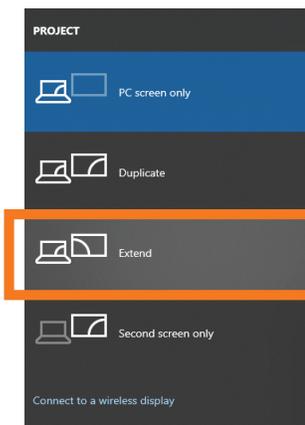


USING EXTENDED DISPLAY IN A HYFLEX CLASSROOM

If you wish to see your remote students on your laptop while teaching, follow steps 1-6. The Teams meeting should be open on your laptop while your PowerPoint or other content will appear on the projector in the room.

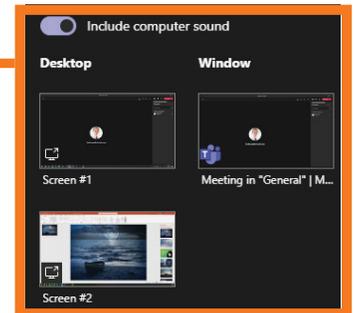
1. Plug in the provided HDMI cable in the room into your laptop.
2. On the wall panel in the room, turn **On** the Projector and set the source setting to **HDMI**
3. On your laptop keyboard, press the **Windows Key** and the letter **P** at the same time. This will open the Project options on the right side of your screen.



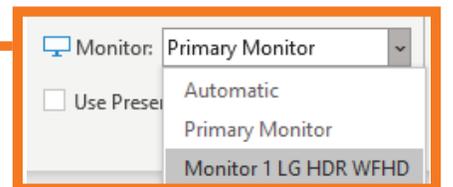
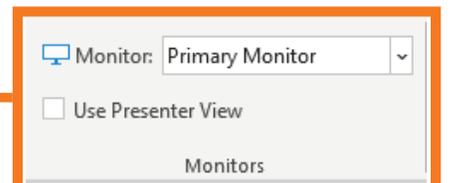
4. Select **Extend**. This will allow you to use the Projector screen in the class as a second monitor. By having two displays, the instructor can have Microsoft Teams and the class on their laptop, while projecting their PowerPoint to the students in the classroom.
5. Return to Microsoft Teams. If you haven't already, start your class meeting. In the meeting controls, click the **Share** button to begin sharing.



6. Check **include computer sound** and select **Screen #2**. Screen #2 is the in-room projector. By selecting Screen #2, students in the room and those connected remotely will see and hear everything that is happening on Screen #2.



7. Open your PowerPoint and in the ribbon located at the top, select **Slide Show**.
8. If you would like to see Presenter View on the laptop while instructing class, check the **Use Presenter View** box. If you would prefer to see your students in the Teams meeting, you must uncheck the **Use Presenter View** box.
9. Select the Monitor that will display your PowerPoint. The Primary Monitor is your laptop. In order for the students in the classroom to see your PowerPoint, change the Monitor to the Projector in the room. This may be called Sony, Crestron, AV Bridge, etc.
10. Click **From Beginning** to start your presentation from the first slide.



11. The Microsoft Teams meeting can be used on the laptop display to view students in the room, see raised hands, interact with the chat, and more.

