


Microsoft Teams Rooms - Quick Start Guide

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for manuals, FAQ
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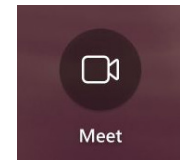


Schedule and start a meeting

1. Open the calendar in Teams or Outlook on your desktop and create a new Teams meeting.
2. Select the Teams Room in which you want to meet under *Location*.
3. Complete and send the meeting invitation.
4. The meeting room will send you a confirmation e-mail if the reservation has been accepted.
5. The meeting will appear on the touchscreen console in a moment.
6. Find your meeting and tap 

Start an unscheduled meeting

1. Tap Meet on the touch panel.
2. A new meeting is created.
3. Find the people you want to invite.
4. Once you select someone, they will be added your the meeting.



Neat touch panel



Logitech touch panel

Share your screen with all meeting participants

- Join the meeting on your personal device and select Share *-or-*
- Connect your personal device with the HDMI cable connected to the meeting bar or touch panel.

Share your screen without a Teams meeting

- Start the Teams application on your personal device, go to the top right menu and select Cast *-or-*
- Connect your personal device with the HDMI cable connected to the meeting bar or touch panel.

I'm experiencing issues with my Teams Room

Please contact the Service Desk ICT for assistance.

Feedback

Did everything work as expected? We would like hear from you about your experience!

Please share your feedback with us by filling in the feedback form:

