

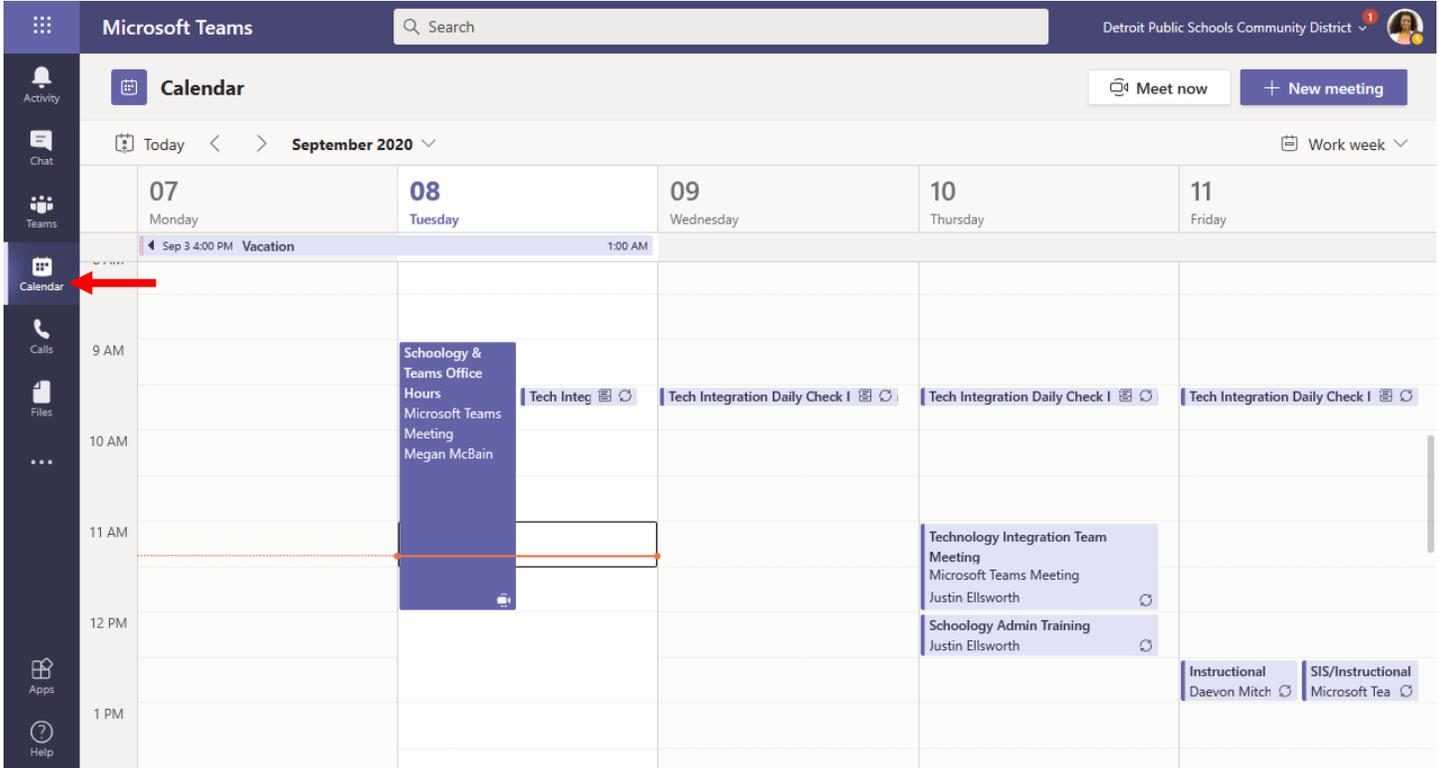
Select a Camera on Your Connected Future Device

