

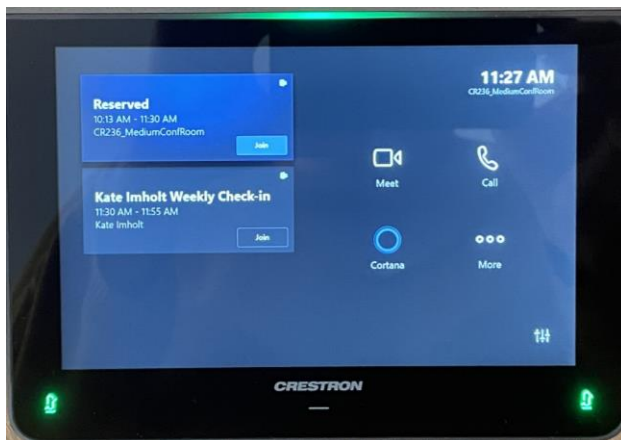
## CONDUCT A MEETING

Learn how to join a meeting in a conference room, share your screen, and adjust your audio and display.

### Joining Conference Room Meetings

If you have a meeting scheduled in a conference room, you must join the room to the meeting. This starts the room reservation, activates the room AV capabilities (e.g., screen, camera, microphone) and joins the Teams meeting if one has been set up.

1. From the screen in the middle of the table, click the **Join** button next to your meeting.



### LAPTOP CAMERAS

Conference rooms have built-in cameras to capture the entire room. Turning on the camera on your laptop will make it easier for remote participants to recognize you.

2. Press the red phone button to disconnect the room from the meeting.



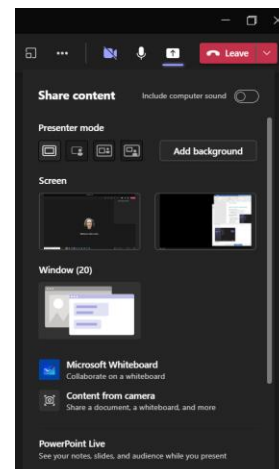
## Share Screen via Teams

Share your device screen to participants in the room and online at the same time.

1. Join the Teams meeting on your device (Teams mobile app or laptop).
2. Click the **Share** button
3. Click **Include computer sound** if you are sharing a video
4. Select screen, window, whiteboard or PowerPoint Live

### POWERPOINT LIVE

PowerPoint Live allows you to upload a presentation so participants can independently scroll between slides and use a screen reader to access content.



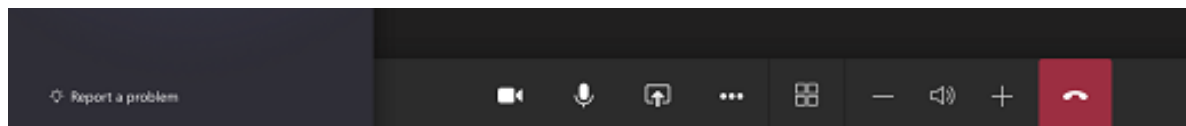
## Microphone adjustments

Lights on the panel will be red when muted and green when unmuted. Remote attendees will not hear conversations in the room when the microphones are muted.

- Click the microphone button on the panel to mute and unmute room microphones.
- Large rooms only: Click the additional microphones on the table to mute and unmute.

## Volume adjustments

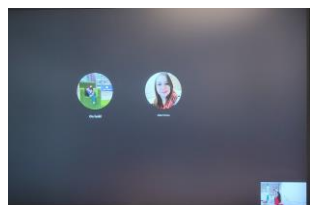
Adjust the volume in the room so you can hear online participants.



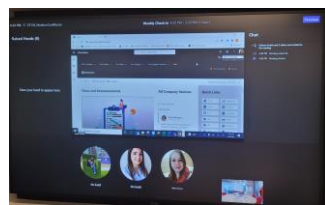
- Use the + and – controls to increase and decrease the volume.
- Click the **speaker button** to mute the audio for the room. (Remote participants can still hear each other.)
- Click **Mute all** at the top of the participant list to mute all remote participants.
- Click the **microphone button** next to a person's name to mute a specific remote participant.

## Display configuration

If you click on the window icon next to Cortana, you can select from the following the display layouts.



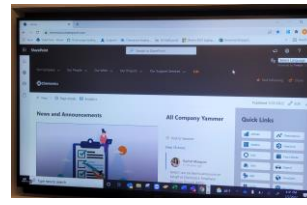
Gallery



Front Row



Together Mode



Content Only

Submit a ticket in [ChemSupport](#) with any questions.  
Feedback? Scan this QR code to complete a brief survey.

