1. Plug the USB cable in to a USB port on your desktop PC, docking station or laptop.

2. Open Microsoft Teams on your computer.

3. Click on your initials or profile picture (top right of Teams screen), then go to **Settings – Devices**

4. Select **Sennheiser SCx5 USB MS** in the list of audio devices.

5. Then select **Make a test call** to check your audio settings.

6. You can now make calls with Teams.

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**How to make internal calls in Teams**

Click Calls (phone symbol ) on the left side bar. Select a contact or search for someone new.

Or, Type **/call** followed by a name in the Command Box.

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Please go to: [https://www.reading.ac.uk/internal/its/windows10/ms-teams.aspx](https://www.reading.ac.uk/internal/its/windows10/ms-teams.aspx)
How to...

Start a new chat or conversation
Click the **New Chat** icon at the top of the screen, or right click the **Chat** button on the side bar. Type in the name of the person (or people) you want to chat to. Type your message in the box at the bottom of the screen and then press **Send**.

Chat to Skype for Business users
Open a **New Chat** and type in the SfB email address of the person you want to chat to. The conversation will appear in Teams for you, and Skype for Business for the other person.

Search for someone to call or chat to
Type their name in the bar at the top of the screen “Search or type a command”

Create a meeting in Outlook
Open **Outlook** and switch to the calendar view. Click **New Teams Meeting**.

Create a meeting (Teams)
Click **Calendar** on the left hand side bar. Click **+ New Meeting** at the top right of the page.

Show a presentation or share your screen
In the Chat screen, click **Share**. This gives you the options of either sharing your whole screen, or a specific window or document. You can do the same in a Call as well.

Please go to: [https://www.reading.ac.uk/internal/its/windows10/ms-teams.aspx](https://www.reading.ac.uk/internal/its/windows10/ms-teams.aspx)