QUICKGUIDE
Microsoft Teams

WU VIENNA

⚠ IMPORTANT

- **Headset** only works with built-in PC
- Required ⚙ **Device Settings** : 🔊 Lautsprecher (USB-Audiogerät)
  🎤 Lexicon Alpha In/Out (USB-Audiogerät)
- Remind **students in the room** to mute 🎤 and 🔇
- Before sharing a video, activate ☑ **Include system audio**

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1 Put on the headset, switch on the transmitter

2 *Optional:* Connect USB camera & **reset** required device settings (see box IMPORTANT above)

3 Start MS Teams from desktop

4 Log in with your account firstname.lastname@wu.ac.at

5 When signing in, select **No, sign in to this app only**

6 Join your meeting, start a call

7 If Windows Defender alerts about Microsoft Teams: select **Allow access**

At the end of your course

8 Sign out from MS Teams! Avatar in the upper right corner

9 Use ⏻ LogOut on desktop Keeps your password safe

Hold web conferences
short.wu.ac.at/teams

AV-SUPPORT

- Use HELP Report Problem
- Call +43-1-313 36 - 3003