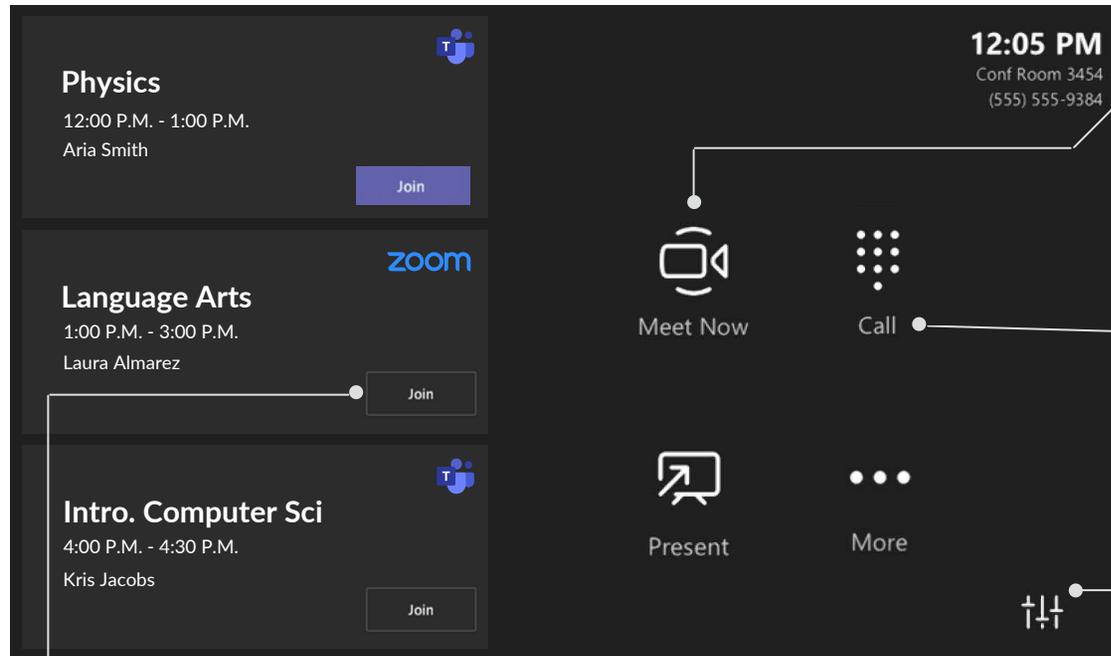


Northeastern Teams Classroom Quickstart Guide



HOST A MEETING

Select Meet Now to start a new meeting automatically. Enter a name or number to invite people. After invitees are added to the list, select Invite.

MAKE A CALL

Make a phone call by selecting Dial Pad and dialing a number.
Note: Calling is not available in all rooms.

CONTROL

Control Room variables.

JOIN A MEETING

- Join a scheduled meeting through the device directly by tapping the calendar entry.
- Meetings can also be joined from a personal device. When choosing audio and video settings, the option to Add a room will appear to enable use of the rooms audio and video equipment.
- If the device automatically detects and connects to the room via Bluetooth
 - Select Audio Off to join with the personal device audio off, and avoid disrupting the meeting.
- If the device doesn't automatically detect and connect to the room via Bluetooth
 - Select Add a Room under Other join options, and search for the designated room.
 - Select Show participants through the Add people to team button.
 - Select Invite someone or dial a number, and search for the room name.
 - Select the room and OK to bring the contact into the meeting.