Quick Reference Guide

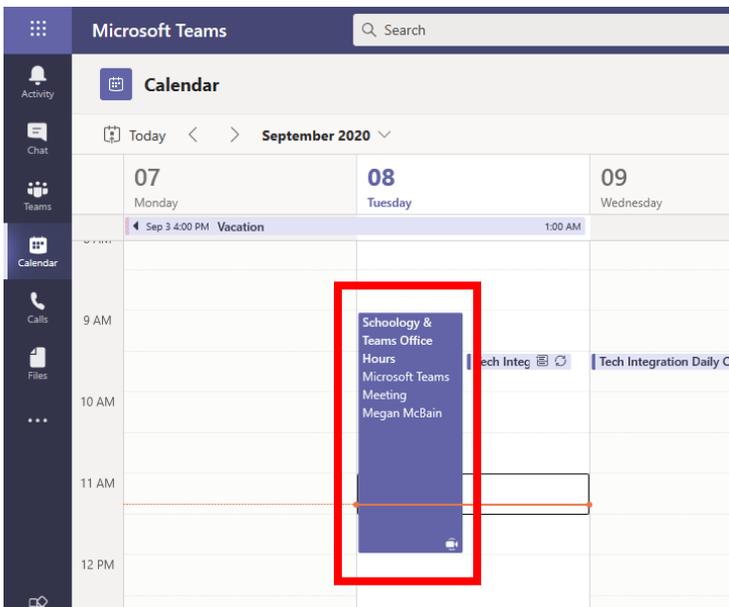


When you are joining a meeting on your Connected Future Laptop your camera may be facing rear and not to the front (toward you). To turn the camera to the front, follow the instructions below:

Step 1: Open your calendar in Microsoft Teams



Step 2: Select the meeting you want to join from the calendar. For example, Schooly & Teams Office Hours shown below:

