UCONN

IT Student Life & Enrollment (IT-SLE)

Hours
Monday - Friday
8:00am - 5:00pm

Phone: 860-486-8992
Email: it-sle@uconn.edu
Website: https://it.studentlife.uconn.edu/help

Support Topic

Set Up Microsoft Teams on the Conference Room System

CONNECTS AUDIO AND VIDEO SETTINGS FOR *TEAMS* TO DISPLAY ON THE CONFERENCE ROOM MONITOR

Instructions:

1. Open Microsoft Teams
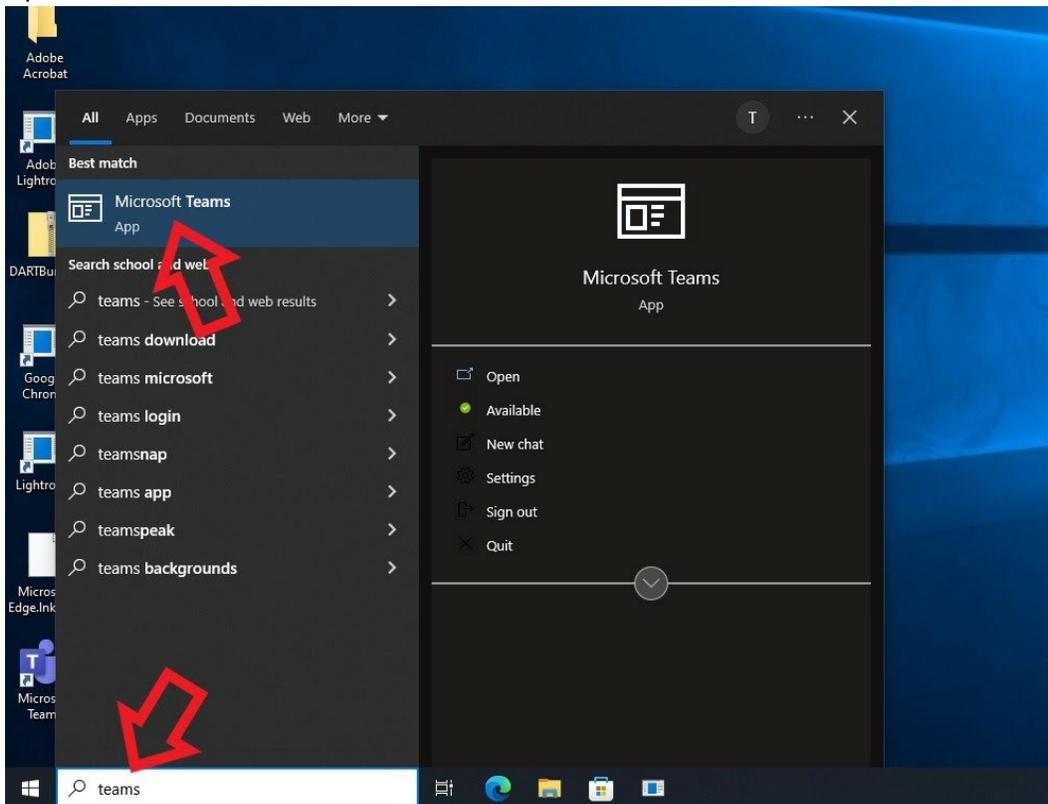
2. Open Teams and click the **three dots** on the top right next to your initials, then click on **Settings**
