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

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

Get Support
getservice@tetravx.com | 1.877.496.3698