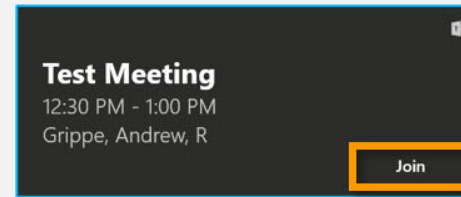


## Microsoft Teams Meetings

### Option 1: Join From Touch Panel

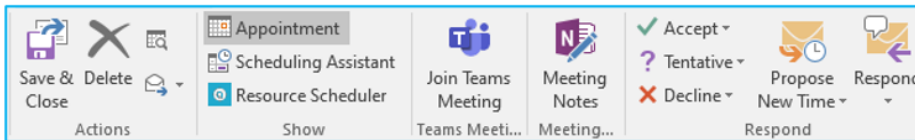
- 1 | If your meeting does not show up on the touch panel, go to option 2.
- 2 | If you added conference room equipment in the meeting invitation, click **Join** on the touch panel to start your meeting.
- 3 | To share content in your meeting, connect the HDMI cable to your laptop, and it will automatically share your laptop screen. (Connecting to the USB cable is not needed.)



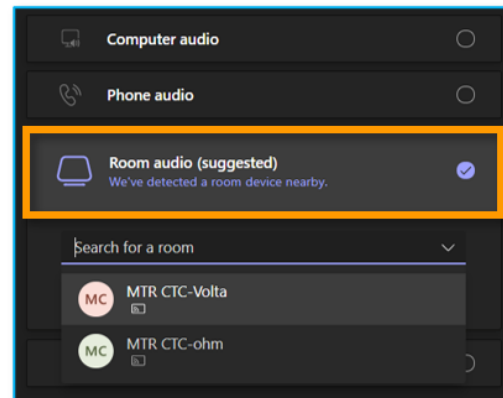
- 4 | In-room meeting controls instructions are available on the next page.

### Option 2: Join From Laptop

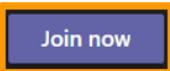
- 1 | Open your meeting invite on your computer and click **Join Teams Meeting**.



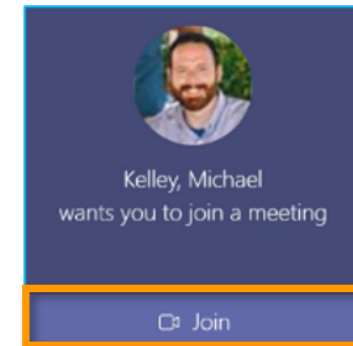
- 2 | Select "Room audio" and choose your conference room. (If conference rooms are not displaying, check that Bluetooth is enabled on your device.)



- 3 | Click **Join now**.



- 4 | On the Smart Conference Room touch panel, click **Join** to connect to your meeting.

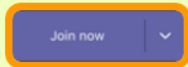


- 5 | To share content in your Teams meeting, select the **share content** icon on your laptop.

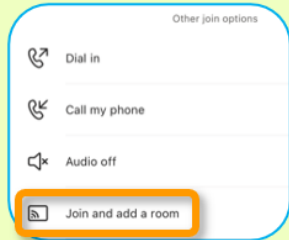
## Option 3: Join From an iOS Device

1 | Open your meeting invite from an iOS device and click the meeting link.

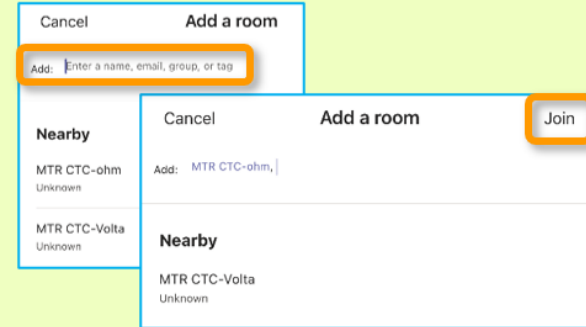
2 | Press the down arrow in the **Join now** button.



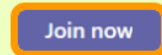
3 | Select "Join and add a room."



4 | Select the room you are in from the **Nearby** list and then click **Join**. (If conference rooms are not displaying, check that Bluetooth is enabled on your device.)

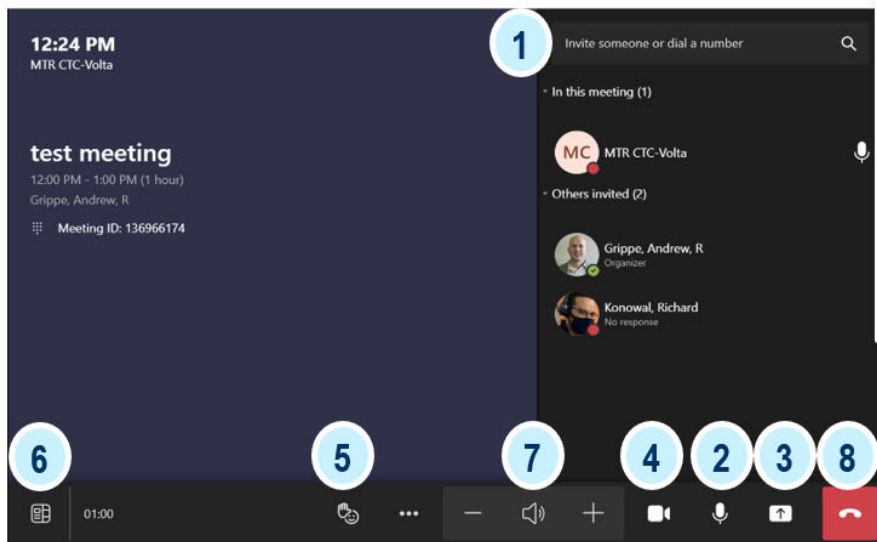


5 | On the Smart Conference Room touch panel, Click **Join now** to connect to your meeting.



6 | To share content in your meeting, select the **share** icon on your device.

## In-Room Meeting Controls



1. Add participants
2. Mute and unmute
3. Share content
4. Stop/Start in-room video – starts automatically when you join
5. Raise and lower hand
6. In-room display layout (active when content is shared)
7. Incoming audio controls – lower, mute and raise participants' audio
8. Leave meeting