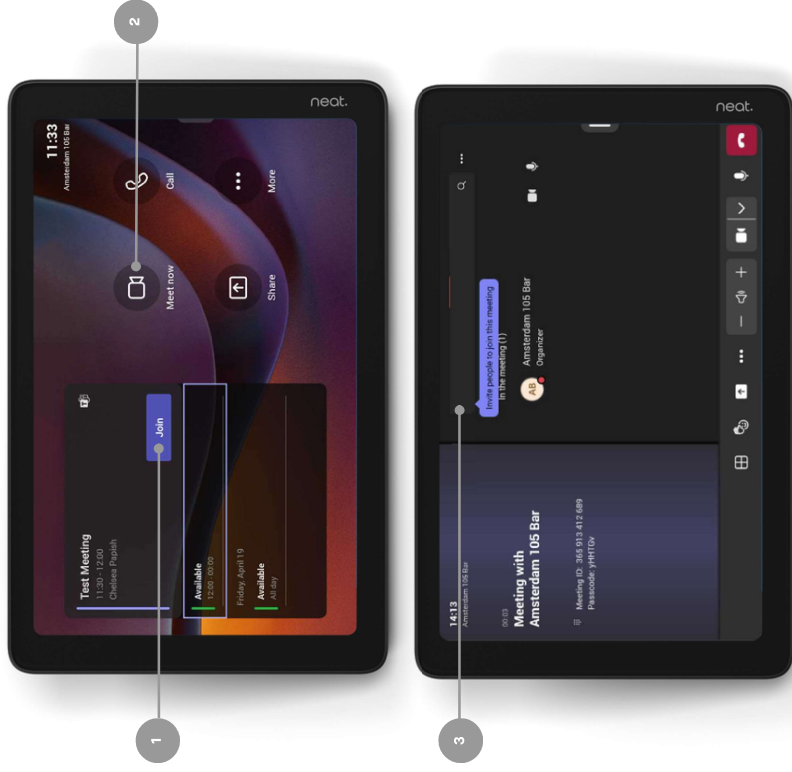


## Join and start a meeting

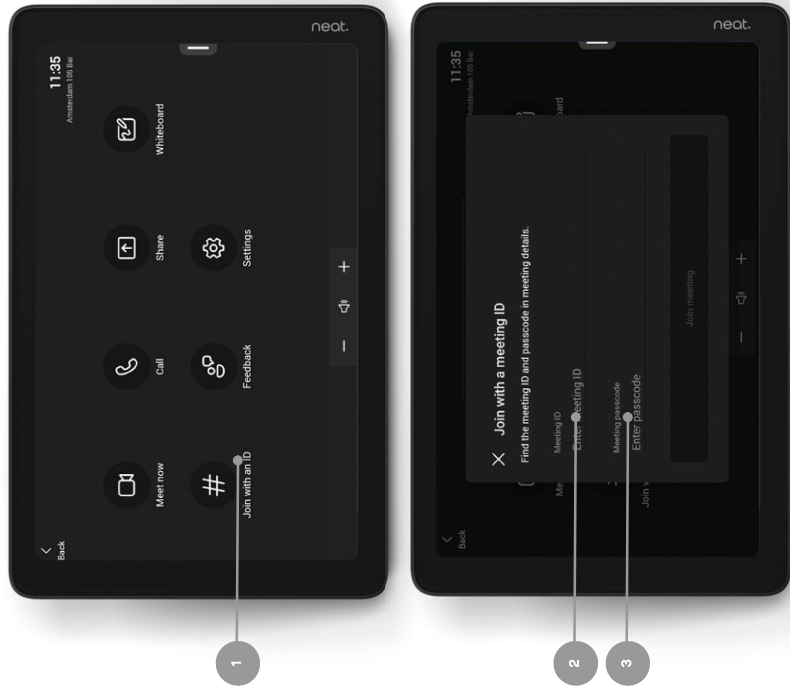
1. To join a scheduled meeting: select Join from the list of scheduled meetings.
2. To start an instant meeting: select Meet now.
3. A meeting will launch and a search bar will be available to invite participants into your meeting.



## Join with meeting ID

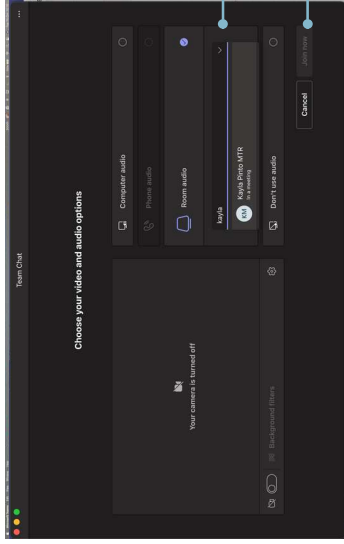
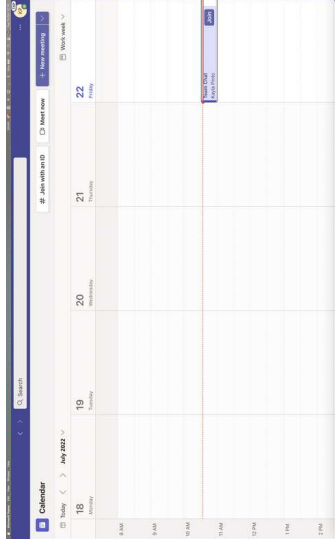
Select More from the home screen.

