

# Getting Ready: Technical Stuff

**1 Device Settings**  
Has your device got access to a camera/webcam and microphone?

## Camera settings

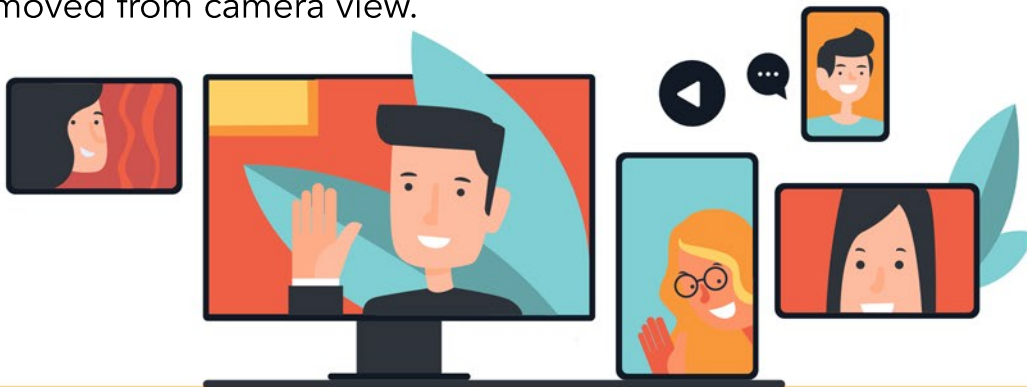
Check your device system settings to ensure camera is enabled.

**2 Device Updates**  
Consider the device that you are using for video conferencing i.e. can the device operating system take relevant updates?

**3 Camera Focus**  
When facilitating/participating in a video conferencing meeting the camera should be focussed on the users face, and any visible confidential data should be removed from camera view.



**4 Lighting and position**  
Look straight into camera and eliminate background light, experiment for best results.



## Microsoft Teams

Teams is a DDLETB supported platform for video conferencing. It is part of Office 365.

