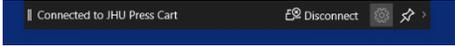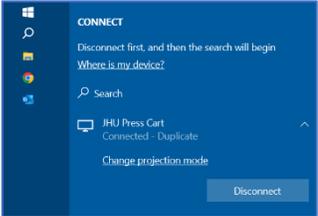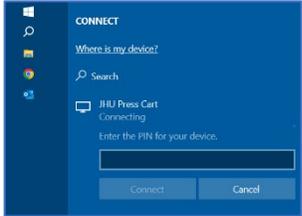# *TEAMS*

The following are steps to start a Teams meeting using the conference cart.

- ✓ **BRING YOUR LAPTOP TO THE CONFERENCE ROOM!** 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 your laptop as well since the conference cart has already joined the meeting.

- ✓ If you wish to share your screen to the display there are separate methods for PC and Mac. For both however you must have your laptop on either the Hopkins or JHAccess wireless networks. JHGuestnet will not work.

- ✓ For PC hold the Windows key on the lower left of the keyboard and press K. Click on JHU Press Cart and enter the 4 digits that appear on the screen and click Connect. You can click on Change projection mode to select duplicate or extended desktops. Click Disconnect at the top of your screen to stop sharing.

- ✓ For Mac open System Preferences and open Displays. Click on Airplay Display and select JHU Press Cart. Enter the 4 digit number that appears on the display. Reset Airplay Display to off to stop sharing.
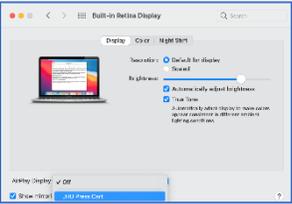
- ✓ When your meeting is finished touch the End call button on the console panel. The display will power off automatically after 2 minutes.