



Teams: Make a Test Call

Information Technology Division - Training Unit



Microsoft Teams: Make a Test Call

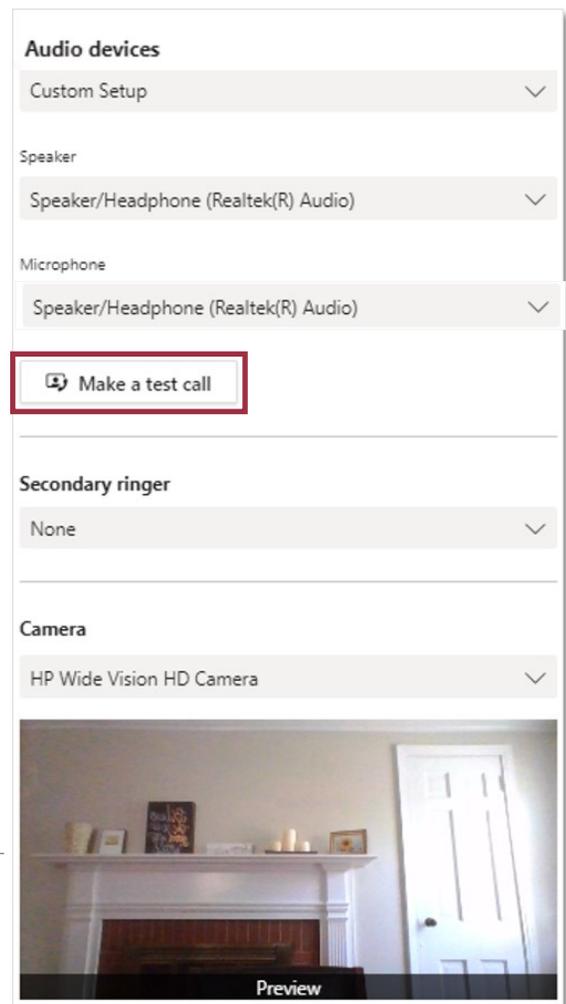
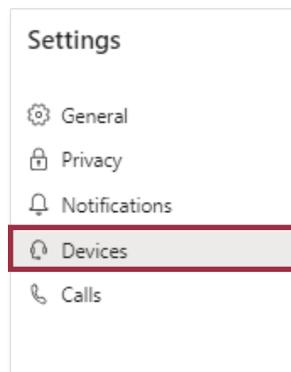
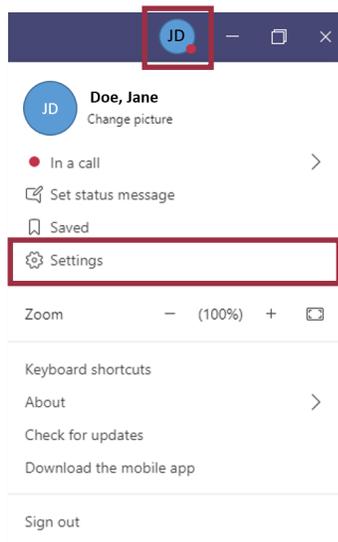
- **Microsoft Teams** should be installed and you must sign in on the **device you are typing on** to use **your camera and microphone**, a headset and/or mic are recommended, if you have one from a smartphone or device.
- **Judicial Branch Employees:** Sign in with your username and password (jane.doe@jud.ct.gov and your passphrase). *Reminder: your Camera/Mic will not work when remotely connected to your work computer.*
- **Non Judicial Branch Teams Users:** To use the **Test Call Feature** you will need to Install Teams, Create an account, and Sign in.
- **Use Camera and Mic** — Install Microsoft Teams on your JB or personal device to access Camera and Mic. (Click on link or image on the right to watch video)



[Click here Teams Test Call Video - 1 minute](#)

Microsoft Teams Make a Test Call

1. In Microsoft Teams, top right corner, Click **Profile Picture (or initials)**
2. Click **Settings**
3. Click **Devices**
4. Click **Make a test call** under Audio devices



Make a Test Call

The Microsoft Teams **“Test Call”** feature will determine if the mic, speaker and camera on your device are correctly functioning. **“Test Call”** will ask that you record a brief test message that will be replayed shortly thereafter. Once completed **“Test Call”** will display a performance summary which may be used to modify the settings on your device.

Note: The **“Test Call”** will be deleted immediately after the call and will not be retained.