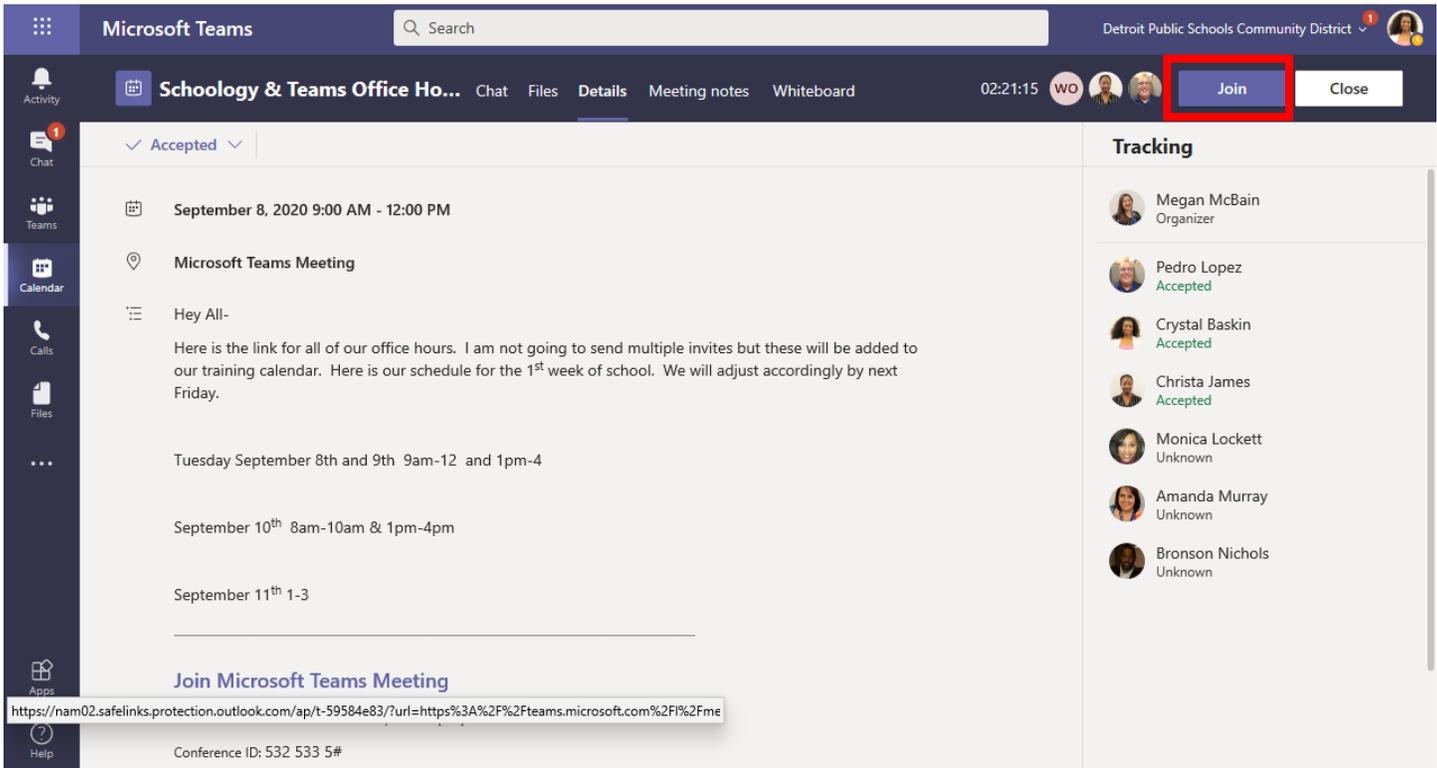


Students Rise. We All Rise.

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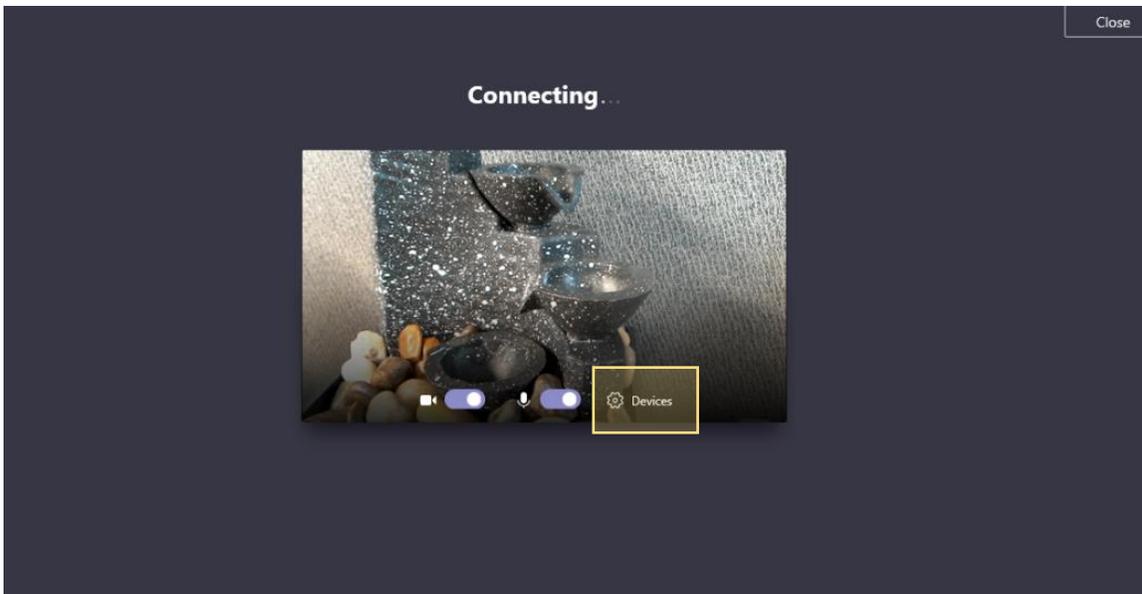
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Step 3: The meeting details will open. Select the Join button:



Step 4: When joining a meeting on the **web version** of Teams, select the Devices settings icon highlighted yellow below. When joining a meeting from the **desktop version** of Teams, select PC Mic and Speakers.