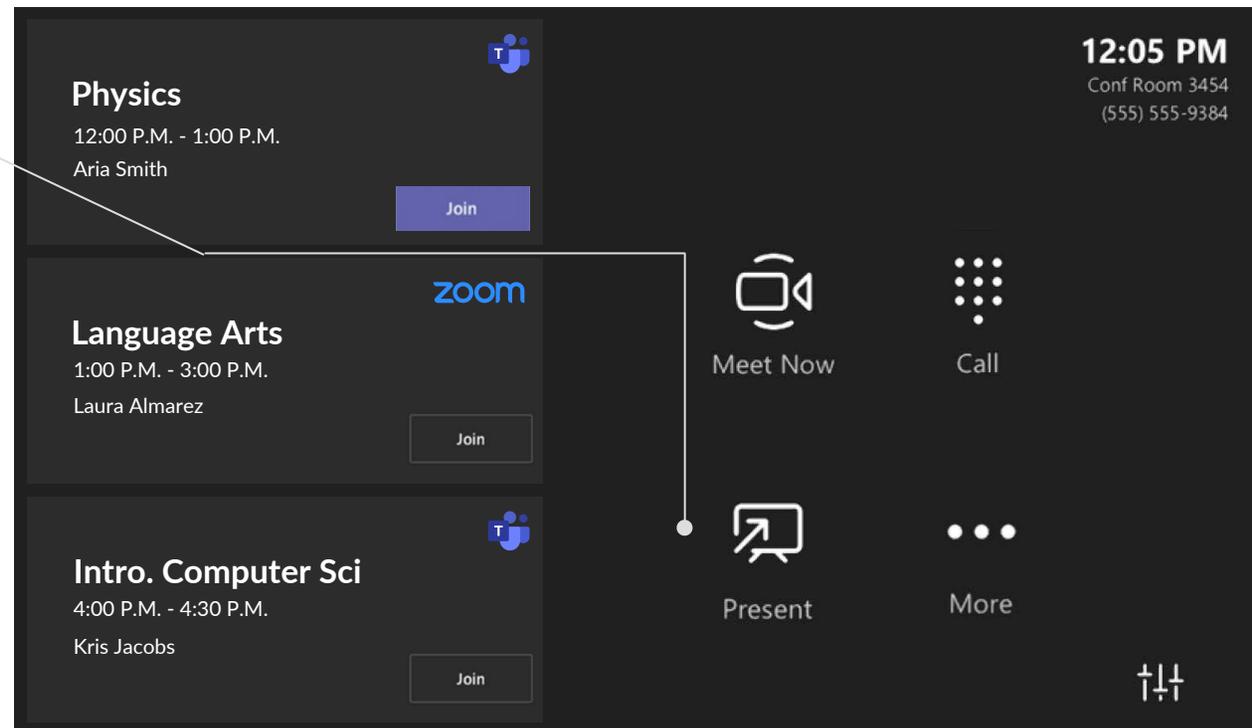
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PRESENT

- **Share screen with all meeting participants**

There are two ways to share with both in-room and online participants from a personal device:

1. Join the meeting on the device and select **Share**, then select item to share.
2. Connect device to the cable connected to the room console. Depending on room settings, screen may be shared automatically or you require selecting **Share** on the room console.

