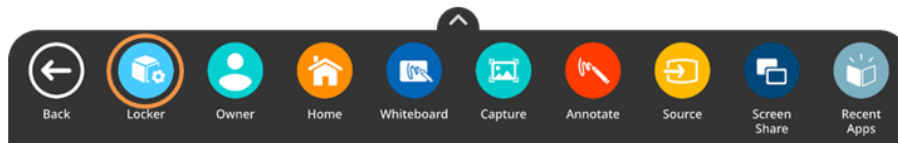


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Video Conferencing with Microsoft Teams on Your ActivPanel Titanium



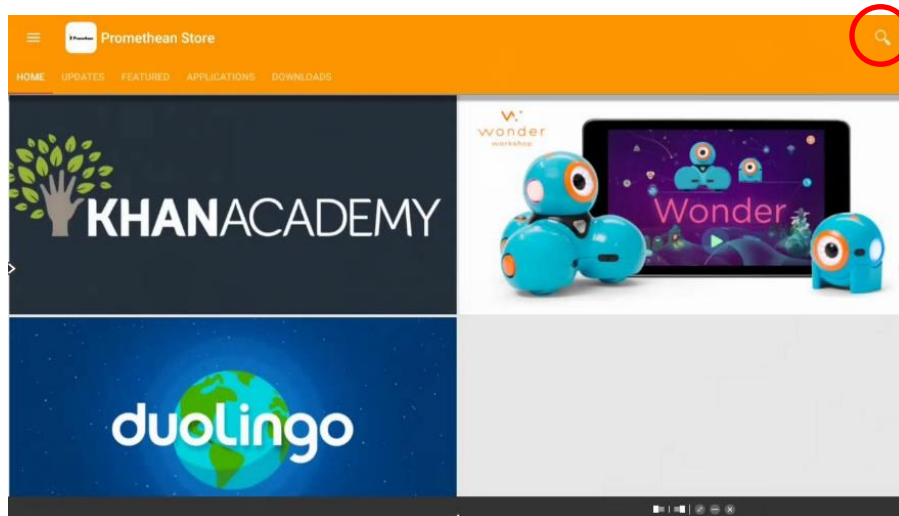
You will need to install the Microsoft Teams video conferencing app in order to present your ActivPanel screen to student devices remotely. You can install Microsoft Teams from the Promethean Store. To begin, select the **Unified Menu**, then tap **Locker**.



Locate and select the **Promethean Store**. Note: You may need to swipe through your Locker's pages to locate the Promethean Store app.

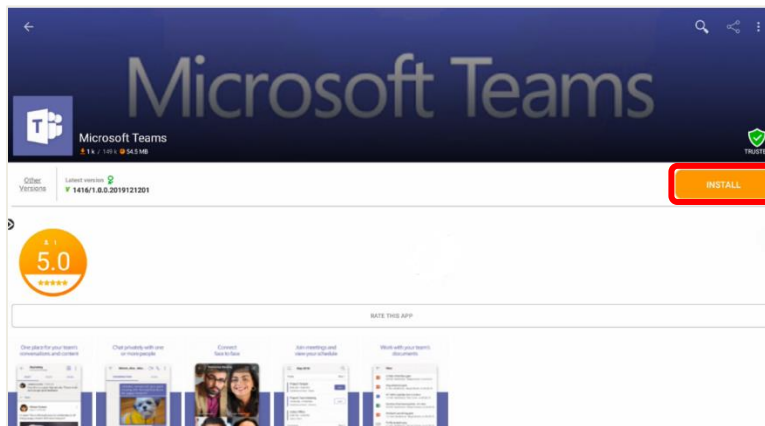


Within the Promethean Store, use the search function in the top right corner to locate **Microsoft Teams**.

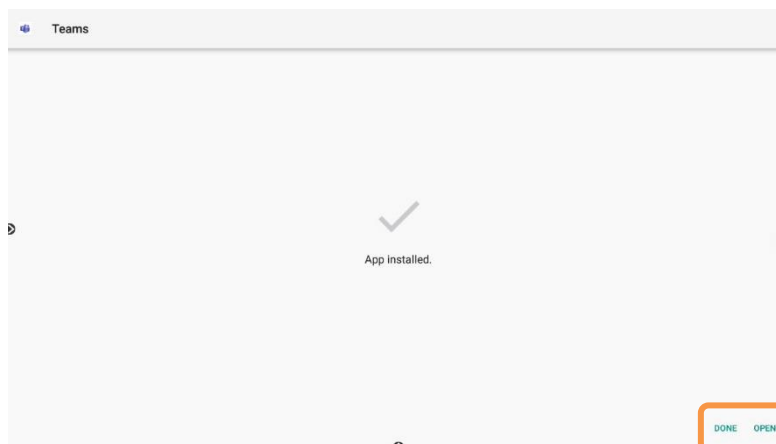


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Once you have located the Microsoft Teams app, select **Install**. You may be prompted to confirm installation once more.



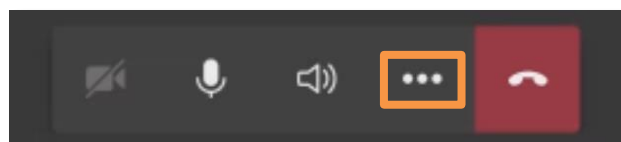
Once an app has finished installing, you will receive a confirmation and two options: **Done** and **Open**. Tap **Open** to immediately open the newly installed app. **Sign in** to your account in advance, so you will be ready to easily connect to your session once you are teaching your students.



Once the app is open, select the **Calendar** icon located at the bottom of the screen. Select **Join** to join a previously scheduled meeting, then tap **Join now**.

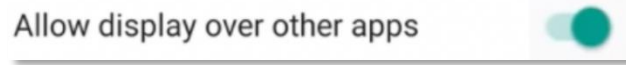


Once you have joined the meeting, tap on **More Actions** located on the menu bar at the bottom center of the screen and tap on **Share** and **Share Screen**.



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The first time you use the app, you will be prompted to “Allow display over other apps.” Toggle **on** and tap **Back**.



Return to **Share**, then select **Share Screen** and **Start Now**. If you are prompted to allow Microsoft Teams to record audio, tap **Yes**.

You are now presenting your ActivPanel screen to your students. Students will see every action completed on your ActivPanel screen unless you switch away from the Home source.

While you can share your screen directly to students, you may wish to share audio or show yourself physically teaching. If you wish to share audio, you have the option of connecting a USB webcam or microphone to one of the USB ports on your ActivPanel.

If you wish to show yourself teaching while sharing your screen, some of your readily available options may include using the camera of a computer, tablet, or phone. Simply aim the camera at yourself and your ActivPanel while you teach. This method would also allow you to see your students in grid view while you're teaching. Your computer, tablet, or phone can also function as the microphone in this instance.

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