Web Version



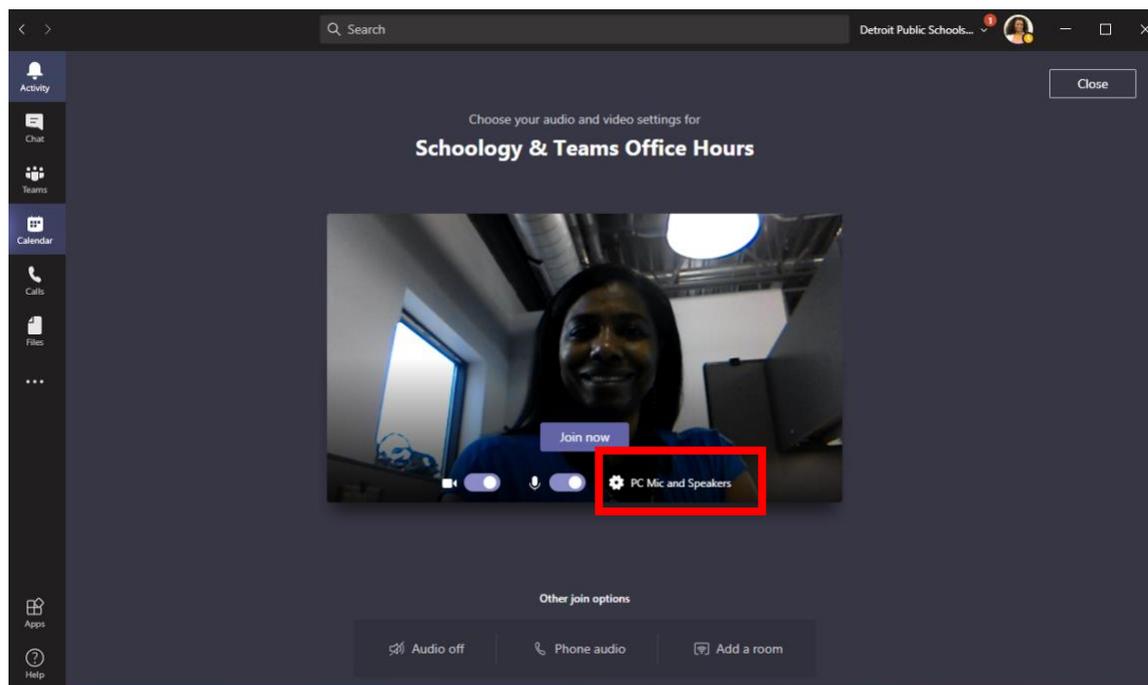
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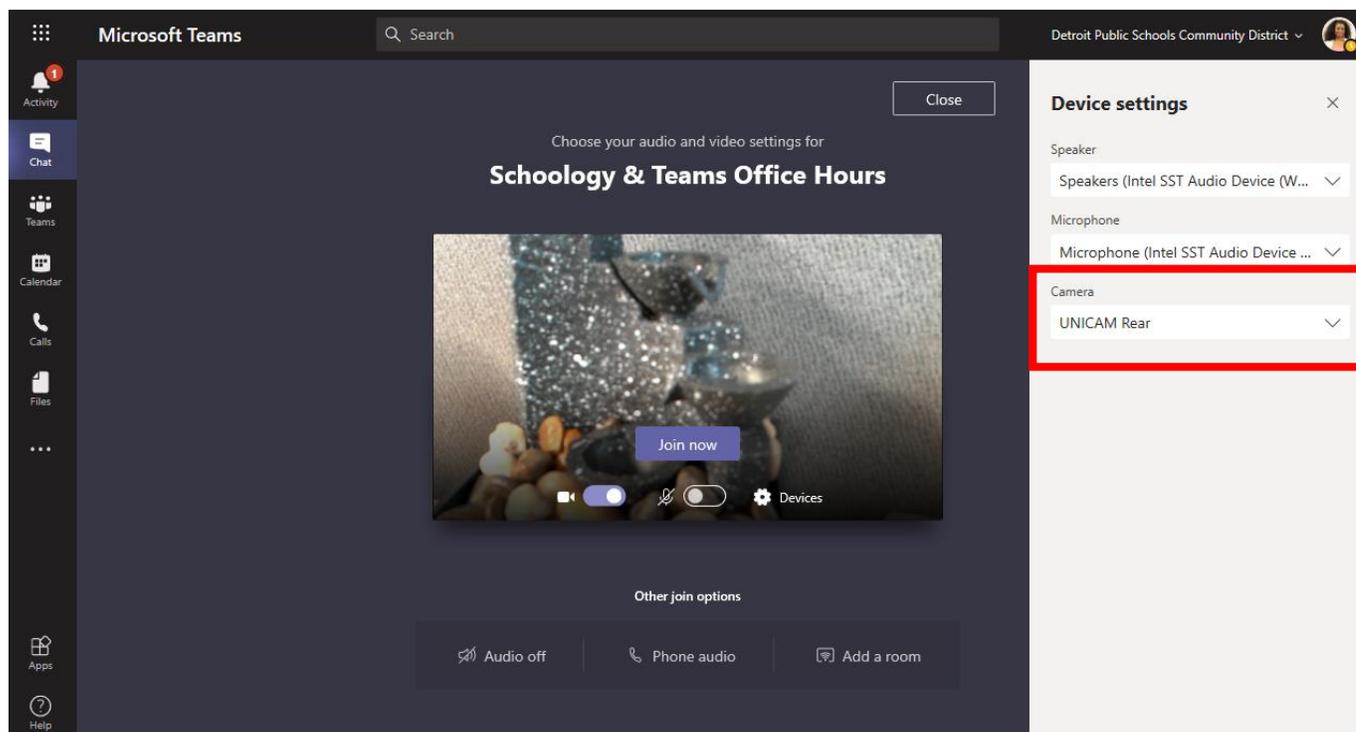
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Desktop Version



