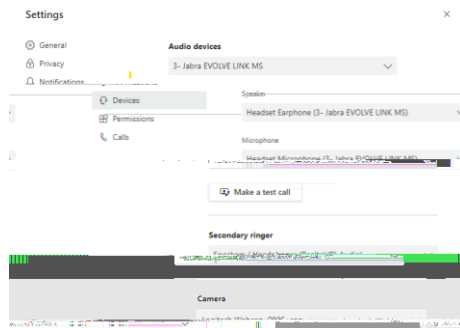




## Configuring Ensuring your Computer is Ready

Prior to using Teams to receive a call, make a call or attend a meeting, please ensure your headset is configured properly. If you do not have a headset, please complete the form to request one.

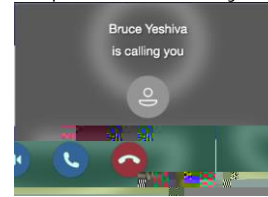
1. Ensure your headset is plugged into your computer
2. Click your profile picture at the top of the app, then select Settings > Devices
3. In the **Audio devices** section, your headset should appear in the **Speakers**
4. Under **Speakers**, choose 3-Jabra EVOLVE LINK MS
5. Under **Microphone**, choose 3-Jabra EVOLVE LINK MS
6. Under **Headset Mode**, choose 3-Jabra EVOLVE LINK MS
7. Under **Call Mode**, choose Speakers/Headphones (Realtek® Audio)
8. Your final settings should be shown as follows:



9. Choose Make a test call
10. What will occur is that you should hear the test in your headset. When prompted, record a test message. Wait a few second and your test message will play back to you.
11. At the end a summary will display on the screen. Your test call results should show all green. If you do not have a camera, then all will show a red alert icon. This is ok. Choose Close.

## Answering a call

1. When someone calls you, you'll get a notification in the corner of your screen that lets you accept or decline the call. You can answer by clicking on the phone icon on your screen or your YU issued headset.



2. Click the Phone icon to answer with audio only.
3. Click the Video icon to accept the call and enable video as well.





## Transfer a Call

Microsoft Teams provides the ability to transfer the call to another user. There

