

HOW TO USE THIS MICROSOFT TEAMS ROOM

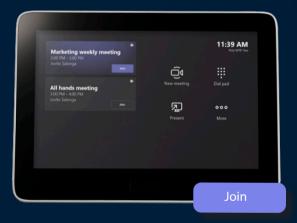
B 9		👃 👋 👻 Marketing weekly meeting - Meeting 💿 📧		
File Meet	ing Schedu	uling Assistant Insert Draw Format Text Review Help 🛛 🖓 Tell me what you	want to do	
$\hat{\blacksquare} \rightarrow \cdot$	📫 Join Tear	ams Meeting 🆚 Settings 👻 📮 🔤 🔤 Busy 💌 🗘 15 minutes 👻 🚦 📲		~
D Şend	Fro <u>m</u> 🗸	example@example.com		
	Title	Marketing weekly meeting		
	Required			
	Ogtional			
	Start time	Thu 9/16/2021 📰 8:30 AM 👻 🗌 All day 🗌 💁 Time zones		
	En <u>d</u> time	Thu 9/16/2021 💮 9:00 AM 👻 🔿 Make Recurring		
	Location	💝 Conf Room Baker	Room Finder	
Microsoft Teams meeting				•
Join on your computer or mobile app				Π
Click here to join the meeting				
Or call in (audio only) n Shard Folder (), Calendar				¥

BEFORE A MEETING

Include a Microsoft Teams link and the conference room on the Outlook INVITE.

STARTING A MEETING

Find your meeting on the console display and touch the JOIN button.





DURING A MEETING

See who's joined, invite additional people, and MORE.

Turn room camera on and off J Mute or unmute room microphone Share content More actions available $\bullet \bullet \bullet$ Raise hand for an in-room attendee

- Change gallery layout
- Adjust volume
- Add participant
- End the meeting