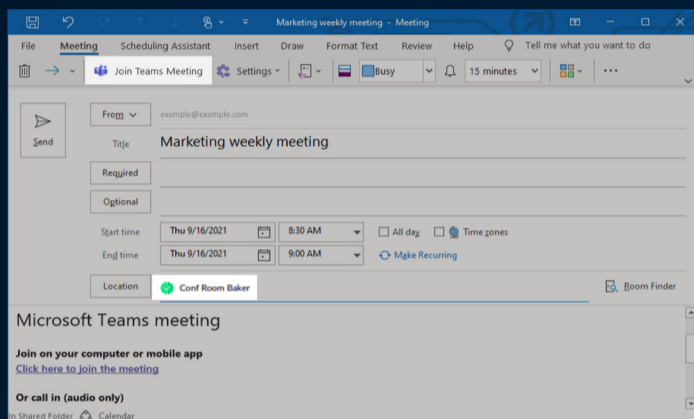




# HOW TO USE THIS MICROSOFT TEAMS ROOM

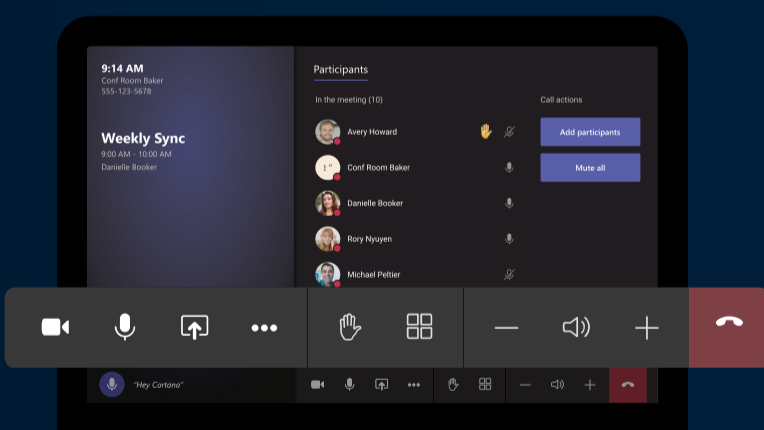
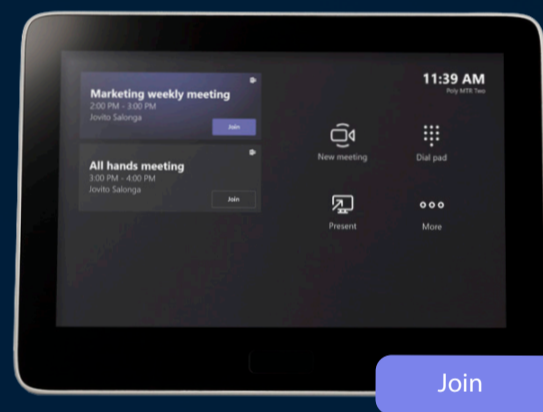


## BEFORE A MEETING

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
- Mute or unmute room microphone
- Share content
- More actions available
- Raise hand for an in-room attendee

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