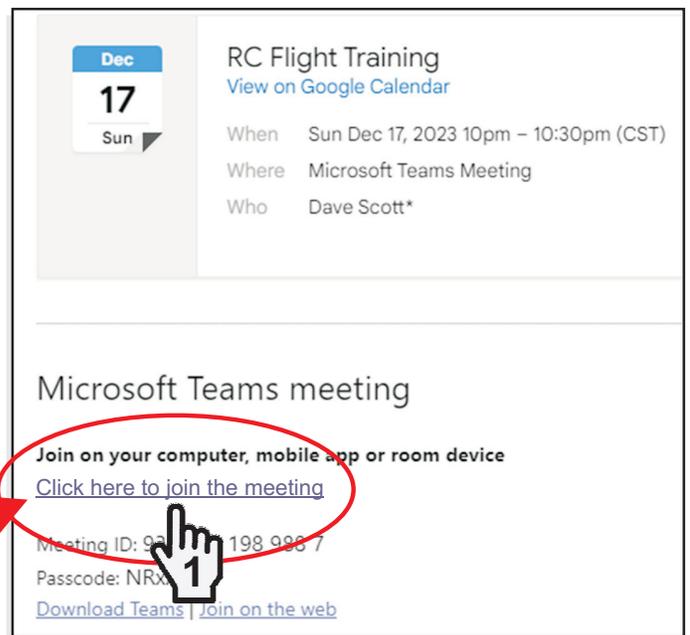1st RC Flight School uses Microsoft Teams during remote flight training. Trainees need not install or be a member of Microsoft Teams. Access to the program is free through the email link that will be sent to you.
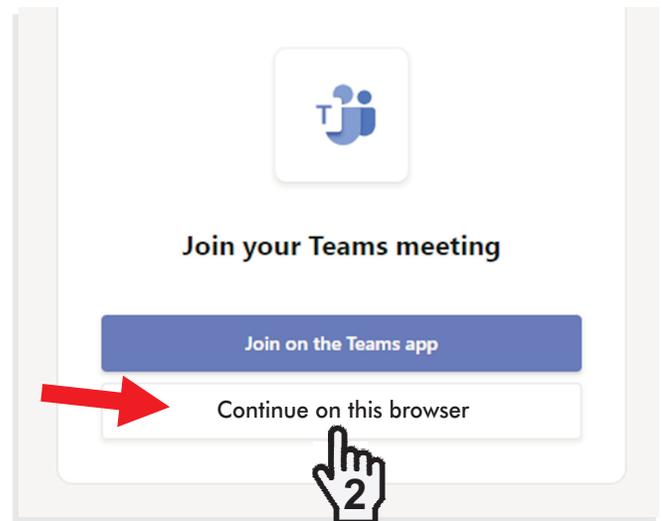
Have RealFlight up and running prior to the session. It is recommended that you close all other programs (except RealFlight and Teams) while using Teams.

Note: Your screens while navigating Teams may vary somewhat from the examples displayed here, but the sequence is the same.

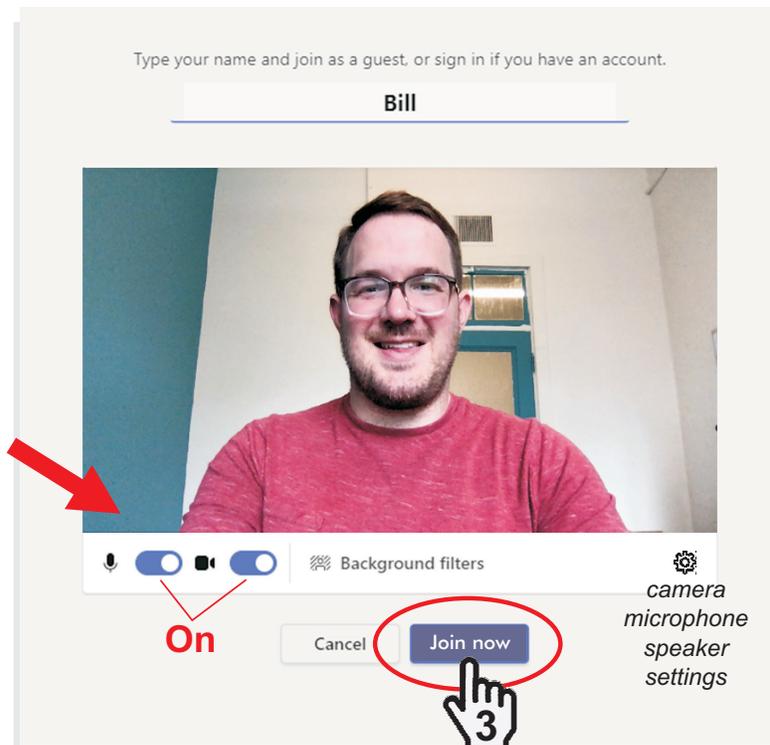**Step 1:** Click on the <u>Click here to join the meeting</u> link 1 minute before your scheduled session.

Step 2: Select **Continue on this browser**.