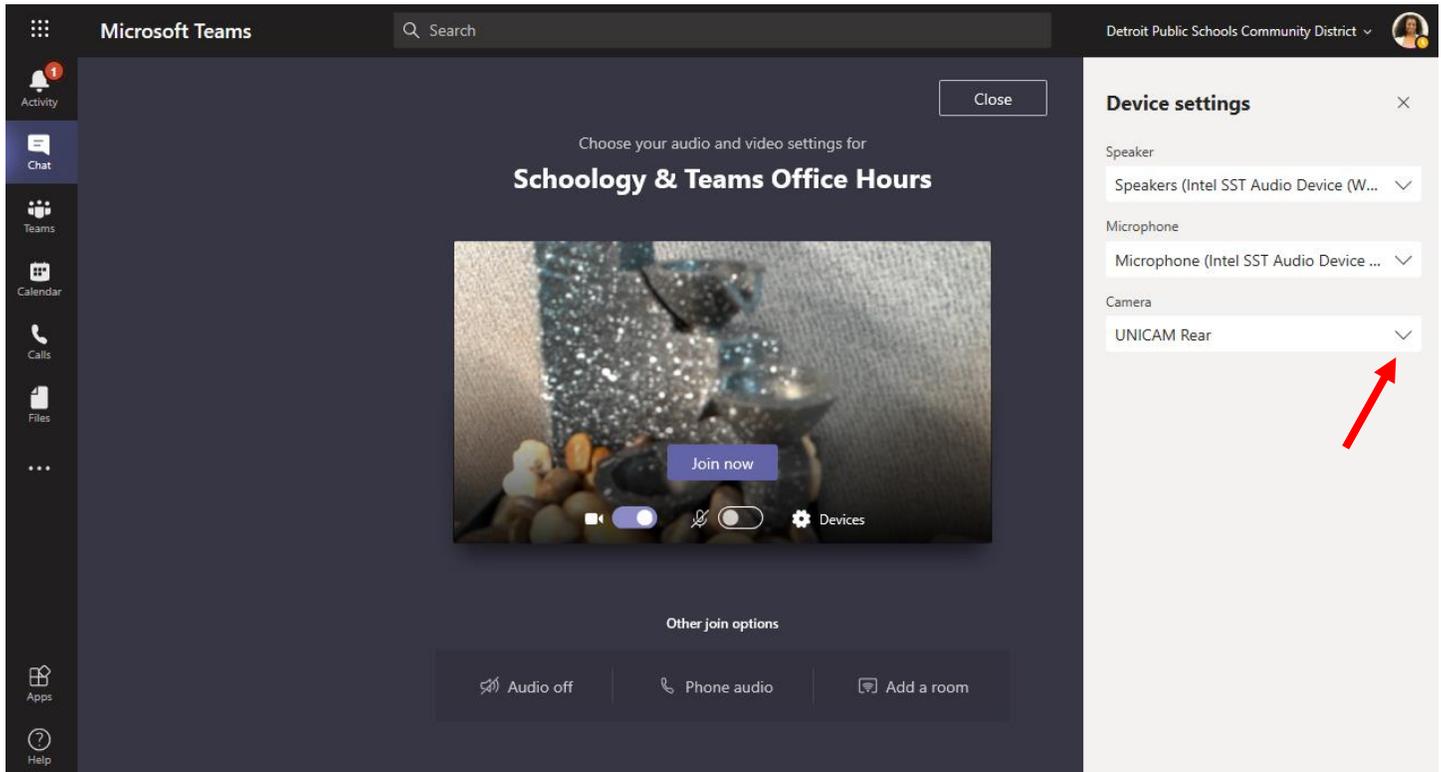
Step 5: From Device Settings or PC Mic and Speaker, locate Camera from menu list. You will see camera is set to UNICAM Rear



