

Conduct/participate in a Microsoft Teams meeting	Present on the wall-mounted digital display using your device
<p>Start a new Teams meeting (as an organiser)</p> <p>OPTION 1 (Using the built in touch panel):</p> <ol style="list-style-type: none"> 1. Select New meeting. 2. You can invite attendees by typing in their name 3. When you have entered all attendees select Invite 4. A Teams call will now be initiated <p>OPTION 2 (Using your device):</p> <ol style="list-style-type: none"> 1. Connect your device using either method described in the 'Present on the wall-mounted digital display using your device' (refer to the column to the right). If connecting via wireless, only steps 1-4 are required. <p>Join a Teams meeting (as an invited attendee) (Join on your device connected using a HDMI wired connection):</p> <ol style="list-style-type: none"> 1. Connect your device using the 'Screen mirror from my device (wired)' method described in the 'Present on the wall-mounted digital display using your device' (refer to the column to the right). 2. Join a Teams meeting as normal. 	<p>Screen mirror from my device (wired) <i>This will provide the best experience and will utilise the webcam and microphone built into the wall mounted digital display.</i></p> <ol style="list-style-type: none"> 1. Using the HDMI cable, plug in to your device. If you are using a device which is not HDMI compatible but has a video output, visit the Information Desk, we may have an adapter. 2. To stop screen mirroring, unplugged the HDMI cable from your device. <p>Screen mirror from my device (wireless) <i>You will require Microsoft Teams (either the application installed on your device, or the web version open in a browser tab).</i></p> <ol style="list-style-type: none"> 1. On the touch panel, select New meeting. 2. Type your name in as an invitee 3. Select Invite 4. A Teams call will now be initiated and a popup which will appear on your device, accept the call as a video call 5. You may wish to mute the microphone on both your device and the touch panel. 6. Select the 'Share Content' icon on your device and the desktop or window you wish to display on the wall-mounted digital display. 7. To stop screen mirroring, stop sharing content in the Teams meeting, or leave the Teams meeting on your device.