



! IMPORTANT

- **Headset** only works with built-in PC
- Required ⚙️ **Device Settings** : 🔊) Lautsprecher (Realtek(R) Audio)
🎤) Microphone (Realtek(R) Audio)
- Remind **students in the room** to mute 🚫 and 🔊
- Before sharing a video, activate **Include system audio**

- 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