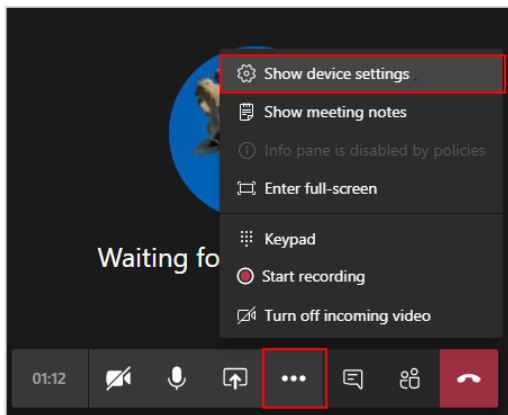
3. When the exam has finished

- When the examination is over, the examiner will remove you from the meeting.
- Keep Teams open and wait for the examiner and censor to agree on the outcome of the exam.
- When the deliberation is over, the examiner will call you back again.

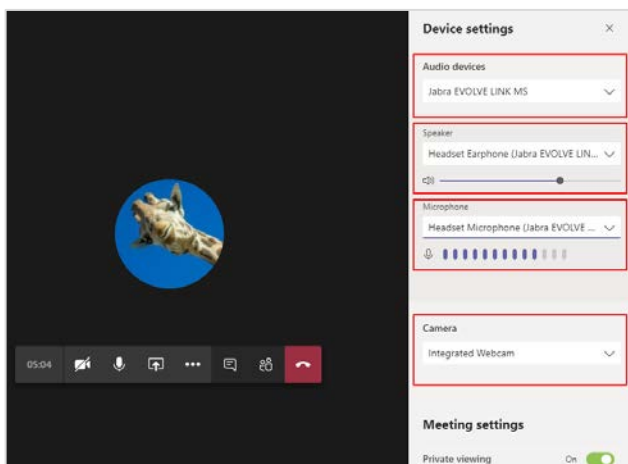
Functions

4. Choose your audio and video settings

- Click on the three dots in the toolbar under the main window to reveal a list of options.

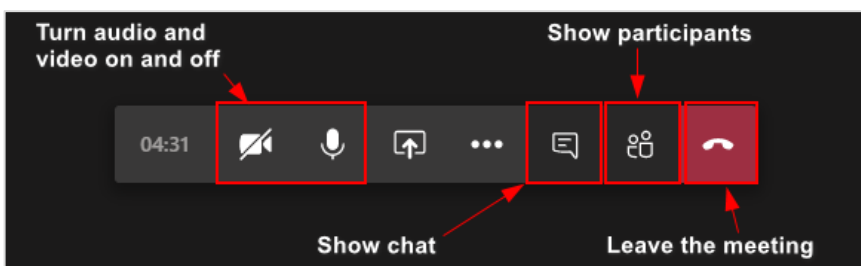


- Select the 'Show device settings' option to expand a panel with settings options on the right-hand side.



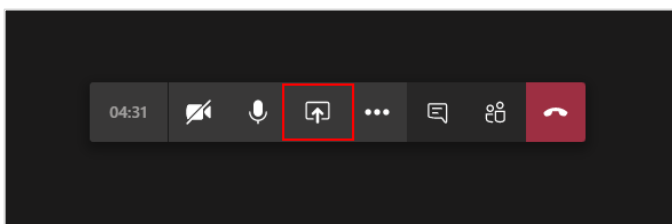
- At the top, choose the audio device you wish to use for the meeting.
- If there are several speaker, microphone and / or camera devices available, you can choose which ones to use in this meeting in the panel as well.

5. Microsoft Teams meeting toolbar

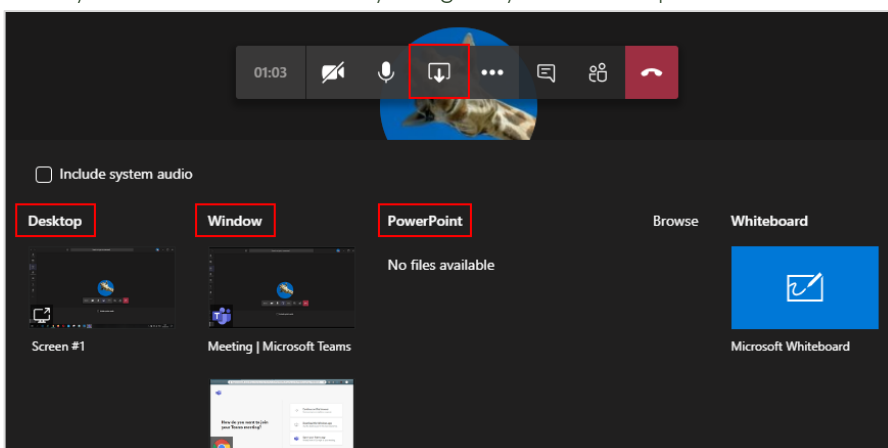


6. Share your presentation

- 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.

7. Other Microsoft Teams tools and options

- Online Team meetings work independently of the many other Microsoft Teams functionalities which should not be used.

