# TEACHING WITH TEAMS: COMMUNICATION AND PRESENTATION TOOLS
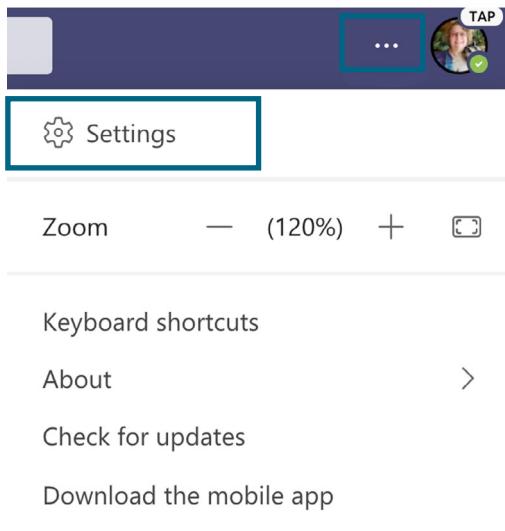## TESTING YOUR MICROPHONE AND WEBCAM IN TEAMS

This guide shows you how to check your microphone and webcam before joining or creating a Teams meeting. If you have any issues with your mic or webcam please contact USF Tech help at https://www.usf.edu/it/services/client-support
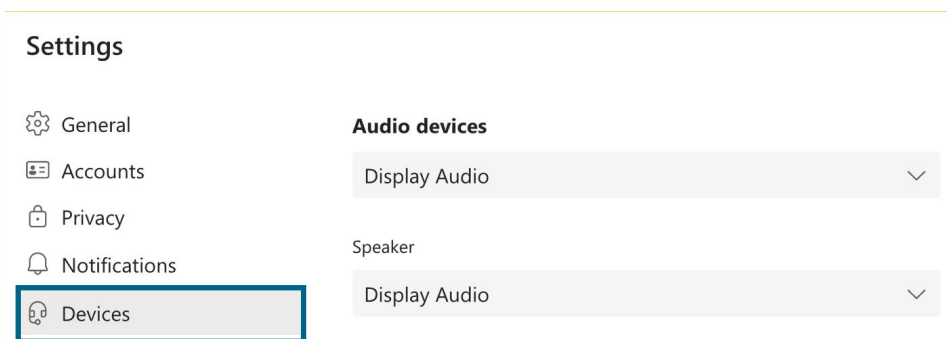
## ▶ Making a Test Call

**01** To check your microphone and webcam select the **ellipsis [...]** next to your profile picture in the top right corner of your Teams app and choose **Settings**.
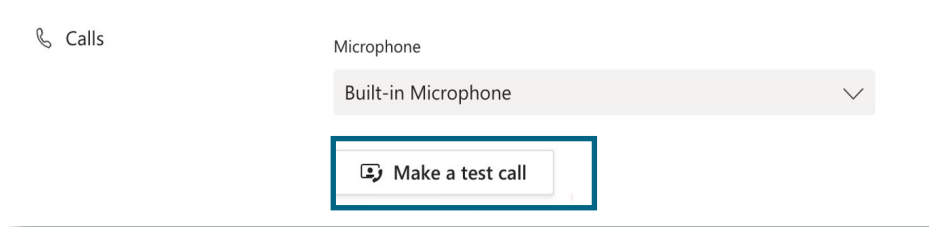


**02** Once you are in the settings menu, click on the **Devices** menu option on the left-hand side.



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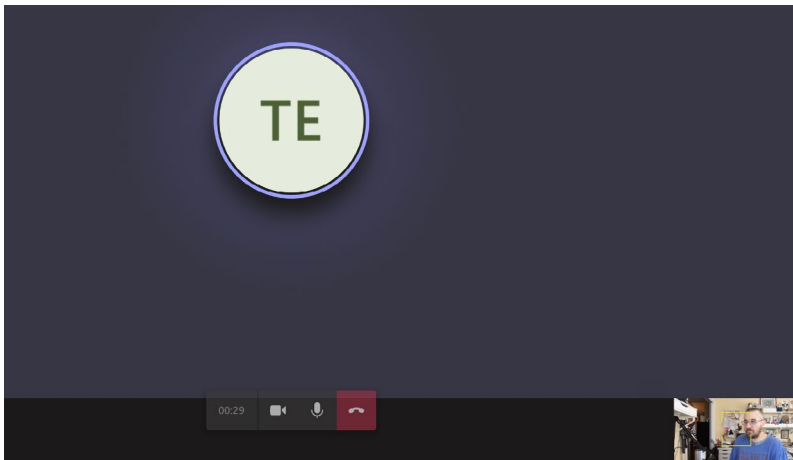
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**03** From this menu you can choose Make a test call to check and see if your microphone and webcam are working.
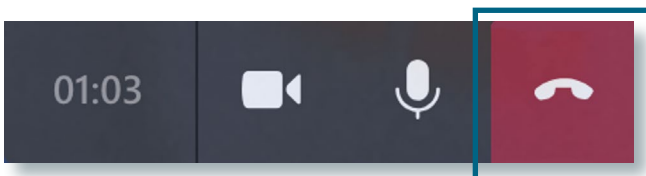


**04** The Test Call will show you your webcam in the bottom right corner and a recording will walk you through a test of your microphone. Follow the instructions the recording gives you.



**05** After you complete the test call, end the call by pressing the red phone icon.



**06** If you were able to confirm your microphone and webcam are working properly then you are ready to participate in a Teams meeting. If the microphone and/or webcam did not work properly please contact USF IT at https://www.usf.edu/it/services/client-support

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