 **_TEAMS_**

The following are steps to start a Teams meeting in the Large TL conference room.

✓ **<u>BRING YOUR LAPTOP TO THE CONFERENCE ROOM</u>!** A computer will no longer be provided on the table!

✓ If the main display is dark when you arrive in the conference room touch the tabletop console panel to wake the room up. Your meeting will appear on the main display 15 minutes prior to the start time.

✓ Touch the Teams icon on the console panel to begin.

✓ Add the **Webex Video Conference ID** which can be found in your Teams meeting invitation. Touch Join to enter the meeting.

> **Join with a video conferencing device**
> jhu@m.webex.com
> Video Conference ID: 116 297 855 3
> Alternate VTC instructions
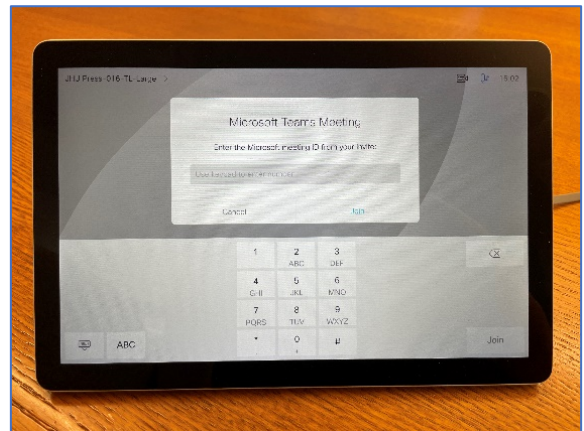
✓ It is not necessary to join the meeting on the laptop as well since the conference room has already joined the meeting.

✓ If you wish to share your screen to the front and rear displays connect your laptop to the USB-C cable on the tabletop. Touch the Share screen icon on the console panel.

✓ Touch the Table HDMI icon and then Share in call and your screen will be visible on the displays and in the meeting for those joining remotely.

✓ When your meeting is finished touch the Leave meeting button on the console panel. The displays will power off automatically after 2 minutes.