1. Select Join with Meeting ID.
  2. Enter meeting ID.
  3. Enter password if applicable.
- Click Join Meeting.



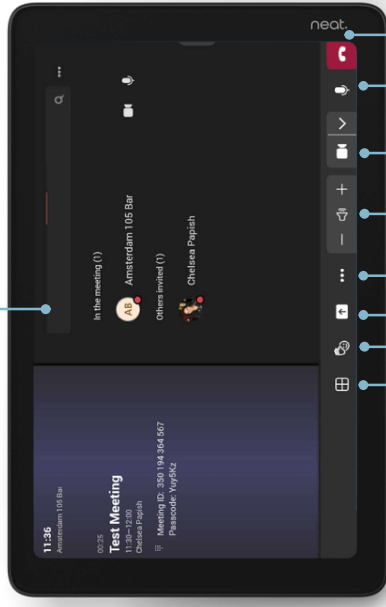
## Join with Proximity Join

1. Select Join from your Teams calendar on your laptop.
2. Search for the Teams Room under Room audio.
3. Select Join now.



## In-meeting controls

Invite someone to your in progress meeting.



Change the viewing options of remote participants.

Reactions

Screen Share via HDMI

Volume control

More settings

Mute or unmute

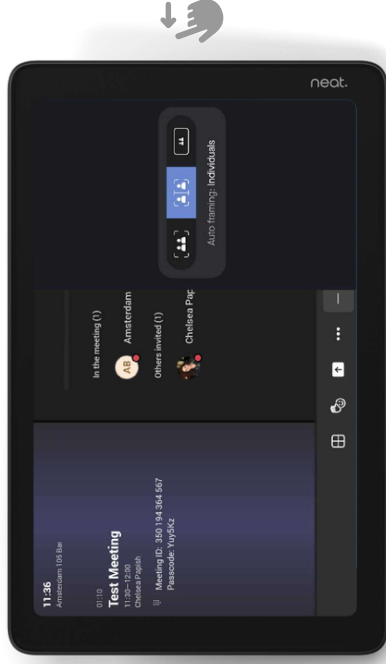
End the meeting.

Start or stop video.

## In-meeting camera control

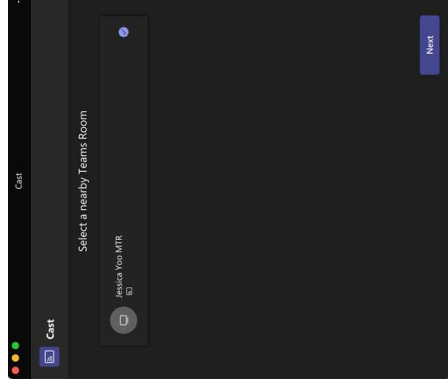
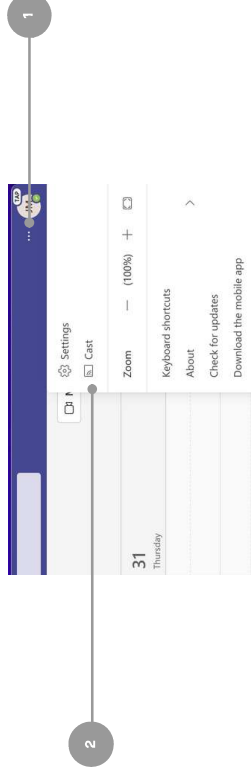
On Teams you can adjust camera settings and utilise Neat Symmetry while in a meeting.

- Swipe with one finger from the right side of the Pad towards the left.
- A slide out will appear with the auto-framing options.
- Choose between Individuals (Neat Symmetry), Group (cuts out dead-space around a group of people), Disabled (full-camera view).



## Share content via cast

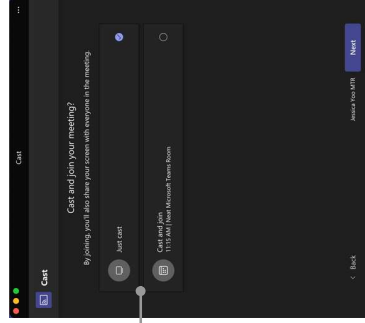
1. In the Teams desktop app, click on the three dots.
2. When the dropdown menu appears, click on Cast.
3. When a nearby Teams Room has been detected, click Next.
  - a. If using a MacBook, enable Location Services for Microsoft Teams in the Security & Privacy settings.



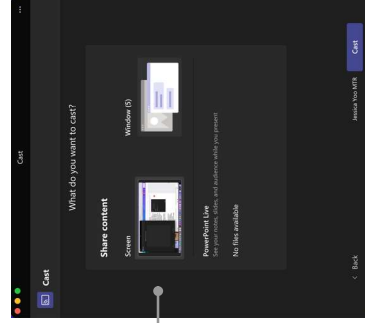
## Share content via HDMI

### Continued:

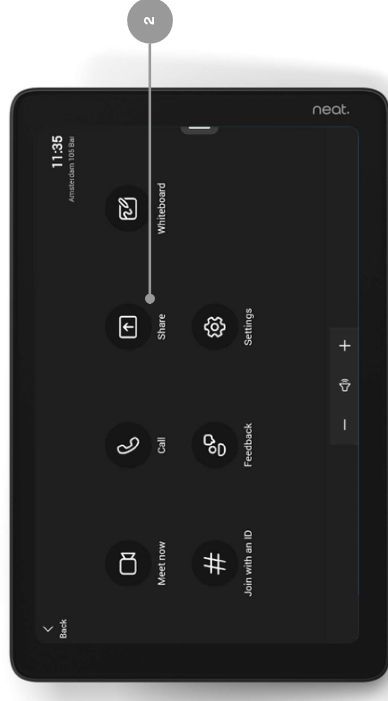
4. If there is an upcoming meeting, select either Just Cast or Cast and Join. Then, click Next.
5. If there are no upcoming meetings, select the content to be shared. Then, click Cast.



4



5



2

1. Plug in your HDMI cable to your devices.
2. Click Share to screen share. During an ongoing meeting, just tap the Share button in the in-meeting controls.