



# Teams Video Meetings

## Best Practices

- Always mute your microphone if you are not an active speaker.
- Use Blur to blur your background
- Use a headset – Any headset will be a better experience than using your laptop microphone and speakers.
- If Possible, use a wired internet connection.
- Plug your laptop in to a power source to avoid your laptop from losing power.
- Avoid background noise – Try to find a quiet place in your remote environment to reduce any unnecessary background noise.
- If using your laptop, make sure your sound is not muted.
- Check for any physical volume buttons to adjust volume

### Get Support

getservice@tetravx.com | 1.877.496.3698

## Troubleshooting

- Check your volume settings in Windows From the start menu, search for the following:
  - **Settings>System>Sound** - Verify output and input are the device you intend to use
  - **Microphone Privacy Settings** - Allow apps to access microphone
  - **Advanced Sound Options** – Teams may not have full volume
- Minimize the load on your internet connection:
  - Don't stream video at the same time as your conference
  - Ask others in your environment to not stream media while on your conference call when possible
  - If you notice that the audio quality is poor, disable your video if not required for your meeting
  - Reduce background movement to reduce bandwidth
- Reduce the distance to your wireless router:
  - Make sure you have a good connection prior to the meeting