Remote Desktop Connection Settings for Teams

• Start Remote Desktop

nemote Desktop Connection —				×
N	Remote Desktop Connection			
<u>C</u> omputer: Username: You will be a:	ws4000 PAU\sfs sked for credentials when you cont	∽]	
Show Options		Co <u>n</u> nect	H	lelp

• Click on the Show Options button in the bottom left corner.

n 💀 Remote	e Desktop Cor	nection		—		×
	Remote Conn	e Desk ectio	top n			
General [Display Local	Resources	Experience	Advanced		
- Logon set	tings					
Enter the name of the remote computer.						
	Computer:	ws4000			~	
	User name:	PAU\sfs				
	You will be asked for credentials when you connect.					
	Allow me t	o save c <u>r</u> ed	lentials			
Connectio	on settings					
	Save the curr saved connec	ent connect	tion settings to	an RDP file	or open a	
	<u>S</u> ave		Sa <u>v</u> e As	0)p <u>e</u> n	
Alide Op	otions			Co <u>n</u> nect	<u>H</u> elp	p

• Click on the Local Resources tab.

nemote Desktop Connection			—		×
N	Remote Desk Connectio	top n			
General Dis	splay Local Resources	Experience	Advanced		
- Remote au	dio Configure remote audio <u>S</u> ettings	settings.			
Keyboard -	Apply Windows <u>k</u> ey con Only when using the ful Example: ALT+TAB	nbinations: Il screen		~	
Local devices and resources Choose the devices and resources that you want to use in your remote session. Printers Clipboard					
	More				
Hide Options		Connect	He	elp	

• Click the Settings button under Remote Audio.

🌄 Remo	te Desktop Connection X				
N	Remote Desktop Connection				
Remote a	Remote audio playback				
0	Play on this computer				
	O Do not play				
	◯ Play <u>o</u> n remote computer				
Remote audio recording					
~	○ <u>R</u> ecord from this computer				
	Do <u>n</u> ot record				
	OK Cancel				

• Click on 'Record from this computer' to select it.

- Click OK to continue.
- At the bottom of the Local Resources tab, click on the 'More' button.

nemote Desktop Connection	×
Remote Desktop Connection	
Local devices and resources	
Choose the devices and resources on this computer that you want to use in your remote session.	
Smart cards or Windows Hello for Business	
 	
OK Cance	ł

- Tick the box for 'Video capture devices'.
- Click OK to continue.
- At the bottom of the tab, click on the Connect button to connect to your remote PC using these new settings.
- If you are asked 'Do you trust this remote connection?' check that the 'Remote computer' name is correct and click Connect to continue.

Note:

If Teams is already running on your work PC, close it fully and then restart it so that it will be able to use your local devices. Closing the window doesn't close it fully, you'll need to right click on the Teams icon in the system tray (bottom right corner of your desktop) and choose Quit from the menu. Restart Teams in your usual way.