

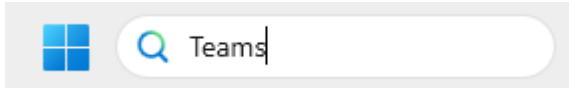
CLASSROOM TECHNOLOGY GUIDE

Using Microsoft Teams in Classrooms

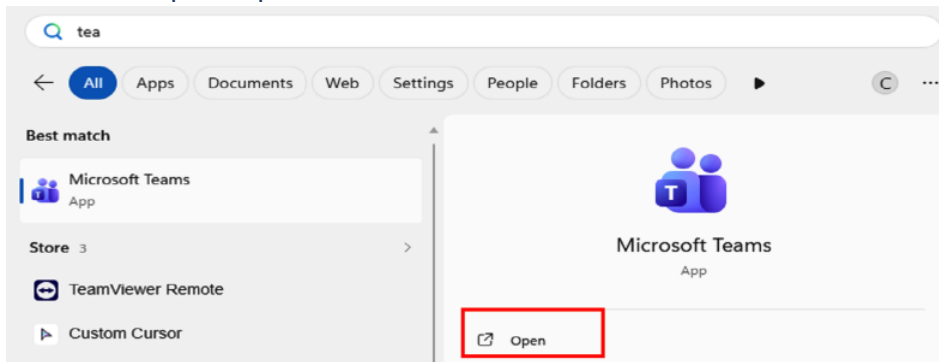
Important: Use the Microsoft Teams **desktop application** — not the web (browser) version. The web version may have issues connecting to the room's camera, microphone, or speakers.

Step 1 - Open the Microsoft Teams Desktop App

- Type “Teams” in the search at the bottom of the screen:



- Select the “Open” option



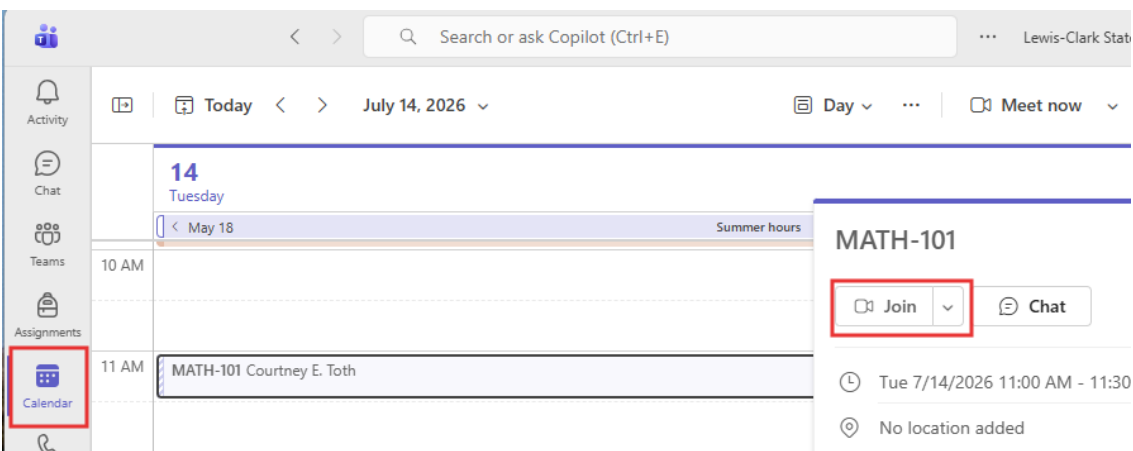
Step 2 - Sign in using your LCSC credentials