Step 3: Teams will open the "Choose your video and audio options" and sign in window. <u>Make sure both video and audio are ON</u>. Click **Join now**
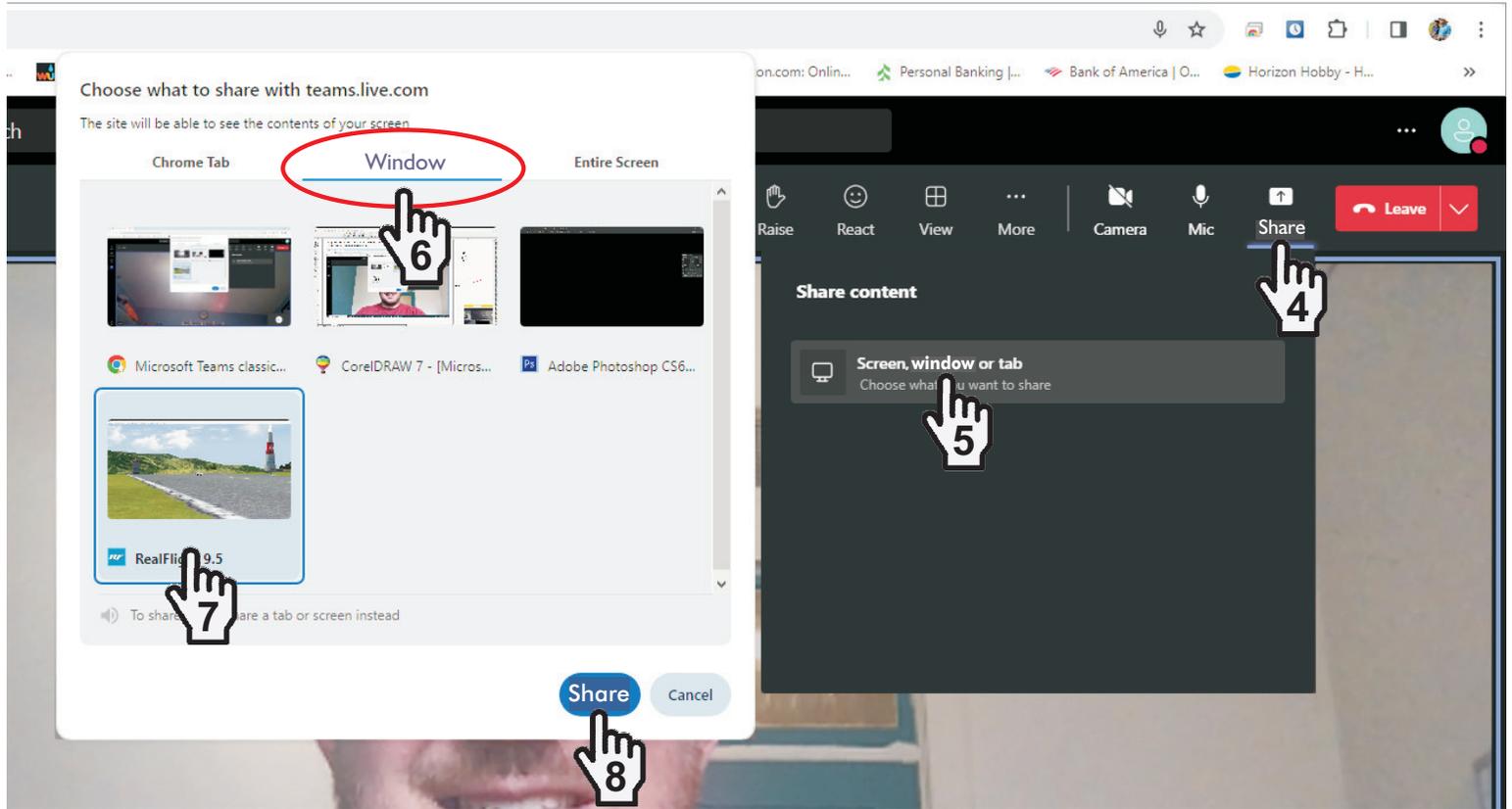
Instructor Dave will admit you and start the lesson.

Tip: Pressing the **F11** key on your keyboard usually enables full screen mode. Switch to full screen when Dave shares his RealFlight screen during lesson demonstrations. Press F11 again to return to normal with all your toolbars visible.

Step 4. When Dave asks you to share your RealFlight screen, click on **Share** in the upper right corner of the screen. The **Share content** window will open.
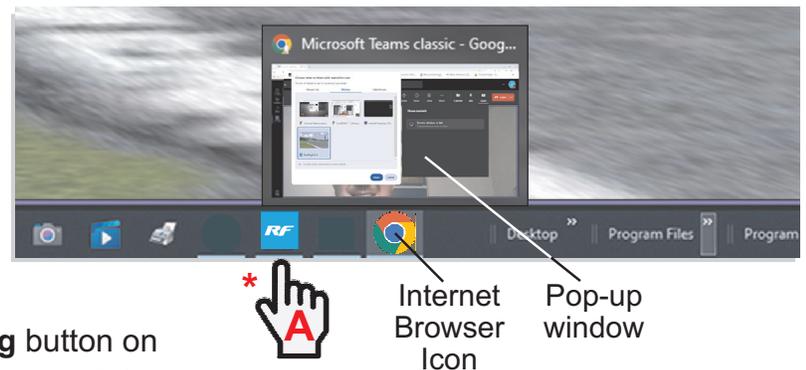
Step 5. Click the **Screen, window, or tab** button.

Step 6. Select the **Window** tab. **7.** Then select the RealFlight screen. **8.** Click on **Share**.

*If RealFlight is not displayed below the Window tab, **A** click on the RF icon on the toolbar at the bottom of your monitor. You may have to click on the RealFlight icon again, or your Internet Browser icon, to return to Teams with RealFlight visible below the Window tab.

Tip: Hovering your mouse pointer over the Internet Browser or RealFlight icon triggers a small pop-up window revealing which screen you need to open.

Internet Browser Icon

Pop-up window

Step 7. To stop sharing, click on the **Stop sharing** button on the screen, or open the Teams page (hover your mouse pointer over the Internet Browser icon) and then click on **Stop sharing** in the upper right corner of the page.