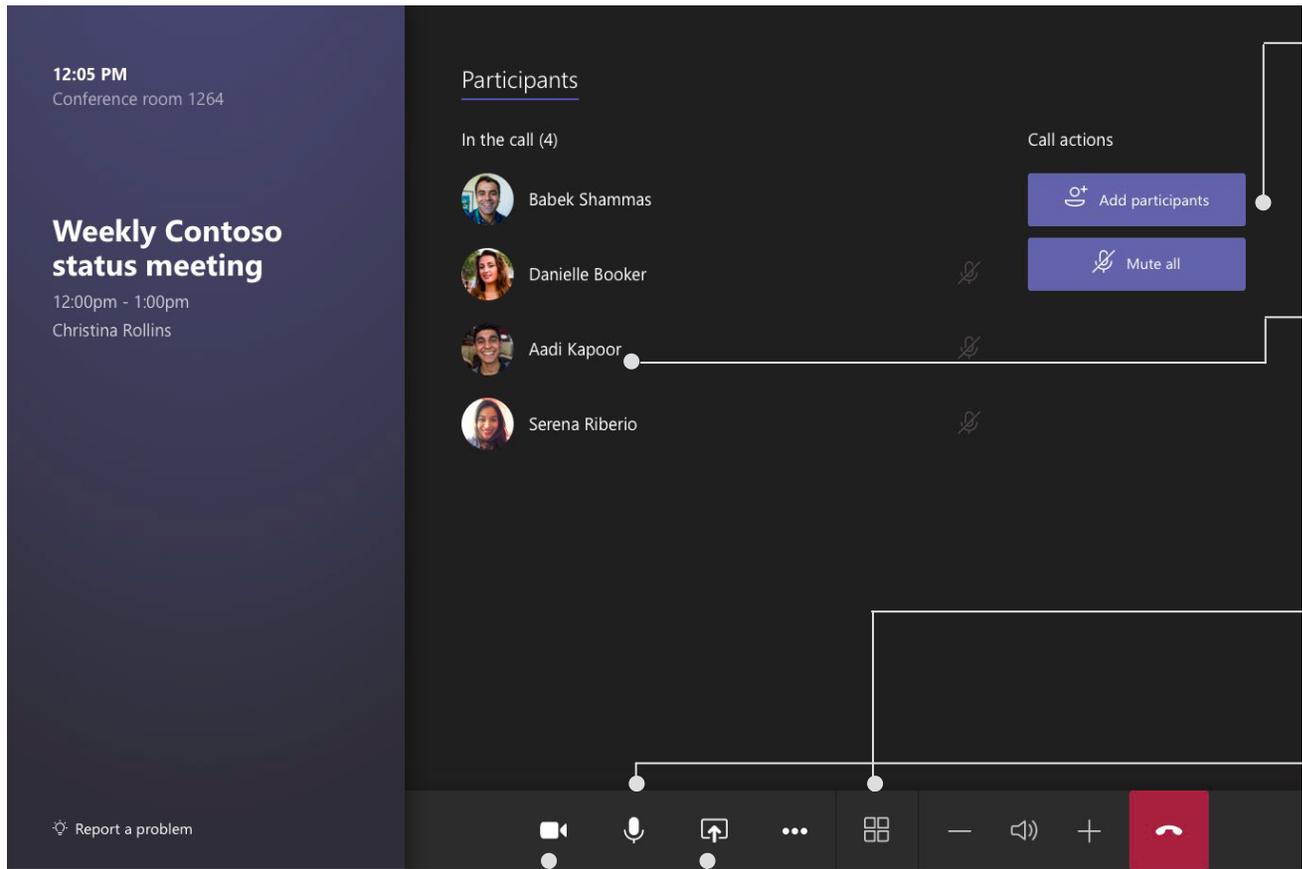


- **Share screen with in-room participants**

To share content, use an HDMI cable to connect the presenting device into the room console. Select Present on the room console. Content can also be shared by joining the Teams meeting from any device.

- **Stop sharing desktop**

Select Stop presenting on the console.



ADD PARTICIPANTS

Select names to add to the meeting and invitation list, then tap Invite.

REMOVE & MUTE

Select participant name on the room console, then Remove or Mute participant.

LAYOUT

Select Layout on the room console to toggle between different layouts for your room display.

CAMERA CONTROL

Select Camera on the room console to turn the in-room camera on and off. Choose the desired video device, or tap Camera Off to stop streaming the room's video.

CONTENT SHARE

Activate Content Sharing via HDMI cable or Whiteboard camera within the room.

AUDIO

Selecting Mic on the room console to mute or unmute the room mic.

Need support?

Email classroomITsupport@northeastern.edu for rapid dispatch to the classroom (Monday-Friday, 6 a.m. - 9 p.m., Saturday, 8 a.m. to 6 p.m., Sunday 1 p.m. - 5 p.m.). Be sure to include the building name and room number in the email subject line.

Additional remote Technology support is available 24/7 by contacting 617.373.HELP [4357], help@northeastern.edu, or by visiting the Tech Service Portal at services.northeastern.edu/tech.