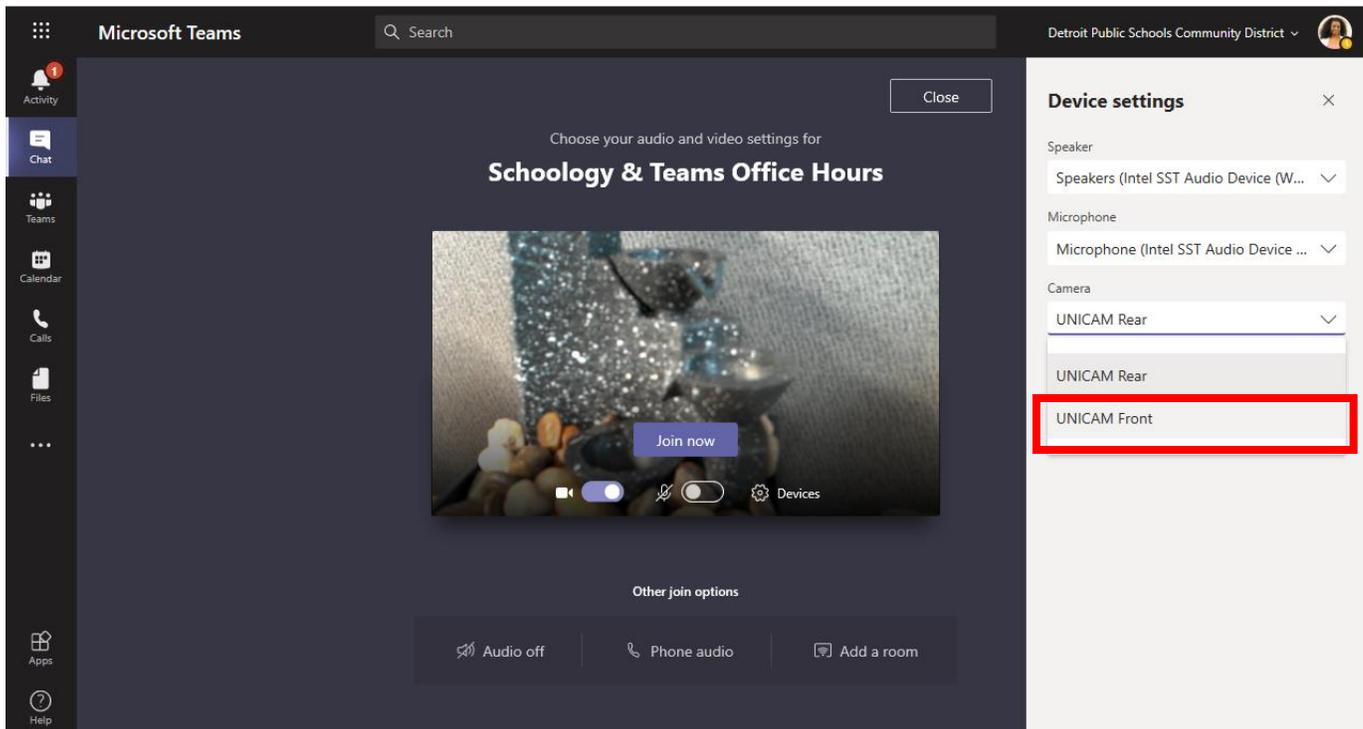
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Step 6: Select the drop-down arrow



