MEETING IN AND RECORDING YOUR LECTURE ON CYNAP USING MICROSOFT TEAMS

1. On the Control Panel, **display Cynap** on the Projector.

2A. Prepare to **share** the document camera or your device (example: laptop connected by HDMI or VGA).
   - On the Control Panel, ensure your **Mirror Display** is set to **ON**.
   - On the Control Panel, under the Cynap Input menu, choose what you want to display (HDMI, doc cam).

2B. **Share** the document camera or your device (example: laptop connected by HDMI or VGA).
   - **Tap the Cynap screen** and select **[+]** button.
   - Tap **Cynap Input** to bring up the device you previously selected on the Cynap Input menu (laptop plugged in with HDMI or doc cam).
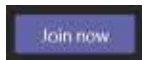
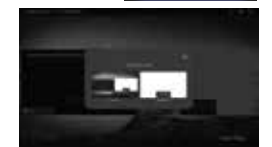3. Choose **Microsoft 365.**

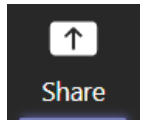4. Choose the **Microsoft Teams** icon.

5. Sign into your Microsoft 365 account using your UT email and password.

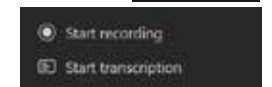6. Start your meeting and choose **Join Now**.

7. Press **Share**, and select which open window you wish to share.

8. Under the More button, find **Record and transcribe**.
   Tap **Start Recording**.
   Your recording will be saved automatically to your OneDrive in a folder named Recordings. Make sure to save your meeting recording before it expires. For more detailed information on using Teams with Cynap, go to: tiny.utk.edu/teamscynap