Step 3 - Allow camera and microphone access - if prompted

- If prompted: “Let Microsoft Teams access your camera or microphone?” → YES

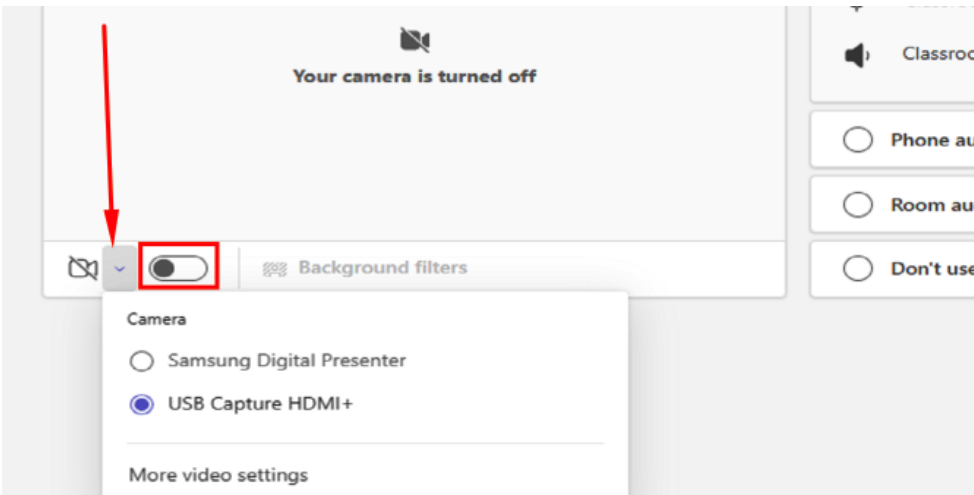
Step 4 - Open the meeting to join

- In the Teams Calendar, click on your meeting.
- Select “Join”



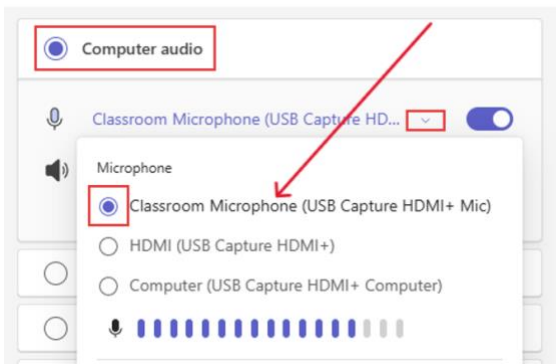
Step 5 - Camera selection & set-up

- Toggle the camera ON
- Select the desired camera in the drop down by the toggle switch
- Check the displayed image to ensure you have the correct camera view

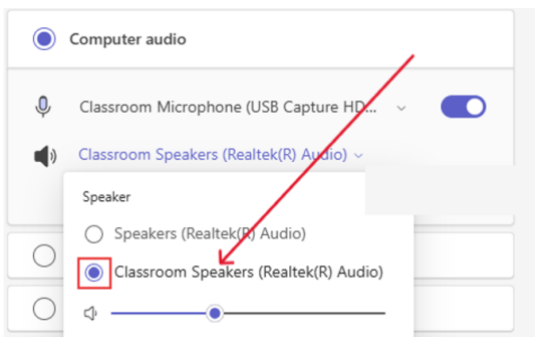


Step 6 - Audio selection & set-up

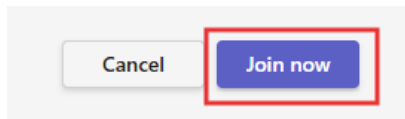
- Ensure “**Computer audio**” is selected
- Select the “**Classroom Microphone**” from the drop-down option by the microphone toggle switch.



- Select the “**Classroom Speakers**” from the drop-down option.



Step 7 - Join the call by clicking the “Join now” button



Using the Help Button

Pressing the Help button will create an IT ticket and notify the Help Desk. A technician will be dispatched as soon as possible. If you need urgent help, please call 208-792-2231.

Troubleshooting

Issue	What to do
Classroom Microphone / Classroom Speakers don't appear in the list	The room's capture device may not be powered on or connected. Restart the classroom PC and contact the Help Desk if the issue persists.
No picture, or picture is frozen/black	Toggle the camera off and back on. Check that the correct camera is selected.
Remote participants can't hear you	Confirm that "Classroom Microphone" is selected. Ensure remote participants have their volume turned up.
You can't hear remote participants	Confirm that "Classroom Speakers" is selected, check the volume slider in Teams, and check the room's physical volume control. Ask remote participants to confirm their microphone is on.
Echo or feedback during the call	This usually means a laptop or personal device is also connected to the meeting with its own mic/speakers active in the room. Ask that person to mute their device or turn off its audio.
Still not working	Restart the classroom PC and try again — this resolves most device-detection issues. If the problem continues, contact the ITS Help Desk at 208-792-2231 or press the Help button on the lectern control panel.