

UCT LIVE STREAMING INSTRUCTIONS

Before you begin

Ensure that your lecture is in your Outlook calendar as an appointment with a link to the online meeting. If you are using Teams, set the lecture as a Teams meeting. If you are using Zoom or another platform, paste the meeting link into the Outlook appointment.

INSTRUCTIONS

1. Log in to classroom PC using your UCT username and password.
2. Open the video conferencing application you are using for the meeting (e.g. Teams or Zoom) then sign in to the application.
3. Open your Outlook calendar via the [Outlook web app](#), then join the meeting.
4. The classroom camera will project you to the students joining the class online.
 - To ensure that your voice is clearly projected to your online audience, use the lapel microphone or lectern microphone if available. Some classrooms also include boundary microphones (hanging from the ceiling).
 - If your lecture is not being recorded by CILT, and you would like to record it, use the video conferencing application's built-in **Record Meeting** feature (see instructions for [Teams](#) and [Zoom](#)).
5. If you want to show a presentation, open it on the classroom PC then use the conferencing application's **Share Content / Share Screen** feature. Your online students will still see you in a smaller window on their screens, but your shared presentation will be the main view on their screens.
6. If you have recorded the meeting and it has been saved to the classroom PC, copy the recording to a flash drive or to cloud storage, as the recording will be deleted from the classroom PC once you log out.
7. Log out of the video conferencing application.
8. Log out of the classroom PC.

NEED HELP?

1. Send an email to icts-css@uct.ac.za, or for immediate assistance, phone 021 650 4500* and select option 2.
2. Follow the prompts and select the relevant option.

* Telephonic support hours: 7.30 AM to 6PM, Monday to Friday