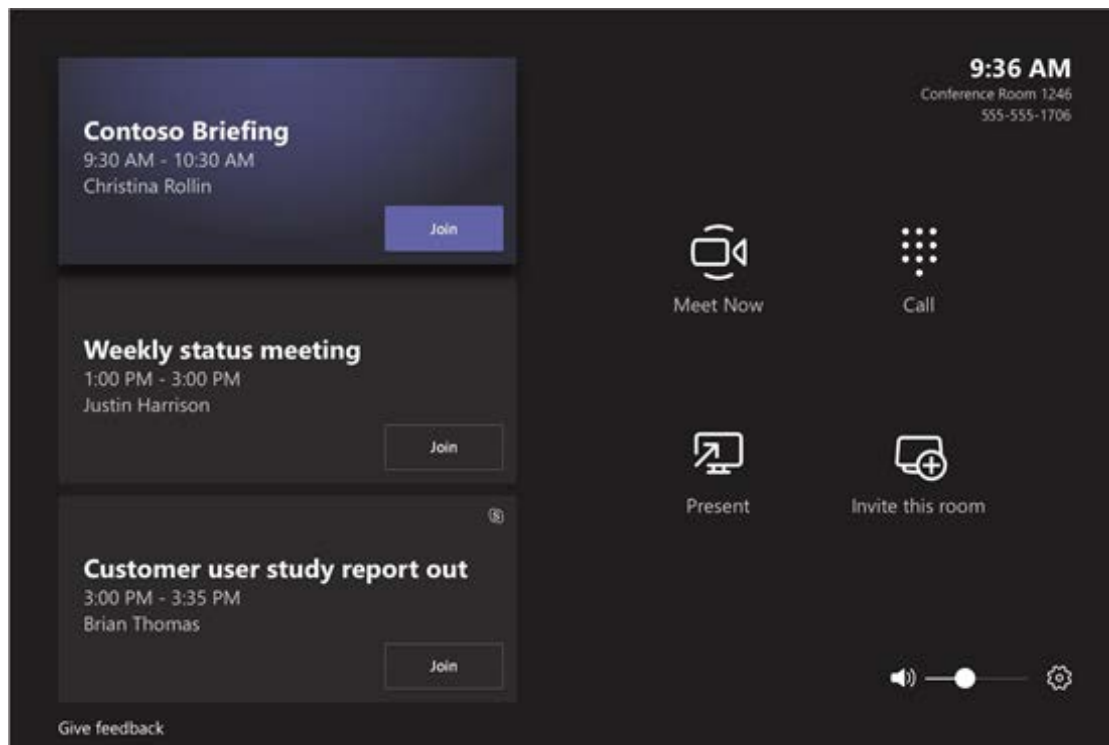


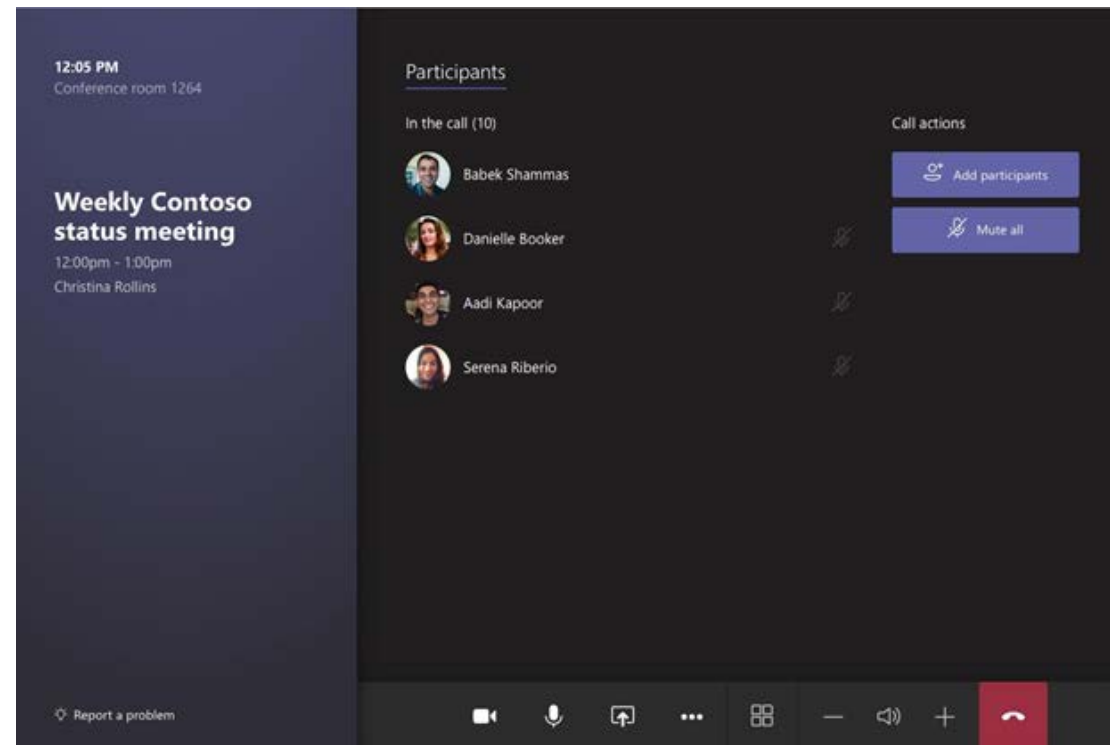
Quick start guide Microsoft Teams Rooms

Starting the meeting



- Click *Join* to start the meeting scheduled for this room.
- Click *Meet Now* to start a meeting that is not scheduled (in this room).
- Click *Present* to use the room and present screens for a presentation.

During the meeting



- Click *Add participants* to add participants to a meeting.
- Click *Mute all* to mute all participants.
- In the taskbar at the bottom of the screen, you can control the room's camera and microphone, share content from a laptop connected via HDMI, adjust the volume and end the meeting.

An extended manual for hybrid conferencing can be found at intranet.uu.nl/en/knowledgebase/hybrid-conferencing.
If you have any questions, concerns or problems, please contact an AV representative by calling 030-253 95 95.