Step 7: Select UNICAM Front



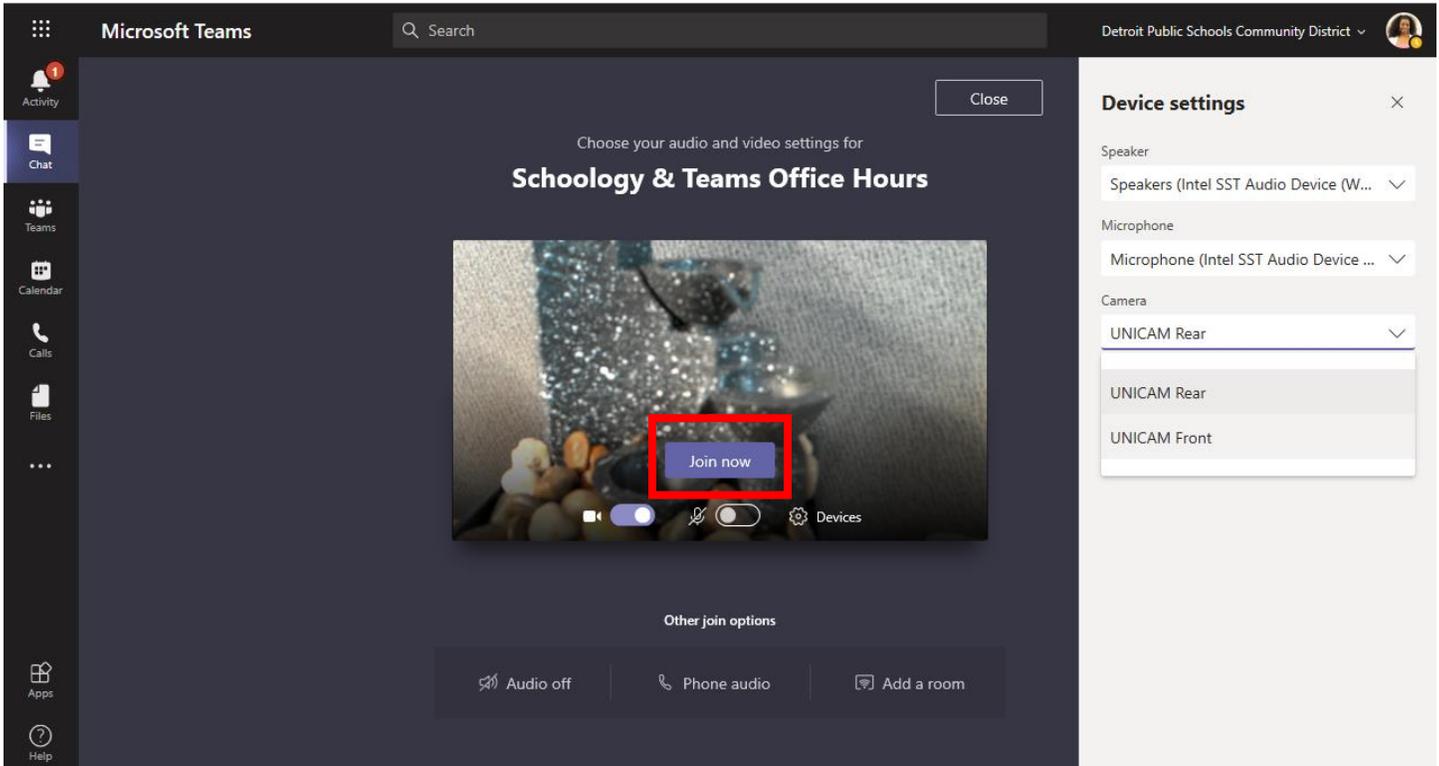
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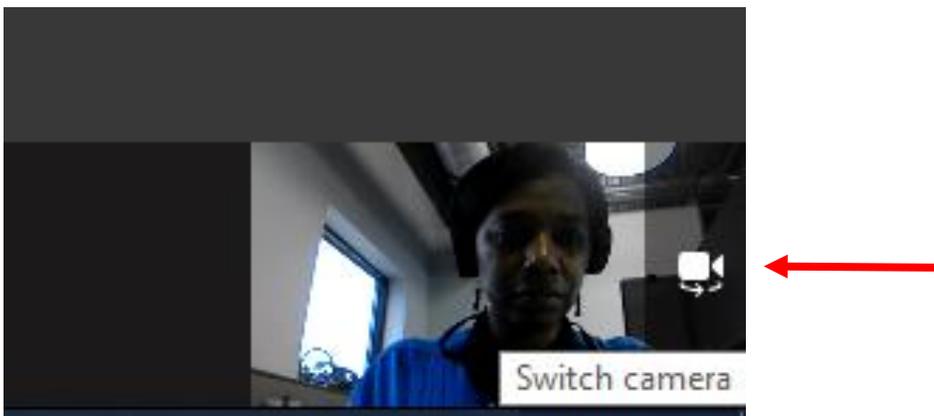
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Step 8: Select Join now



Note: If you are currently in a meeting and have your camera on, you can rotate your camera by clicking on the camera icon located next to your picture as shown below:



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