

Conduct/participate in a Microsoft Teams meeting	Present on the wall-mounted digital display using your device
<p><b>Start a new Teams meeting (as an organiser)</b></p> <p><b>OPTION 1</b> (Using the built in touch panel):</p> <ol style="list-style-type: none"> <li>1. Select <b>New meeting</b>.</li> <li>2. You can invite attendees by typing in their name</li> <li>3. When you have entered all attendees select <b>Invite</b></li> <li>4. A Teams call will now be initiated</li> </ol> <p><b>OPTION 2</b> (Using your device):</p> <ol style="list-style-type: none"> <li>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.</li> </ol> <p><b>Join a Teams meeting (as an invited attendee)</b> (Join on your device connected using a HDMI wired connection):</p> <ol style="list-style-type: none"> <li>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).</li> <li>2. Join a Teams meeting as normal.</li> </ol>	<p><b>Screen mirror from my device (wired)</b> <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"> <li>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.</li> <li>2. To stop screen mirroring, unplugged the HDMI cable from your device.</li> </ol> <p><b>Screen mirror from my device (wireless)</b> You will require Microsoft Teams (either the application installed on your device, or the web version open in a browser tab).</p> <ol style="list-style-type: none"> <li>1. On the touch panel, select <b>New meeting</b>.</li> <li>2. Type your name in as an invitee</li> <li>3. Select Invite</li> <li>4. A Teams call will now be initiated and a popup which will appear on your device, accept the call as a video call</li> <li>5. You may wish to mute the microphone on both your device and the touch panel.</li> <li>6. Select the 'Share Content' icon on your device and the desktop or window you wish to display on the wall-mounted digital display.</li> <li>7. To stop screen mirroring, stop sharing content in the Teams meeting, or leave the Teams meeting on your device.</li> </ol>