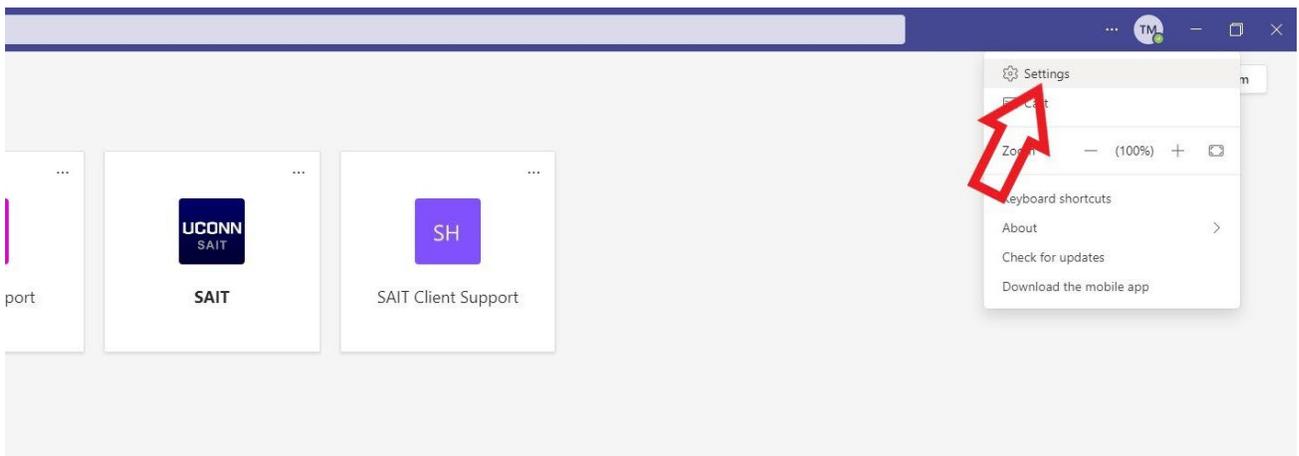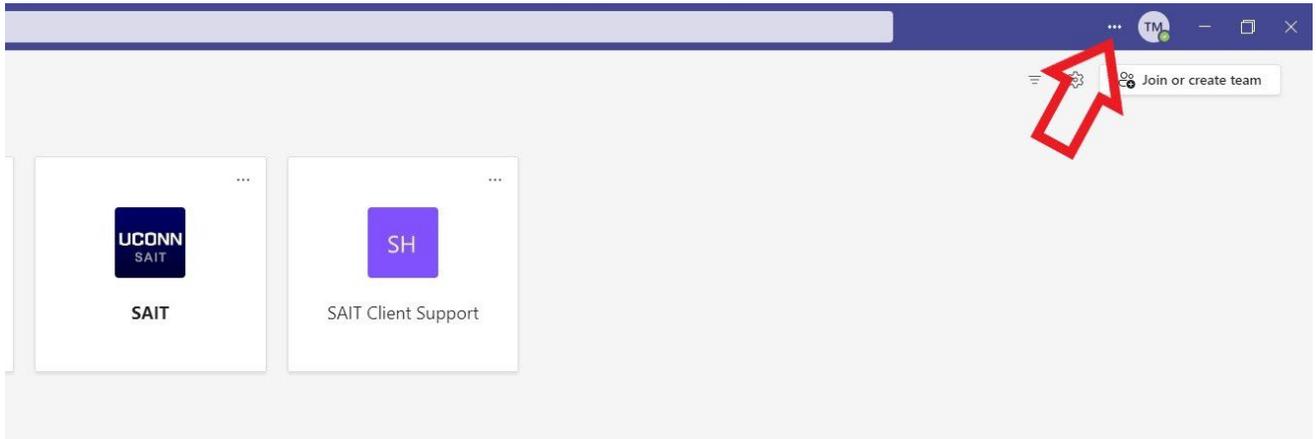
3. In the Settings page, click **Devices** on the left side menu
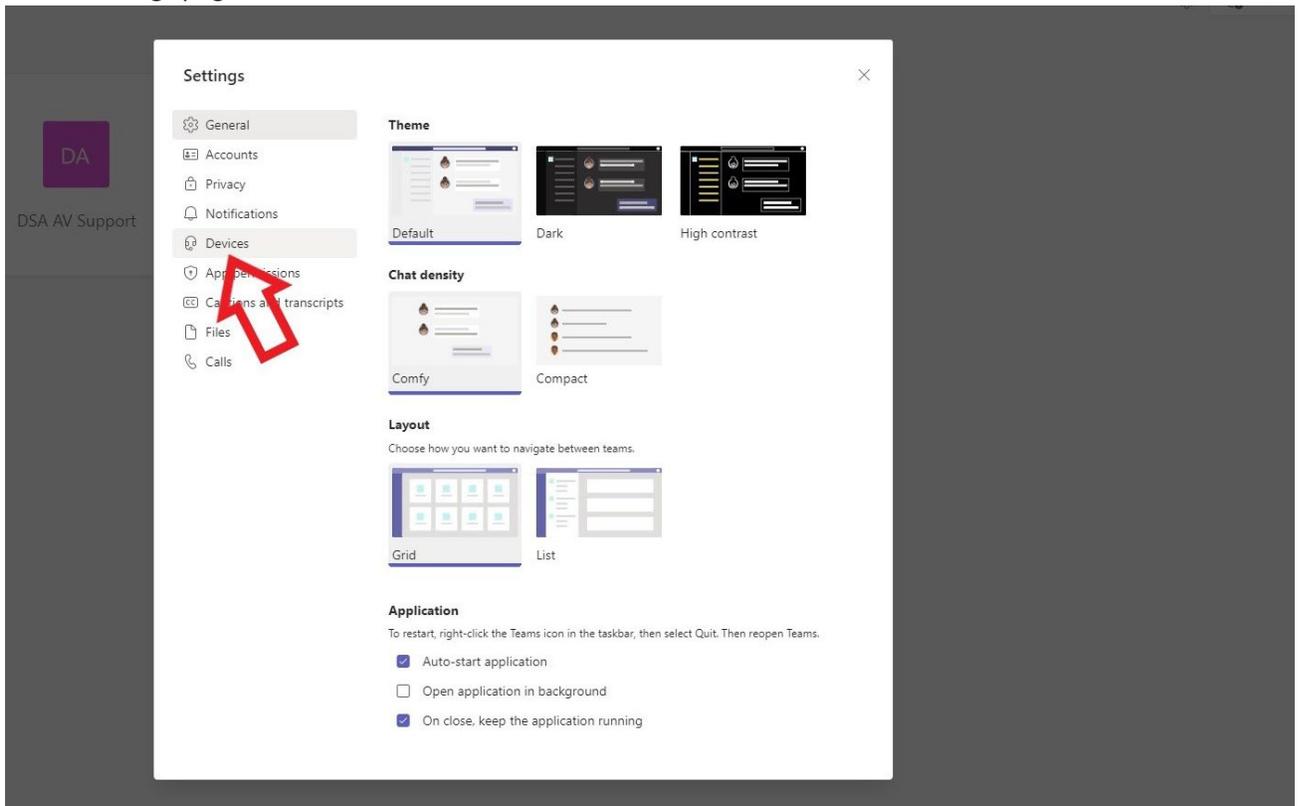
4. Ensure the following devices are selected:

