Reading Progress Troubleshooting Guide

Desktop Version of Teams

Microphone & Camera Setup Guide



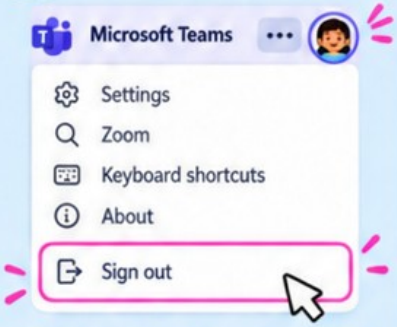
Before starting your Reading Progress assignment, consider these tips to make sure your microphone and camera are ready:

1 Restart Your Device (If You Haven't Recently)



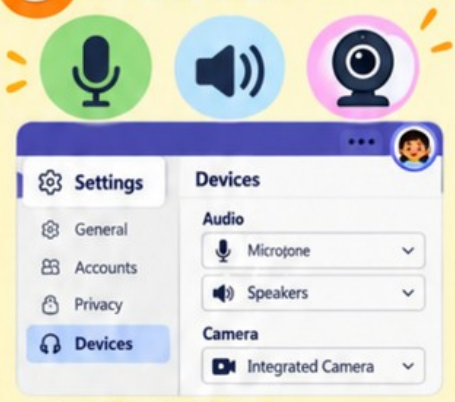
- **Restart, not Shut down:** Restarting helps your device run better and fix small issues.
- **Restart your device if:**
  - You haven't restarted it in the past week
  - You've moved locations (e.g., from home to school or vice versa)

2 Sign Out of Teams to Remove Offline Files



- Click your **avatar** (top-right corner)
- Select **Sign out**, you will see information related to the Offline Files
- Click **OK**
- **Sign back in** to refresh Teams

3 Check Your Microphone & Camera in Microsoft Teams



- Open **Microsoft Teams**
- Click the **three dots (•••)** in the top-right corner next to your avatar
- Select **Settings → Devices**
- Under **Audio**, check your **Microphone** and **Speakers**
- Scroll to **Camera** and make sure the correct camera is selected

4 Make a Test Call



- In **Settings → Devices**, under **Audio**, click **Make a test call**
- You'll record a short message and hear it played back

This helps you check:

- **Microphone**
- **Speakers**
- **Camera**

5 Check App Permissions in Windows Settings

(Using the Desktop Version of Teams)

Open Settings:

1. Click the **Start Menu** and select **Settings** (gear icon), or press **Windows key + I**.

Go to Privacy & security:

2. In the left sidebar, click **Privacy & security**.

Adjust Camera Permissions:

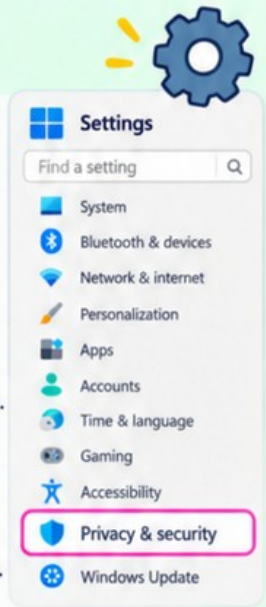
3. Click **Camera**.
4. Make sure **Camera access** is **On**.
5. Make sure **Let apps access your camera** is **On**.
6. Scroll down and confirm **Microsoft Teams** is toggled **On**.

Adjust Microphone Permissions:

7. Click **Microphone**.
8. Make sure **Microphone access** is **On**.
9. Make sure **Let apps access your microphone** is **On**.
10. Scroll down and confirm **Microsoft Teams** is toggled **On**.

Restart Teams:

11. Close and reopen **Microsoft Teams** after changing these settings.



Tips for Success

- Sit in a **quiet place** with good lighting
- Speak **clearly** and look at the camera
- If something isn't working, **restart your device** and try again

Still Need Help?

Ask your teacher or tech helper if you're stuck. 🙂



Ready, Set, Read!