- Audio Device: Logitech Meetup Speakerphone
- Speaker and Microphone: Echo Cancelling Speakerphone (Logitech Meetup Speakerphone)
- Camera: Logitech Meetup
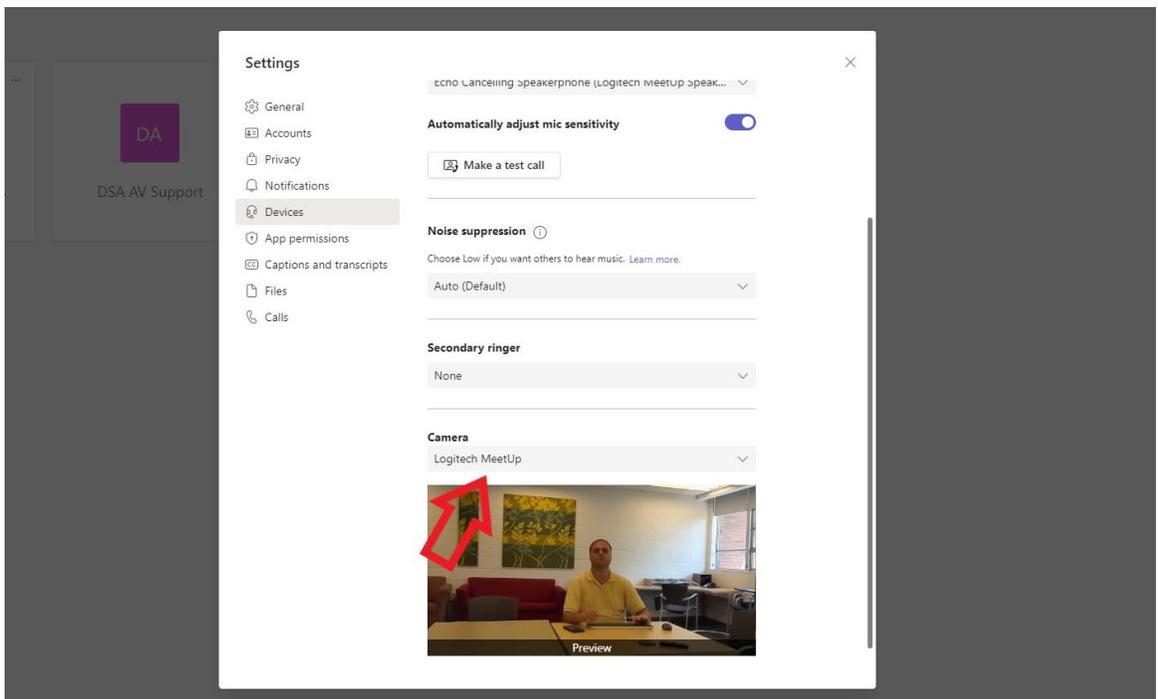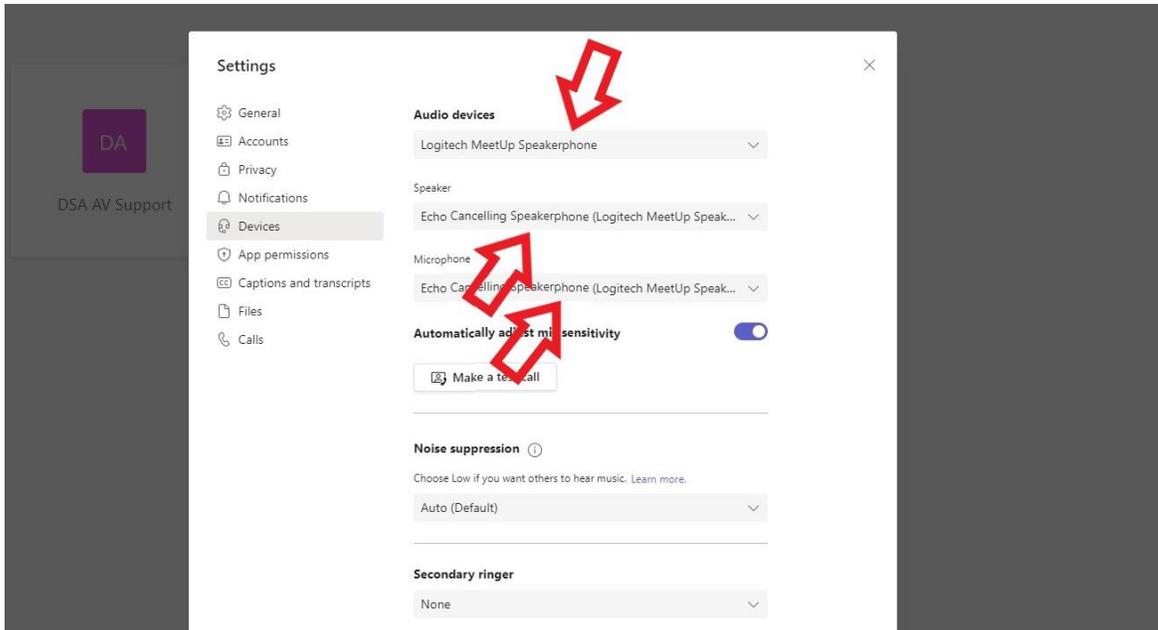
You should now have Microsoft Teams connected to the conference room system.

Touch the **Help** button on the Extron Panel if you need tech support.